



BOARD MEETING  
MINUTES

WEDNESDAY, JANUARY 14, 2015, 5:00PM  
PLS HEADQUARTERS, CANANDAIGUA, NY

PLS Board Members: Mary Ellen Darling, Pat Edwards, John Lester, Carolyn Lyons, Carolyn Meisel, Ruby Morrison, Christine Ryan, Joanna Whelan; Also in attendance PLS staff: Lauren Moore, Ron Kirsop, and Cindy Gardner; Sharon Stanley, PLSDAC liaison; Pic Schade, Claims Auditor.

**Call to order**

Lauren Moore called the meeting to order at 5:05pm.

**Election of Officers**

Report from Nominating Committee and Election of Officers

Mary Ellen Darling reported the slate of officers for 2015 that was developed at the October Meeting at Bristol Harbor.

President: Carolyn Meisel (2015)  
Vice President: John Lester (2017)  
Treasurer: Joanna Whelan (2016)  
Secretary: Mary Ellen Darling (2018)

**MOTION 01:** Pat Edwards moved to approve the Slate of Officers 2015. Christine Ryan seconded and the motion carried.

**Oaths of Office for New Trustees**

PLS Board President Carolyn Meisel administered Oaths of Office to trustees Ruby Morrison, representing Ontario County, serving a 5-year term beginning January 1, 2015 through December 31, 2019; and Christine Ryan, representing Livingston County, serving the remainder of an unexpired term beginning October 9, 2014 through December 31, 2017.

**ADOPTION OF THE AGENDA**

Carolyn Meisel asked if there were any changes to the amended agenda. There were none.

**MOTION 02:** Mary Ellen Darling moved to adopt the January agenda. Joanna Whelan seconded and the motion carried.

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## **APPROVAL OF THE MINUTES**

**MOTION 03:** Mary Ellen Darling moved to approve the minutes of the November 12, 2014 meeting. Carolyn Lyons seconded and the motion carried.

### **Communications and Reports:**

#### **1. Financial report: Cindy Gardner**

Cindy Gardner reported on the November and December Financial Reports. Cindy made note that during the November meeting PLS was still awaiting 10% of the LLSA funds; she updated the board that the final amount was received on December 19, 2014 and paid to member libraries that day.

**MOTION 04:** Joanna Whelan moved to accept the November and December Financial Reports as presented. John Lester seconded, and the motion carried.

#### **2. Executive Director's Report: Lauren Moore**

Lauren Moore reported on the upcoming representative meetings and the upcoming Library Advocacy Day (February 25, 2015). Lauren encouraged all trustees to attend and stated that it is a fun and worthwhile event that is appreciated by legislators. NYLA's priorities this year during Advocacy Day makes the case that libraries are part of the education system and are deserving of the same funding increase received by schools. The requested \$102,000,000 is a small amount compared to other areas of the budget. Lauren reminded trustees to keep NYLA's language in mind when attending Advocacy Day, "Libraries are Education."

Lauren also reported that the PLS team has achieved almost every goal that was outlined in 2014. Lauren has new goals with a slightly different structure for 2015.

#### **3. Team Board Report: Ron Kirsop**

Ron Kirsop reported that November's Bridges out of Poverty training (organized by Pat Finnerty) was a success for the system as well as the outside organizations that attended.

Ron also reported that the CANS department is working on a number of technology based goals including preparing test servers for the owl.org upgrade, rolling out the new anti-virus software to member libraries, and developing a system for zero clients. Matthew Kominiarek, the newest member of the technology team at PLS, has also been using his graphic design background to help with logo implementation.

Lauren and Ron have visited several libraries to deliver the Roles and Responsibility consultation to member library boards.

Ron attended the Harwood Institute's Public Innovators Lab where he learned a number of strategies that will be implemented in the PLS Strategic Planning Model for member libraries.

Finally, the December System Meeting was dedicated to allowing PLS Continuing Education Grant recipients to share the knowledge they gained from the 2014 NYLA (New York Library Association) and ARSL (Association of Rural and Small Libraries) conferences.

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#### **4. Central Library report: Chris Finger**

Chris Finger was not present at the January Meeting. Lauren presented the 2014 Central Library budget and December 31, 2014 Year-to-Date expenditure report.

**MOTION 05:** Christine Ryan moved to approve the 2014 Central Library budget and Dec. 31, 2014 YTD expenditure report. Mary Ellen Darling seconded, and the motion carried.

#### **5. PLSDAC Liaison's report: Sharon Stanley**

Sharon Stanley reported that it is important for libraries to state the crucial role the library system plays for small libraries at Advocacy Day.

#### **6. Committee reports- see New Business**

##### **New Business:**

##### **1. Committee Assignments for 2015**

Each trustee present volunteered to serve on one of the three PLS standing committees: Finance Committee, Personnel Committee, and Facilities Committee.

The 2015 Finance Committee will consist of Joanna Whelan, Chair, Patricia Edwards, Ruby Morrison, and Carolyn Meisel, ex-officio.

The 2015 Personnel Committee will consist of Carolyn Lyons, Chair, Mary Ellen Darling, Ruby Morrison, and Carolyn Meisel, ex-officio.

The 2015 Facilities Committee will consist of John Lester, Chair, Christine Ryan, and Carolyn Meisel, ex-officio.

**MOTION 06:** Ruby Morrison moved to accept the Committee Assignments for 2015. John Lester seconded, and the motion carried.

##### **2. Create Ad-hoc Policy Committee**

Christine Ryan and Pat Edwards volunteered to join the Ad-Hoc Policy Committee.

**MOTION 07:** Ruby Morrison moved to create the Ad-Hoc Policy Committee. Joanna Whelan seconded, and the motion carried.

##### **3. Approve Organizational Actions**

Organizational Actions:

- A. Designation of the Official Newspaper
- B. Appointment of the Chief Financial Officer
- C. Appointment of the Claims Auditor and Alternate
- D. Appointment of the External Auditor
- E. Appointment of the Attorney
- F. Authorization of the Executive Director and Assistant Director to Certify Payroll

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- G. Authorization of the Executive Director and Assistant Director to Certify Payments
- H. Designation of Bank Depository
- I. Designation of the Authorized Signatories for Checks
- J. Authorization of Certain Payments between Board Meetings

Lauren Moore read the list of organizational actions.

Pic Schade explained her position as Claims Auditor (Organizational Action C.). Lauren Moore explained that the Claims Auditor approves payments on behalf of the Board. Carolyn Meisel commented on the importance of this position not only for the system, but for member libraries.

Lauren Moore commented that switching External Auditors every few years is a good practice.

Mary Ellen Darling volunteered to serve as alternate Claims Auditor (Organizational Action C.).

Ruby Morrison volunteered to be a signatory (Organizational Action I).

**MOTION 08:** Christine Ryan moved to approve the Organizational Actions. Pat Edwards seconded, and the motion carried.

#### **4. Adopt Conflict of Interest Policy**

Lauren Moore explained that the Whistleblower and Conflict of Interest policies were reviewed by the attorney and they are now compliant with the Non-Profit Revitalization Act.

**MOTION 09:** Carolyn Lyons moved to adopt the Conflict of Interest Policy. Mary Ellen Darling seconded, and the motion carried.

#### **5. Adopt Whistleblower Policy**

**MOTION 10:** Christine Ryan moved to adopt the Whistleblower Policy. Carolyn Lyons seconded, and the motion carried.

#### **6. Sign the Conflict of Interest and Whistleblower Statements**

The Conflict of Interest and Whistleblower statements were given to each trustee to be signed.

#### **7. Adopt Revised Confidentiality of System Records Policy (reviewed at 6/2014 meeting)**

Lauren Moore reported that the Confidentiality of System Records Policy was reviewed during the June 2014 meeting and it relates to the New York State Law that states all libraries are required to keep confidential records.

PLS will not release any information pertaining to individual library accounts without a warrant to any entity other than a member library.

**MOTION 11:** Mary Ellen Darling moved to adopt the revised Confidentiality of Systems Records Policy. Joanna Whelan seconded, and the motion carried.

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## **8. Approve the PLS Recommendations for Information Security**

Lauren Moore reported that collecting private information in the system's ILS (Integrated Library System) poses a security risk to patrons and a liability risk to PLS under NYS Information Security Breach and Notification Act. Drivers license numbers are the only piece of personal information still collected in our ILS. PLS staff is in the process of purging these numbers from the ILS.

**MOTION 12:** John Lester moved to approve the PLS Recommendations for Information Security. Joanna Whelan seconded, and the motion carried.

## **9. Approve PLS Grants and Fees document for 2015**

Lauren Moore reported that this document summarizes what libraries receive from PLS for their cost shares. The grants explain the services that PLS is giving back to the libraries directly. These include innovative programming grant, technology grants, Harwood Institute, Long Range Planning Consultations, mileage reimbursement, and NYS grants.

**MOTION 13:** Mary Ellen Darling moved to approve the PLS Grants and Fees document for 2015. Ruby Morrison seconded, and the motion carried.

## **10. Approve 2015 Board Meeting Schedule**

**MOTION 14:** John Lester moved to approve the 2015 Board Meeting Schedule. Christine Ryan seconded, and the motion carried.

## **11. Approve 2015 Central Library Budget**

Lauren Moore reported that there have been increases in the salaries and the NoveList database subscription cost.

**MOTION 15:** Joanna Whelan moved to approve the 2015 Central Library Budget. Christine Ryan seconded, and the motion carried.

## **12. Review results of 2014 System Services Satisfaction Survey**

Ron Kirsop reported that 31 out of 42 libraries participated in the survey. Overall the results were positive toward system services. Some of the comments are being used to form 2015 goals.

## **13. Approve PLS 2015 Goals and Objectives – Released at Meeting**

**MOTION 16:** Joanna Whelan moved to approve the PLS 2015 Goals and Objectives. Mary Ellen Darling seconded, and the motion carried.

## **14. Approve Insurance Evaluation**

**MOTION 17:** Mary Ellen Darling moved to approve the Insurance Evaluation. Ruby Morrison seconded, and the motion carried.

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## **15. Approve 2015 Salary Schedule**

**MOTION 18:** Mary Ellen Darling moved to approve the 2015 Salary Schedule. Joanna Whelan seconded, and the motion carried.

## **16. Ex-offender lawsuit against Lindsay Ruth, past GPL Director**

Lauren Moore explained that a lawsuit filed by an inmate of the Groveland Correctional Facility in 2003 against various employees of PLS and the Geneva Public Library has been reopened against Lindsay Ruth, a past Director of the Geneva Public Library.

**MOTION 19:** Carolyn Lyons moved to approve that PLS cover up to \$5000 in legal fees for the Ex-offender lawsuit against Lindsay Ruth. Joanna Whelan seconded, and the motion carried.

## **17. Accept Resignation of David Jankowski from PLS Board**

**MOTION 20:** Pat Edwards moved to accept the Resignation of David Jankowski from PLS Board. Joanna Whelan seconded, and the motion carried.

### Reminders:

Next Board Meeting- Wednesday, February 11, 2015, 5:00 pm, PLS Headquarters

Please submit updates for the Trustee Bios document to Jeanne Hayes (jhayes@pls-net.org)

**MOTION 21:** Joanna Whelan moved to adjourn the meeting. Ruby Morrison seconded and the motion carried. The meeting was adjourned at 6:55pm.

Respectfully submitted,  
Ron Kirsop

Approved on February 11,2015.