



## BOARD MEETING MINUTES

Wednesday, January 17, 2018, 5:00 PM  
Pioneer Library System  
2557 State Route 21, Canandaigua, NY 14424

PLS Board Members present: Christine Ryan, Kathleen Hartness, Carolyn Bradstreet, Mary Ellen Darling, Ruby Morrison, Carolyn Lyons, Ellen Mitchell, and Merton Bartels. Also in attendance, PLS staff: Lauren Moore, Cindy Gardner, and Ron Kirsop. PLSDAC Liaison Substitute: Theresa Streb. Excused: Jeffrey Clark.

### **OATHS OF OFFICE:**

Ruby Morrison, Vice President of the PLS Board, administered oaths of office to trustees Christine Ryan, representing Livingston County, serving a 5-year term beginning January 1, 2018 through December 31 2022; Carolyn Bradstreet, representing Wayne County serving a 5-year term beginning January 1, 2018 through December 31 2022; and Lauren Moore, Executive Director of the Pioneer Library System.

### **CALL TO ORDER:**

Christine Ryan called the meeting to order at 5:07 pm.

### **ADOPTION OF THE AGENDA**

One correction on the agenda, under New Business, Approve the 2018 Amended Budget, the year should be corrected from "2019" to "2018."

**MOTION 01:** Ruby Morrison moved to adopt the January 17, 2018 agenda as amended. Carolyn Bradstreet seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

One area of clarification, "PFL" should be spelled out to "Paid Family Leave" in last month's minutes.

**MOTION 02:** Merton Bartels moved to approve the December 13, 2017 minutes as amended. Kathleen Hartness seconded and the motion carried.

### **COMMUNICATIONS AND REPORTS:**

#### **1. Financial Report: Ruby Morrison**

Approve Cash Activity Report

**MOTION 03:** Carolyn Lyons moved to approve the cash activity report. Ellen Mitchell seconded and the motion carried.

Approve Warrants (List of Bills Paid)

**MOTION 04:** Ellen Mitchell moved to approve warrants made on December 28, 2017 for the total amount of \$34,289.61 and January 17, 2018 for the total amount of \$76,291.07. Carolyn Bradstreet seconded and the motion carried.

Approve YTD Budget Reports

Under New Business #3.

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

Lauren has been working on advocating for this year's NYLA priorities. Her focus is on restoring state aid to libraries as well as lowering the match required for the New York State Public Library Construction Grant program from 25% to 10% on eligible projects.

**3. Team Goal Report: Ron Kirsop**

Ron delivered a summary of the activities PLS staff have accomplished throughout the year in the areas of local history collections, technology planning, library leadership, building relationships with member libraries, and new user outreach.

**4. Central Library Budget Report: Cindy Gardner**

**MOTION 05:** Carolyn Bradstreet moved to approve the Central Library Budget Report. Ruby Morrison seconded and the motion carried.

**5. PLSDAC Liaison's Report: Theresa Streb**

Theresa Streb from Lyons Public Library filled in for Elizabeth Bowlby and delivered a report highlighting activities from 11 libraries.

**6. Committee reports -**

Finance Committee Report – Ruby Morrison, Chair

New Business.

Personnel Committee Report – Mary Ellen Darling, Chair

New Business.

Policy Committee Report – Carolyn Lyons, Chair

No report.

Audit Committee Report

No report.

## **NEW BUSINESS:**

### **1. Approve 2018 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 06:** Merton Bartels moved to approve the 2018 Organizational Actions. Carolyn Lyons seconded and the motion carried.

### **2. Approve 2018 Committee Assignments- Christine Ryan**

#### **Finance Committee:**

1. Jeffrey Clark, Chair
2. Ruby Morrison
3. Chris Ryan, Ex Officio

#### **Personnel Committee:**

1. Mary Ellen Darling, Chair
2. Kathy Hartness
3. Ellen Mitchell
4. Chris Ryan, Ex Officio

#### **Policy Committee:**

1. Carolyn Lyons, Chair
2. Carolyn Bradstreet
3. Chris Ryan, Ex Officio

#### **Audit Committee:**

1. Kathy Hartness, Chair
2. Merton Bartels
3. Chris Ryan, Ex Officio

**MOTION 07:** Ruby Morrison moved to approve the 2018 Committee Assignments. Ellen Mitchell seconded and the motion carried.

### **3. Approve the 2017 Year End Year to Date Report and Amended Budget- Finance Committee**

- A. Transfer \$580.44 from the Library Advocacy Day Assigned Reserve Fund to the General Operating Fund
- B. Transfer \$39,121.33 to the Annual Carryover Assigned Reserve Fund for purposes outlined in the 2017 Year End YTD Report.
- C. Transfer \$17,000 from the Computer/Technology Assigned Reserve Fund to the General Operating Fund
- D. D. Approve the 2017 Year End YTD Report and 2017 Amended Budget.

**MOTION 08:** Carolyn Bradstreet moved to approve the 2017 Year End Year to Date Report and Amended Budget. Kathleen Hartness seconded and the motion carried.

#### **4. Approve the 2018 Amended Budget- Finance Committee**

- A. Transfer \$15,000 from the General Operating Fund to the Computer/Technology Assigned Reserve Fund for Email Archiving
- B. Transfer \$6,000 from the General Operating Fund to the Computer/Technology Assigned Reserve Fund for R &D
- C. Transfer \$15,500 from the Vehicle Assigned Reserve Fund to the General Operating Fund
- D. Transfer \$39,121.33 from the Annual Carryover Assigned Reserve for allocation in the General Operating Fund
- E. Approve the 2018 Amended Budget

**MOTION 9:** Merton Bartels moved to approve the 2018 Amended Budget. Ellen Mitchell seconded and the motion carried.

#### **5. Review Conflict of Interest Policy and Sign Annual Statement- Audit Committee**

Lauren distributed the Conflict of Interest annual statement for trustees to fill out and return to the Audit Committee.

#### **6. Review Whistleblower Policy and Sign Acknowledgement/Certification- Lauren Moore**

Lauren distributed the Whistleblower Policy annual statement for trustees to sign and return to the Audit Committee.

#### **7. Approve PLS 2018 Goals and Objectives- Lauren Moore**

##### PLS 2018 Goals

- 1. Expand Our Evergreen Capabilities
- 2. Continue to Strengthen Relationships with Member Libraries
- 3. Develop Library Leadership
- 4. Promote "Libraries Are for Everyone"

**MOTION 10:** Ruby Morrison moved to approve the PLS 2018 Goals and Objectives. Carolyn Lyons seconded and the motion carried.

#### **8. Approve 2018 Salary Schedule – Lauren Moore**

**MOTION 11:** Ruby Morrison moved to approve the 2018 Salary Schedule. Merton Bartels seconded and the motion carried.

**9. Approve the Personnel Change Report-Lauren Moore**

**MOTION 12:** Ruby Morrison moved to Approve the Personnel Change Report. Carolyn Bradstreet seconded and the motion carried.

**10. Discuss Library Advocacy Day- Christine Ryan**

Christine Ryan encouraged all trustees to attend Advocacy Day 2018 on February 28, 2018.

**11. 2017 System Satisfaction Survey- Ron Kirsop**

**MOTION 13:** Ruby Morrison moved to approve the 2017 System Satisfaction Survey. Merton Bartels seconded and the motion carried.

**12. Approve payment of OverDrive invoice (\$25,306)- Finance Committee**

**MOTION 14:** Carolyn Lyons moved to approve payment of OverDrive invoice. Carolyn Bradstreet seconded and the motion carried.

**13. Approve the Executive Director's 2017 Performance Evaluation- Personnel Committee**

**MOTION 15:** Ruby Morrison moved to enter Executive Session to discuss the Executive Director's Performance Evaluation. Carolyn Bradstreet seconded and the motion carried.

**MOTION 16:** Ruby Morrison moved to leave Executive Session after discussing the Executive Director's Performance Evaluation. Carolyn Bradstreet seconded and the motion carried.

**Next Meeting:**

**PLS Board Meeting- Wednesday, March 14, 2018**

**Reminders:**

Canandaigua Chamber of Commerce Mixer, 2/13/18, 5-7:00 pm

Legislative Visits

- 2/8/18: Senator Gallivan – Wyoming Agricultural Center, Warsaw

Trustee Workshops

- 2/5/18: Palmyra Library
- 2/7/18: Wadsworth Library

Advocacy Day

- 2/28/18: Albany

**MOTION 17:** Ruby Morrison moved to adjourn the meeting. Carolyn Bradstreet seconded and the motion carried. The meeting was adjourned at 6:25 pm.

**Adjourn**

Respectfully submitted,

Ron Kirsop

Approved on April 11, 2018.