



BOARD MEETING
MINUTES

WEDNESDAY, FEBRUARY 11, 2015, 5:00PM
PLS HEADQUARTERS, CANANDAIGUA, NY

PLS Board Members: Merton Bartels, 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; Chris Finger, Central Library Representative.

Call to order

Carolyn Meisel called the meeting to order at 5:07 p.m.

ADOPTION OF THE AGENDA

Carolyn Meisel asked if there were any amendments to the agenda, none were reported.

MOTION 22: Joanna Whelan moved to adopt the February agenda. Mary Ellen Darling seconded and the motion carried.

Appointment of Merton Bartels

PLS Board President Carolyn Meisel administered the Oath of Office to trustee Merton Bartels who will represent Wayne County, serving provisionally until October 14, 2015 to fulfill the term of Dave Jankowski.

MOTION 23: Joanna Whelan moved to appoint Merton Bartels, representing Wayne County, to provisionally fulfill the unexpired term of Dave Jankowski. Ruby Morrison seconded and the motion carried.

APPROVAL OF THE MINUTES

Carolyn Meisel asked if there were any corrections to the January 14, 2015 board minutes.

One grammatical amendment was made.

MOTION 24: Christine Ryan moved to approve the minutes of the January 14, 2015 meeting as amended. Mary Ellen Darling seconded and the motion carried.

Communications and Reports:

1. Financial report: Cindy Gardner

Cindy Gardner reported that the Financial reports will now consist of 3 components with required action votes.
1) Cash activity report that now includes outstanding checks for the board to review, 2) Approving warrants, and

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3) Monthly Budget reports with the current budget and end-of-month year -to-dates. These new practices are recommendations from the private auditor.

Approve Cash Activity Report – Cindy Gardner

MOTION 25: Ruby Morrison moved to approve the cash activity report. Chris Ryan seconded and the motion carried.

Approve Warrants (list of bills paid) – Joanna Whelan

Joanna Whelan explained the new procedure for reviewing payments.

MOTION 26: Ruby Morrison moved to approve warrants made on January 28, 2015 for the total amount of \$20,809.08 and February 11, 2015 for the total amount of \$36,871.03. Christine Ryan seconded and the motion carried.

Accept Jan 31, 2015 Year-To-Date Report – Cindy Gardner

Motion 27: The Finance Committee made the recommendation to accept the January 31, 2015 Year-to-Date Report. The motion carried. Ruby Morrison seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren Moore updated the board on the completion of the independent audit. There will be a full report from the auditor during the March board meeting.

Lauren explained the new practices in place for tracking leave time. While leave time is already documented in an efficient way, now supervisors are required to review and initial all time sheets before they are reviewed by the business manager. Joanna Whelan will be signing Lauren's timesheet.

Cindy Gardner mentioned a suggestion from the auditor that would provide an annual notification to staff that highlights their salary, vacation time, and sick time in an effort to avoid debates over leave time.

The new procedures and policies implemented at PLS will be available as a template for libraries in their preparation for potential OSC audits.

3. Staff Highlights: Ron Kirsop

Ron Kirsop presented current activities and projects from staff including the recent legislative visits done by Lauren Moore; the creation of circulation rules and records of meeting rooms by Lindsay Stratton and Kathryn Riedener; the anti-virus upgrade being performed by Adam Keuer and Matthew Kominiarek; and the recent OverDrive Collection Development Committee meeting by Pat Finnerty.

Lauren Moore also reported that the Driver's License purge from the Evergreen system has been completed. This was an action taken to protect patron's personal identifiable information.

4. Central Library report: Chris Finger

Chris Finger reported that Geneva is in the process of seeking a part-time central librarian.

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Chris has also scheduled Central Library Pilot Training Computer Classes through the month of May.

5. PLSDAC Liaison's report: Sharon Stanley

Sharon Stanley reported on library communication and the essential roll member libraries play in the circulation of information throughout the system.

6. Committee reports- see New Business

Finance Committee:

Finance Committee met prior to the board meeting. The recommendations they made to the board are included in the appropriate sections of this document.

New Business:

1. Finance Committee Report – Joanna Whelan

Approve previous year (2014) budget amendments and YTD report

Lauren Moore explained that the Computer Replacement Fund is aimed at the in-house sonic wall improvements, which is a large cost savings for libraries. This also includes bringing Evergreen servers in-house. The Advocacy Day funds are a carry-over amount from 2014.

Motion 28: The Finance Committee recommends that the Board adopt the amended 2014 budget and the December 31, 2014 year-to-dates. The amendments include the following allocations to assigned reserve funds, \$10,000 to the Computer Replacement Reserve Fund, bringing the balance to \$94,500; \$891.50 to the Library Advocacy Day Reserve Fund, bringing the balance to \$1,982.42; and \$35,000 to the Capital Improvements Fund, bringing the balance to \$90,000. Mary Ellen Darling seconded and the motion carried.

Approve current year (2015) budget amendments

Joanna Whelan explained the current year (2015) proposed budget. This budget is an estimation based on the flat funding proposed by the governor.

MOTION 29: The Finance Committee recommends the approval of the 2015 Budget Amendments. The motion carried.

2. Request for Volunteers for CE Grant Committee – Ron Kirsop

Ron Kirsop requested a volunteer for the PLS Continuing Education Scholarship committee. Carolyn Lyons volunteered to fill the position.

3. Construction Grant Allocation of Additional Funds – Lauren Moore

Lauren Moore reported that the extra funds made available to the Pioneer Library System for construction grants were distributed proportionately to Wood, Wadsworth, Palmyra, and Geneva.

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4. 2014 Owwl2Go Statistics – Lauren Moore

Lauren Moore reported that Pat Finnerty prepared the OverDrive statistics for board review.

Lauren also reported that member library contributions to the OverDrive system is determined by their library materials collection budget; as these budgets decrease there has been a slight decrease in the amount of funds available for the eBook/audiobook purchases.

This trend may result in a change to the funding structure for OverDrive collection contributions from member libraries.

Reminders:

Library Advocacy Day- Wednesday, February 25, 2015, Albany, NY

Personnel Committee Meeting- Wednesday, March 11, 2015, 4:15pm, PLS Headquarters

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

MOTION 30: John Lester moved to adjourn the meeting. Christine Ryan seconded and the motion carried. The meeting was adjourned at 6:02pm.

Respectfully submitted,
Ron Kirsop

Approved on March 11, 2015.