



BOARD MEETING
Minutes

Wednesday, January 13, 2016, 5:00pm
PLS Headquarters, Canandaigua, NY

PLS Board Members present: Carolyn Lyons, Merton Bartels, Pat Edwards, John Lester, Ruby Morrison, Mary Ellen Darling, Christine Ryan, Kathy Hartness, Joanna Whelan. Also in attendance, PLS staff: Lauren Moore, Ron Kirsop, and Cindy Gardner; PLSDAC Liaison, Jessica Pacciotti (participated via GoToMeeting).

CALL TO ORDER:

Carolyn Lyons called the meeting to order at 4:57 p.m.

OATHS OF OFFICE for New Trustees:

PLS Board President Carolyn Lyons administered Oaths of Office to trustees Merton Bartels, representing Wayne County, serving a 4-year term beginning January 1, 2016 through December 31, 2020; and Kathy Hartness, representing Livingston County, serving a 5-year term beginning January 1, 2016 through December 31, 2021.

ADOPTION OF THE AGENDA

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

APPROVAL OF THE MINUTES

Several grammatical errors were addressed.

MOTION 2: Ruby Morrison moved to approve the minutes as amended of the December 9, 2015 Board Meeting. Joanna Whelan seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial report: Cindy Gardner

Approve Cash Activity Report – Cindy Gardner

MOTION 3: Pat Edwards moved to approve the cash activity report. Joanna Whelan seconded and the motion carried.

Approve Warrants (list of bills paid)

MOTION 4: Christine Ryan moved to approve warrants made on December 23, 2015 for the total amount of \$32,319.54, December 31, 2015 for \$25,259.17, and January 13, 2016 for the total amount of \$34,581.58. Merton Bartels seconded and the motion carried.

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leadership, education, advocacy and enhanced resource sharing***

2. Executive Director's Report: Lauren Moore

In response to requests for information from our state legislators, Lauren has been examining the potential impact an increase in the state's minimum wage to \$15/hour would have on our member libraries.

Based on data provided by 14 libraries that responded to her inquiries, salary increase for workers would result in about a 10% increase in libraries' personnel expenses. That 10% increase does not account for increases in FICA and other benefits based on salary or the salary increases for more senior staff that would become necessary because of salary compression. Some libraries have estimated that the total impact would result in a 30% increase in their personnel costs.

The exemption for libraries and other taxing districts in New York ended on December 31, 2015. As a result, libraries must comply with HAVA (Help America Vote Act 2002) in their 2016 elections. Under HAVA, pull lever voting machines are no longer a legal voting method. There are also requirements for hand-counted paper ballots which Lauren is still investigating.

3. Team Goal Report:

No report.

4. Central Library Report:

Motion 5: Kathy Hartness moved to approve the Central Library 12-15 YTD Budget Report. Christine Ryan seconded and the motion carried.

5. PLSDAC Liaison's report: Jessica Pacciotti

Jessica Pacciotti reported on the Arcade Free Library's "Walk Around Arcade;" Bloomfield and Bristol Library's visit from Senator Rick Funke; Macedon Library's LGBT Book Discussion Series; and Perry Library's beginning stages of the Tale of Three Counties events.

6. Committee reports- see New Business

Finance Committee Report- Joanna Whelan, Chair

No report.

Personnel Committee Report- Carolyn Lyons, Chair

No report.

Facilities Committee Report- John Lester, Chair

No report

Ad-hoc Policy Committee Report- Chris Ryan, Chair

No report.

NEW BUSINESS:

1. Approve 2016 Organizational Actions

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- 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 and Assistant Director to Certify Payroll
- G. Designate the Bank Depository
- H. Designate authorized signatories for checks
- I. Authorize the Executive Director and Assistant Director to Certify Payments between Board Meetings

Motion 6: Ruby Morrison moved to approve the 2016 Organizational Actions. Christine Ryan seconded and the motion carried.

2. Amend the Assigned Reserves Policy to Create an Annual Carryover Assigned Reserve Fund

Motion 7: Christine Ryan moved to amend the Assigned Reserves Policy to Create an Annual Carryover Assigned Reserve Fund. Ruby Morrison seconded and the motion carried.

3. Approve the 2015 Year End Year to Date Report and Fund Transfers

- A. Transfer \$562.57 from the Library Advocacy Day Assigned Reserve Fund to 2015 General Operating Fund
- B. Transfer \$7,000 from General Operating Fund to the Vehicle Assigned Reserve Fund
- C. Transfer \$28,410.20 to the Annual Carryover Assigned Reserve Fund for purposes outlined in the 2015 Year End YTD Report.
- D. Approve the 2015 Year End YTD Report

Motion 8: Ruby Morrison moved to transfer \$562.57 from the Library Advocacy Day Assigned Reserve Fund to 2015 General Operating Fund. Merton Bartels seconded and the motion carried.

Motion 9: Kathy Hartness moved to transfer \$7,000 from General Operating Fund to the Vehicle Assigned Reserve Fund. Pat Edwards seconded and the motion carried.

Motion 10: Ruby Morrison moved to transfer \$28,410.20 to the Annual Carryover Assigned Reserve Fund for purposes outlined in the 2015 Year End YTD Report. Pat Edwards seconded and the motion carried.

Motion 11: Ruby Morrison moved to approve the 2015 Year End Year to Date Report. Merton Bartels seconded and the motion carried.

4. Approve Bylaw Revisions

Revisions were a result of the board discussion during the December 9, 2015 meeting.

Lauren asked member library directors their opinion regarding the 30 days to appoint trustees.

Grammatical errors were corrected.

Motion 12: The Policy Committee recommends approval of the Bylaw Revisions. Ruby Morrison seconded and the motion carried.

5. Approve 2016 Committee Assignments

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Finance Committee: Joanna Whelan (Chair), Pat Edwards, and Carolyn Lyons (Ex Officio).

Personnel Committee: Mary Ellen Darling (Chair), Merton Bartels, Kathy Hartness, Carolyn Lyons (Ex Officio)

Policy Committee: Chris Ryan (Chair), Ruby Morrison, Carolyn Lyons (Ex Officio).

Audit Committee: John Lester (Chair), Carolyn Lyons (Ex Officio).

Motion 13: Christine Ryan moved to approve the 2016 Committee Assignments. Merton Bartels seconded and the motion carried.

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

Lauren distributed the Conflict of Interest Policy to all board members, Ron Kirsop, and Cindy Gardner. The policy requires board members and key employees to disclose any organization they are involved with that may be viewed as a conflict.

The Vice President, John Lester, will review and monitor potential conflicts.

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

Lauren distributed the Whistleblower Policy to each board member. Board Members signed the policy to acknowledge that they have received a copy.

8. Approve PLS 2016 Goals and Objectives- Lauren Moore

Lauren reviewed the PLS 2016 Goals and Objectives.

1. Increase Access to Local History Collections
2. Help Libraries Achieve Higher Bandwidth Levels
3. Support Libraries' Personnel Development
4. Help Libraries Create New Experiences
5. Partner in "1,000 Books Before Kindergarten" Efforts

Motion 14: Joanna Whelan moved to approve the PLS 2016 Goals and Objectives. Ruby Morrison seconded and the motion carried.

9. Approve Insurance Evaluation- Lauren Moore

This agenda item has been postponed until the March 2016 board meeting.

10. Approve the 2016 Salary Schedule- Lauren Moore

Motion 15: Joanna Whelan moved to approve the 2016 Salary Schedule. Christine Ryan seconded and the motion carried.

11. Amend 2016 Grants and Fee Document- Lauren Moore

NYLA Organizational Memberships were added to the Grants and Fees Document and an error in e-rate and OWWL costs has been corrected.

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Motion 16: Joanna Whelan moved to amend the 2016 Grants and Fee Document. Pat Edwards seconded and the motion carried.

12. Review 2016 Meeting Schedule - Lauren Moore

The PLS Bylaws state that six board meetings a year are required, there are currently eight scheduled for 2016. The two additional meetings will be left on the schedule in the event that a meeting is canceled during the year.

The May 11, 2016 meeting is scheduled to take place in Warsaw. The date of the October 2016 Annual Meeting is in the process of being rescheduled because the current date conflicts with the last day of Yom Kippur.

13. Approve Executive Director's Travel Requests- Lauren Moore

Lauren's travel requests include an overnight trip in March for Advocacy Day and pre-Advocacy Day meetings and an overnight trip in June for the NYLA Leadership & Management Academy.

Motion 17: Ruby Morrison moved to approve the Executive Director's Travel Requests. Christine Ryan seconded and the motion carried.

14. Discuss Library Advocacy Day- Carolyn Lyons

PLS Board President, Carolyn Lyons, sent a letter to member library board presidents urging trustees to attend Advocacy Day in Albany on March 2, 2016.

Next Meeting:

Wednesday, March 9, 2016

Reminders:

3/2/16 Library Advocacy Day (Albany)

3/9/16 Personnel Committee Meeting, 4:00pm (PLSHQ)

MOTION 18: Christine Ryan moved to adjourn the meeting. Joanna Whelan seconded and the motion carried. The meeting was adjourned at 6:08pm.

Respectfully submitted,

Ron Kirsop

To be approved on March 9, 2016.