



BOARD MEETING MINUTES

Wednesday, January 11, 2017, 5:00pm
Pioneer Library System, Canandaigua, NY

PLS Board Members present: Christine Ryan, John Lester, Carolyn Lyons, Merton Bartels, Mary Ellen Darling, Kathleen Hartness, Ruby Morrison, Jeffrey Clark, and Ellen Mitchell. Also in attendance, PLS staff: Lauren Moore and Ron Kirsop; PLSDAC Liaison, Melissa Correia.

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:03 pm.

OATHS OF OFFICE:

PLS Board President Christine Ryan administered Oaths of Office to trustees Jeffrey Clark, representing Wyoming County, serving a 5-year term beginning January 1, 2017 through December 31, 2021; and Ellen Mitchell, representing the Central Library, serving a 5-year term beginning January 1, 2017 through December 31, 2021.

ADOPTION OF THE AGENDA

MOTION 1: Ruby Morrison moved to adopt the January 11, 2017 agenda. Merton Bartels seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 2: Mary Ellen Darling moved to approve the December 14, 2016 Board Minutes. Carolyn Lyons seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Ruby Morrison

Approve Cash Activity Report

MOTION 3: Kathleen Hartness moved to approve the cash activity report. John Lester seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 4: John Lester moved to approve warrants made on December 30, 2016 for the total amount of \$25,034.26. Carolyn Lyons seconded and the motion carried.

Approve YTD Budget Reports

Under New Business.

***Pioneer Library System Mission:
To improve and expand library service through
leadership, education, advocacy and enhanced resource sharing***

2. Executive Director's Report: Lauren Moore

In general, library circulation numbers are trending downwards; however, the work outside of loaning books has larger outcomes. There has been a significant increase in Wifi usage and digital downloads through Owwl2Go.

Lauren shared data from circulation trends, wireless sessions, and Owwl2Go checkouts from 2012-2016.

3. Team Goal Report: Ron Kirsop

Ron gave the final 2016 Team Goal report. Highlighting the close out of several PLS projects and the continuation of a few into 2017.

4. Central Library Budget Report: Lauren Moore

MOTION 5: Ruby Morrison moved to approve the YTD Central Library Budget Report. Merton Bartels seconded and the motion carried.

5. PLSDAC Liaison's Report: Melissa Correia

Melissa Correia highlighted member library news from Wood, Sodus, Bloomfield, Mount Morris, Victor, Clifton Springs, Perry, Lyons, Attica, and Marion.

6. Committee reports -

Finance Committee Report - Joanna Whelan, Chair

Discussion.

Personnel Committee Report - Mary Ellen Darling, Chair

No report.

Policy Committee Report - Chris Ryan, Chair

No report.

Audit Committee Report - John Lester, Chair

No report.

Construction Grant Committee Report

No report.

LTA Liaison Report

No report.

OLD BUSINESS:

NEW BUSINESS:

1. Appoint Carolyn Lyons to fill the unexpired term of Pat Edwards (2014-2018)- Chris Ryan

MOTION 6: Ruby Morrison moved to appoint Carolyn Lyons to fill the unexpired term of Pat Edwards (2014-2018). Kathleen Hartness seconded and the motion carried.

***Pioneer Library System Mission:
To improve and expand library service through
leadership, education, advocacy and enhanced resource sharing***

2. Administer Oath of Office to Carolyn Lyons (2017-2018)- Chris Ryan

PLS Board President Christine Ryan administered Oaths of Office to trustee Carolyn Lyons, representing Wyoming County, serving a 1-year term beginning January 1, 2017 through December 31, 2018.

3. Approve 2017 Organizational Actions- Lauren Moore

- A. Designate Official Newspaper
- B. Appoint the Chief Financial Officer
- C. Appoint the Claims Auditor
- D. Appoint the External Auditor
- E. Appoint the Attorney
- F. Authorize the Executive Director to Certify Payroll
- G. Designate the Bank Depository
- H. Designation of the Authorized Signatories for Checks
- I. Authorization of Payments Between Board Meetings

MOTION 7: Ruby Morrison moved to approve the 2017 Organizational Actions. John Lester seconded and the motion carried.

4. Approve 2017 Committee Assignments- Chris Ryan

MOTION 8: Carolyn Lyons moved to approve 2017 Committee Assignments. Merton Bartels seconded and the motion carried.

5. Approve the 2016 Year End Year to Date Report- Ruby Morrison

MOTION 9: Merton Bartels moved to transfer \$382.54 from the General Operating Fund to the Library Advocacy Day Assigned Reserve Fund. Kathleen Hartness seconded and the motion carried.

MOTION 10: Carolyn Lyons moved to transfer \$35,638 to the Annual Carryover Assigned Reserve Fund for purposes outlined in the 2016 Year End YTD Report. Ellen Mitchell seconded and the motion carried.

MOTION 11: Ellen Mitchell moved to approve the 2016 Year End YTD Report. Carolyn Lyons seconded and the motion carried.

6. Review Conflict of Interest Policy and Sign Annual Statement- Audit Committee

MOTION 12: Ruby Morrison moved to accept the Conflict of Interest Policy. Jeffrey Clark seconded and the motion carried.

7. Review Whistleblower Policy and Sign Acknowledgement/Certification- Lauren Moore

MOTION 13: Ruby Morrison moved to accept Whistleblower Policy. Merton Bartels seconded and the motion carried.

8. Approve PLS 2017 Goals and Objectives- Lauren Moore

Lauren discussed the five 2017 Strategic Priorities

- 1. Increase Access to Local History Collections
- 2. Technology Planning
- 3. Library Leadership
- 4. Help Libraries

***Pioneer Library System Mission:
To improve and expand library service through
leadership, education, advocacy and enhanced resource sharing***

MOTION 14: Ruby Morrison moved to approve the PLS 2017 Goals and Objectives. Kathleen Hartness seconded and the motion carried.

9. Approve 2017 Salary Schedule- Lauren Moore

MOTION 15: Jeffrey Clark moved to approve the 2017 Salary Schedule. Ellen Mitchell seconded and the motion carried.

10. Authorize the Executive Director to sell the 2008 Ford Econoline Van through closed bid system.

MOTION 16: Ruby Morrison moved to authorize the Executive Director to sell the 2008 Ford Econoline Van through closed bid system. Carolyn Lyons seconded and the motion carried.

11. Discuss Library Advocacy Day- Chris Ryan

Wednesday, March 1, 2017. Sending letter out to members across PLS.

Next Meeting:

Wednesday, March 8, 2017

Reminders:

1/12/17 Meeting with Assemblyman Kolb, 10:00am (Geneva Office)

3/1/17 Library Advocacy Day (Albany)

3/8/17 Personnel Committee Meeting, 4:00pm (PLSHQ)

Adjourn

MOTION 17: Merton Bartels moved to adjourn the meeting. Ruby Morrison seconded and the motion carried. The meeting was adjourned at 6:01 pm.

Respectfully submitted,

Ron Kirsop

Approved on March 8, 2017.

***Pioneer Library System Mission:
To improve and expand library service through
leadership, education, advocacy and enhanced resource sharing***