



## BOARD MEETING MINUTES

Wednesday, March 6, 2019, 5:00 pm  
Pioneer Library System Headquarters, Canandaigua, NY

PLS Board Members present: Christine Ryan, Jeffrey Clark, Kathleen Hartness, Carolyn Bradstreet, Merton Bartels, Ellen Mitchell, Julie Gruendike, and Matthew Sickles. Also in attendance, PLS Staff: Lauren Moore, Cindy Gardner, and Ron Kirsop. Excused Trustees: Ruby Morrison.

### **CALL TO ORDER:**

Christine Ryan called the meeting to order at 5:00 pm.

### **ADOPTION OF THE AGENDA**

**MOTION 21:** Ellen Mitchell moved to adopt the March 6, 2019 agenda. Carolyn Bradstreet seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 22:** Merton Bartels moved to approve the January 9, 2019 minutes. Carolyn Bradstreet seconded and the motion carried.

### **COMMUNICATIONS AND REPORTS:**

#### **1. Financial Report: Jeffrey Clark**

##### **Approve Cash Activity Report**

**MOTION 23:** Ellen Mitchell moved to approve the cash activity report. Kathleen Hartness seconded and the motion carried.

##### **Approve Warrants (List of Bills Paid)**

**MOTION 24:** Ellen Mitchell moved to approve warrants made on January 30, 2019 for the total amount of \$29,864.05; February 13, 2019 for the total amount of \$26,753.77; and February 27, 2019 for the total amount of \$17,732.36. Merton Bartels seconded and the motion carried.

**MOTION 25:** Ellen Mitchell moved to approve the Year to Date Report. Carolyn Bradstreet seconded and the motion Carried.

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

Lauren reported on 2019 Advocacy Day, the 2020 Census, the January Digital Inclusion Summit, PLS headquarters repairs from a burst pipe in the staff kitchen, and OWWLAC changes.

### **3. Strategic Planning Report: Ron Kirsop**

Ron updated the board on the activities for the current PLS Strategic Planning Process.

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

**MOTION 26:** Jeffrey Clark moved to approve the Central Library Budget Report. Kathleen Hartness seconded and the motion carried.

### **5. PLSDAC Liaison's Report: Renate Goff**

Report in board packet.

### **6. Committee reports -**

#### Finance Committee Report – Jeffrey Clark, Chair

No report.

#### Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

#### Policy Committee Report – Ruby Morrison, Chair

No report.

#### Audit Committee Report – Kathleen Hartness, Chair

No report.

### **NEW BUSINESS:**

#### **1. Approve 2018 Annual Report Assurances**

**MOTION 27:** Merton Bartels moved to approve the 2018 Annual Report Assurances. Carolyn Bradstreet seconded and the motion carried.

#### **2. Approve Continuing Education Scholarships**

**MOTION 28:** Kathleen Hartness moved to approve the Continuing Education Scholarships. Carolyn Bradstreet seconded and the motion carried.

#### **3. Approve State Aid for Library Construction Program Reallocation Amounts- Ron Kirsop**

**MOTION 29:** Carolyn Bradstreet moved to approve the State Aid for Library Construction Program Reallocation Amounts. Merton Bartels seconded and the motion carried.

#### **4. Discuss System Satisfaction Survey- Lauren Moore**

Lauren reviewed the 2018 System Satisfaction Survey.

**5. Create Part-time Executive Assistant Position- Personnel Committee**

**MOTION 30:** Ellen Mitchell moved to create the Part-time Executive Assistant Position. Carolyn Bradstreet seconded and the motion carried.

**6. Create Part-time Assistant Bookkeeper Position- Personnel Committee**

**MOTION 31:** Ellen Mitchell moved to create the Part-Time Assistant Bookkeeper Position. Kathleen Hartness seconded and the motion carried.

**7. Approve Personnel Change Form- Personnel Committee**

**MOTION 32:** Carolyn Bradstreet moved to approve the Personnel Change Form. Jeffrey Clark seconded and the motion carried.

**8. Approve the Executive Director’s Overnight Travel Requests- Personnel Committee**

**MOTION 33:** Ellen Mitchell moved to approve the Executive Director’s Overnight Travel. Carolyn Bradstreet seconded and the motion carried.

**9. Approve Bandwidth Quote**

**MOTION 34:** Ellen Mitchell moved to approve matrix category one for the Bandwidth quote. Merton Bartels seconded and the motion carried.

**10. Approve Technology Quote**

**MOTION 35:** Merton Bartels moved to approve the Technology Quote. Carolyn Bradstreet seconded and the motion carried.

**11. Approve Disposal & Sales of Surplus or Donated Items**

**MOTION 36:** Ellen Mitchell moved to approve the Disposal & Sales of Surplus or Donated Items. Carolyn Bradstreet seconded and the motion carried.

**12. Discuss Idea of putting together language that supports a “Fair Library Wage”**

The Board discussed the idea of putting together language that supports a “Fair Library Wage”.

**Adjourn**

**Next Meeting:**

**Wednesday, April 10, 2019, 5:00pm, PLSHQ**

**MOTION 37:** Merton Bartels moved to adjourn the meeting. Carolyn Bradstreet seconded and the motion carried. The meeting adjourned at 6:14 pm.

**Adjourn**