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.


**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