



BOARD MEETING
Minutes

Wednesday, March 9, 2016, 5:00pm
PLS Headquarters, Canandaigua, NY

PLS Board Members present: Mary Ellen Darling, Pat Edwards, Kathy Hartness, John Lester, Carolyn Lyons, Ruby Morrison, Christine Ryan, Joanna Whelan. Merton Bartels was excused. Also in attendance, PLS staff: Lauren Moore and Cindy Gardner; PLSDAC Liaison, Jessica Pacciotti.

CALL TO ORDER:

Carolyn Lyons called the meeting to order at 4:56 p.m.

ADOPTION OF THE AGENDA

MOTION 19: Ruby Morrison moved to adopt the March agenda. Joanna Whelan seconded and the motion carried.

APPROVAL OF THE MINUTES

The January 13, 2016 board minutes were unavailable and will be approved at the April meeting.

COMMUNICATIONS AND REPORTS:

1. Financial report: Joanna Whelan

Approve Cash Activity Report – Joanna Whelan

MOTION 20: Ruby Morrison moved to approve the cash activity report. John Lester seconded and the motion carried.

Approve Warrants (list of bills paid) – Joanna Whelan

MOTION 21: Ruby Morrison moved to approve warrants made on January 27, 2016 for the total amount of \$4,331.23, February 10, 2016 for \$50,634.10, February 29, 2016 for \$10,207.54, and March 9, 2016 for the total amount of \$72,142.93. Pat Edwards seconded and the motion carried.

Approve January and February 2016 YTD Budget Reports- Joanna Whelan

MOTION 22: Kathy Hartness moved to approve the January and February YTD Budget Report. Chris Ryan seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren reported on the success of the new Mobile Maker Kits that libraries have booked through the summer for programming.

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leadership, education, advocacy and enhanced resource sharing***

Lauren discussed the evolving changes in E-rate. PLS is committed to incentivizing libraries to increase their bandwidth to meet demands. In the past we have filed e-rate on behalf of our libraries as a library system. E-rate now defines us to file as a consortium. DLD is backing that decision. This change would result in a lower refund for libraries, but outweighs the risk of denying or having to return previous year's rebates. The board is in agreement that PLS file as a consortium.

3. Team Goal Report:

There was no discussion on the report.

4. Central Library Budget Report: Cindy Gardner

Motion 23: Mary Ellen Darling moved to approve the Central Library Jan/Feb 2016 YTD Budget Report. Ruby Morrison seconded and the motion carried.

5. PLSDAC Liaison's report: Jessica Pacciotti

Jessica Pacciotti reported on the Arcade Free Library's Cookbook Club, Castile Library's "Chocolate in the Stacks" and Perry Library's the Tale of Three Counties upcoming author event.

6. Committee reports-

Finance Committee Report- Joanna Whelan, Chair

Under New Business.

Personnel Committee Report- Mary Ellen Darling, Chair

No report.

Policy Committee Report- Chris Ryan, Chair

Chris Ryan reported on the January 28, 2016 meeting. See New Business.

Audit Committee Report- John Lester, Chair

John Lester reported on the pre-audit call with CPA, Tom Lauffer. Tom will present the completed audit to the full board at the April board meeting following a report to the Audit Committee to be scheduled prior to that.

7. Library Trustee Association Report: Mary Ellen Darling

Mary Ellen Darling reported on the March 4th meeting in Albany and the planning of upcoming trustee conferences in Plattsburg and perhaps Batavia.

NEW BUSINESS:

1. Approve 2015 Annual Report and Assurances: Lauren Moore

Motion 24: John Lester moved to approve and accept the 2015 Annual Report. Ruby Morrison seconded and the motion carried.

2. Approve Amended 2015 Year End Budget Report: Finance Committee

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Motion 25: Mary Ellen Darling moved to accept the 2015 amended budget report. Kathy Hartness seconded and the motion carried.

3. Approve the 2016 Amended Budget: Finance Committee

Motion 26: Kathy Hartness moved to accept the 2016 Amended Budget. Chris Ryan seconded and the motion carried.

4. Approve the 2016 Insurance Evaluation: Finance Committee

Motion 27: Ruby Morrison moved to accept the 2016 Insurance Evaluation. John Lester seconded and the motion carried.

5. Approve the 2015 AUD (Annual Update Document): Finance Committee

Motion 28: Pat Edwards moved to accept the 2015 AUD. Mary Ellen Darling seconded and the motion carried.

6. Approve the 2016-2017 COSAC Board: Lauren Moore

Motion 29: Chris Ryan moved to accept the 2016/2017 COSAC Board. Mary Ellen Darling seconded and the motion carried.

7. Approve the Revised Board Meeting Schedule- Lauren Moore

Motion 30: John Lester moved to accept the revised board meeting schedule. Joanna Whelan seconded and the motion carried.

8. Approve the Revised Open Meeting Policy: Policy Committee

Motion 31: Chris Ryan made the motion out of committee to approve the revised Open Meeting Policy. Joanna Whelan seconded and the motion carried.

9. Approve Internet Safety Policy- Lauren Moore

Motion 32: Chris Ryan made the motion out of committee to reinstate the Internet Safety Policy. Joanna Whelan seconded and the motion carried.

10. Discuss 2015 OverDrive Statistics- Lauren Moore

Lauren reported on the increased demand of downloadable materials especially the need for audiobooks. The new funding structure should aid in the growth of this collection.

Next Meeting:

Wednesday, April 13, 2016

Reminders:

4/5/16 Personnel Committee Meeting, 2:00pm (PLSHQ)

Trustee/Director Luncheon (HR Pitfalls and Library Advocacy for Trustees) – Wednesday, April 22, 10:00 am-2:00 pm, PLSHQ

Library Trustee Association Conference-May 6-7, Plattsburgh, NY

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MOTION 33: Ruby Morrison moved to adjourn the meeting. Pat Edwards seconded and the motion carried. The meeting was adjourned at 5:50 pm.

Respectfully submitted,
Cindy Gardner
Approved on April 13, 2016.