



BOARD MEETING MINUTES

Wednesday, March 8, 2017, 5:00pm
Pioneer Library System, Canandaigua, NY

PLS Board Members present: Christine Ryan, John Lester, Carolyn Lyons, Merton Bartels, Mary Ellen Darling, Kathleen Hartness, Ruby Morrison, and Ellen Mitchell. Also in attendance, PLS staff: Lauren Moore, Cindy Gardner, and Ron Kirsop; PLSDAC Liaison, Melissa Correia.

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:02 pm.

ADOPTION OF THE AGENDA

MOTION 18: Mary Ellen Darling moved to adopt the March 8, 2017 agenda. Carolyn Lyons seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 19: Carolyn Lyons moved to approve the January 11, 2017 Board Minutes. Mary Ellen Darling seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Ruby Morrison

Approve Cash Activity Report

MOTION 20: Kathleen Hartness moved to approve the cash activity report. Merton Bartels seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 21: Kathleen Hartness moved to approve warrants made on January 13, 2017 for the total amount of \$10,664.15; January 24, 2017 for the total amount of \$4902.26; February 8, 2017 for the total amount of \$62,425.82; February 22, 2017 for the total amount of \$21,718.15; and March 7, 2017 for the total amount of \$26,513.55. Carolyn Lyons seconded and the motion carried.

Approve YTD Budget Reports

MOTION 22: John Lester moved to approve the January and February YTD Budget Reports. Carolyn Lyons seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

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To improve and expand library service through
leadership, education, advocacy and enhanced resource sharing***

Lauren reported that PLS received 42 applications for the 2017 PLS Continuing Education Scholarships. Applications came from 16 different libraries and total \$24,000. A selection committee of one PLS Board member, one PLS staff person, and two member library directors has been formed to select applicants based on their demonstration of need and desired to serve their library and community.

Lauren also reported on the success of Library Advocacy Day - More than 60 representatives from the Pioneer Library System, including library staff, trustees, friends, and patrons, traveled to Albany to advocate for fair library funding. I was extremely impressed by Pioneer's advocates, who were articulate, on-message, well-informed, and passionate. Thank you to trustees Mert Bartels and Chris Ryan for joining us in Albany.

3. Team Goal Report: Ron Kirsop

No report.

4. Central Library Budget Report: Lauren Moore

Approved in December by Geneva and Pioneer Board.

MOTION 23: Kathleen Hartness moved to approve the YTD Central Library Budget Report. Carolyn Lyons seconded and the motion carried.

5. PLSDAC Liaison's Report: Melissa Correia

Melissa Correia gave a summary of news from 10 member libraries including Livonia, Ontario, Clifton Springs, Bloomfield, Attica, Walworth, Sodus, Victor, Palmyra, and Wadsworth.

6. Committee reports -

Finance Committee Report - Joanna Whelan, Chair

No report.

Personnel Committee Report - Mary Ellen Darling, Chair

Several items to discuss under new business.

Policy Committee Report - Chris Ryan, Chair

No report.

Audit Committee Report - John Lester, Chair

Discussed the scope of service of the 2017 audit.

LTA Liaison Report

There will be a LTA event on May 6, 2017 in Binghamton. There will also be a summer session in August on Long Island.

OLD BUSINESS:

NEW BUSINESS:

1. Approve Charter Amendment

MOTION 24: Ruby Morrison moved to approve charter amendment. Merton Bartels seconded and the motion carried.

2. Approve Annual Report Assurances

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MOTION 25: Mary Ellen Darling moved to approve Annual Report Assurances. Kathleen Hartness seconded and the motion carried.

3. Approve the Creation of a Temporary Librarian Position

The Temporary Library Position will focus on assisting Hope Decker with the mobile maker kits and design curricula to support the existing mobile maker kits. Jack Scott from Livonia Public Library has been hired to fill this position.

MOTION 26: Ruby Morrison moved to approve the Creation of a Temporary Librarian Position. Carolyn Lyons seconded and the motion carried.

4. Discuss Communication and Administrative Assistant Position

This is the position that was previously held by Jeanne Hayes who retired after 28 years at PLS. The position will be a bit different and will focus more on communication and coordination of larger projects at the system. The deadline to apply was March 1, 2017. The salary range is \$34,000-\$37,000.

5. Approve Personnel Change Summary

Resignations:

Patricia Finnerty, Outreach and Youth Services Librarian, December 29, 2017

Jeanne Hayes, Administrative Assistant, January 27, 2017

Anticipated Appointments:

Andrea Snyder, Outreach and Marketing Coordinator (Exempt), March 13, 2017, Annual Salary of \$50,000

Jack Scott, Temporary Part-Time Librarian (Non-Exempt), March 9, 2017, \$20/hour

Vacancies:

Communication and Administrative Coordinator (Previously Administrative Assistant)

MOTION 27: Ruby Morrison moved to approve the Personnel Change Summary. Kathleen Hartness seconded and the motion carried.

6. Approve Executive Director's Overnight Travel Request

Evergreen Conference in Covington, Kentucky from April 5-8, 2017.

Pulido Meeting- Minimum Standards in Albany, NY from May 15-16, 2017

MOTION 28: Mary Ellen Darling moved to approve the Executive Director's Overnight Travel Request. Carolyn Lyons seconded and the motion carried.

7. Approve 2017 Amended Budget

MOTION 29: Ellen Mitchell moved to approve the 2017 Amended Budget. Kathleen Hartness seconded and the motion carried.

8. Enter Executive Session to discuss Executive Director's Annual Evaluation

MOTION 30: Ruby Morrison moved to enter into Executive Session to discuss the Executive Director's Annual Evaluation. Merton Bartels seconded and the motion carried.

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9. Exit Executive Session

MOTION 31: Ellen Mitchell moved to exit Executive Session to discuss the Executive Director's Annual Evaluation. Mary Ellen Darling seconded and the motion carried.

Next Meeting:

Wednesday, April 12, 2017

Reminders:

Audit Committee Meeting

Adjourn

MOTION 32: Ruby Morrison moved to adjourn the meeting. Kathleen Hartness seconded and the motion carried. The meeting was adjourned at **6:08** pm.

Respectfully submitted,
Ron Kirsop
Approved on April 12, 2017.