



BOARD MEETING
MINUTES

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

PLS Board Members: Merton Bartels, Mary Ellen Darling, John Lester, Carolyn Lyons, Carolyn Meisel, Ruby Morrison, Christine Ryan; Also in attendance PLS staff: Lauren Moore, Ron Kirsop, and Cindy Gardner; Sharon Stanley, PLSDAC liaison; Pic Schade, Claims Auditor; Richard F. Wager Representatives, Tom Lauffer and Brian Luke.

CALL TO ORDER:

Carolyn Meisel called the meeting to order at 5:00 p.m.

ADOPTION OF THE AGENDA

Carolyn Meisel asked if there were any amendments to the agenda.

Lauren Moore recommended that the Independent Auditor's Report and Approval of the 990 be moved to the first item on the agenda.

MOTION 31: Mary Ellen Darling moved to adopt the March agenda as amended. John Lester seconded and the motion carried.

AMENDED AGENDA ITEMS:

1. Approve the Independent Auditor's Report

The independent auditors, Tom Lauffer and Brian Luke, reported on their findings from the PLS audit.

Tom discussed several productive meetings that had helpful outcomes in terms of identifying communication control and procedural changes. He also discussed the importance of these types of audits and the next steps involved for corrective action.

Tom Lauffer will be at the March System Meeting to answer questions from member libraries.

Motion 32: Carolyn Lyons moved to approve the Independent Auditor's Report. Ruby Morrison seconded and the motion carried.

2. Approve the 990

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Tom Lauffer discussed the importance of reviewing the 990 as a majority of the information is taken right from the audit. The board is required to review and file this document. The IRS uses the 990 to make sure the organization is following the appropriate laws associated with being a 501(c) (3).

Motion 33: Christine Ryan moved to approve the 990. Merton Bartels seconded and the motion carried.

APPROVAL OF THE MINUTES:

Carolyn Meisel asked if there were any corrections to the February 11, 2015 board minutes.

The language used in Motion 28 and 27 is not consistent; this will be corrected on the approved February minutes.

MOTION 34: Ruby Morrison moved to approve the minutes of the February 11, 2015 meeting as amended. Carolyn Lyons seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial report: Cindy Gardner

Approve Cash Activity Report – Cindy Gardner

MOTION 35: Ruby Morrison moved to approve the cash activity report. John Lester seconded and the motion carried.

Approve Warrants (list of bills paid)

MOTION 36: Ruby Morrison moved to approve warrants made on February 25, 2015 for the total amount of \$18,284.45 and March 11, 2015 for the total amount of \$24,621.57. Christine Ryan seconded and the motion carried.

Approve February 28, 2015 Year-To-Date Report – Cindy Gardner

Cindy Gardner said this report is another recommendation from the auditors.

Pic Schade asked how much extra time is the office spending on procedural tasks as a result of the audit. Cindy reported that so far all procedural implementations have been seamlessly worked in to current practices. Creating the recommended documents and warrants has always been done and adding this information to the monthly board packet has not been an issue to date.

Carolyn Lyons asked how the procedural recommendations will be distributed to member libraries. Lauren Moore explained that she presented on procedural changes and risk management after the February PLSDAC meeting to library directors, distributed a checklist to all member libraries highlighting areas of attention, she has made herself available to visit libraries, and the Independent Auditor, Tom Lauffer, will also be presenting at the March System Meeting.

Motion 37: Mary Ellen Darling moved to approve the February 28, 2015 Year-To-Date Report. Ruby Morrison seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

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Lauren Moore reported on Government Efficiency Plans and how libraries are determining the best plan for moving forward in the process. These plans are a requirement of the governor's Tax Freeze legislation. In order for tax payers to receive a rebate, local taxing jurisdiction must stay within the tax cap and create a Government Efficiency Plan. The plans must demonstrate a 1% tax savings through shared services. The options that were discussed in the March Government Efficiency Plan Meeting among member libraries are 1) Investigate other jurisdictions and find ways to work together to develop a plan, 2) Participate in a system run plan with the understanding that it may not be eligible, 3) Decide not to develop a Government Efficiency Plan and instead, communicate how libraries are models of shared services in NYS to individual communities.

Lauren is assisting in member library director searches. She is also developing a formal way to assist future libraries in the process.

Cindy Gardner has been working very hard on annual reports by fielding library questions and assisting member libraries through the process.

Adam and Matthew have continued their trips to libraries for the anti-virus upgrades. They will be installing this software on every library computer throughout the system.

The PLS Event Calendar, developed by Albatross Digital and the PLS Website Team, launched earlier this month.

Lauren is very pleased with the number of applications received for the PLS Continuing Education Scholarship. The remaining funds will be used for a trustee CE scholarship as well as a scholarship for NYLA's Library Assistants Training Program Scholarship taking place at PLS May 2015.

Employees have been taking advantage of the Remote Working Policy. They are able to request permission to work from a remote location two days a month.

Lauren appreciates all of the time and effort that was put into Library Advocacy Day 2015. There were eight successful appointments with legislators and 42 library supporters who rode the bus to Albany. Individuals who could not attend the Albany visits were able to send letters to their representatives. Libraries also participated in the *Libraries are Education* campaign by having patrons fill out postcards with responses to the question, "What did you learn at the library today?" Over 200 of these postcards were sent to senators.

3. System Goal Report: Ron Kirsop

Ron Kirsop will now report on the progress made toward goals outlined in the PLS 2015 Goal Document.

Ron reported that the strategic planning model being developed at PLS to support member libraries has been implemented at one library and he is looking for the next library interested in participating.

The Harwood Institute event scheduled for June 2015 is moving forward after a productive conference call with the event coordinator and facilitator.

Pat Finnerty is currently in Albany completing her certification in Every Child Ready to Read.

Adam and Matthew are continuing work on the anti-virus update. At the time of this report they have completed 237 computers in 17 libraries. Upgrades will continue through March.

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Lindsay Stratton and Kathryn Riedener have been developing catalog records and procedures that aim to clean-up holdings for unique collections such as cake pans, Makey Makey kits, iPads, and early literacy computers.

Heidi is working with the Ontario County Jails to bring a summer reading program to the jails.

4. Central Library report:

Motion 38: Carolyn Lyons moved to approve the Central Library Financial Report. Mary Ellen Darling seconded and the motion carried.

5. PLSDAC Liaison's report: Sharon Stanley

Sharon Stanley shared member news from several libraries and reported on how appreciative libraries are for Adam and Matthew taking care of the anti-virus upgrade on library computers.

6. Committee reports- see New Business

NEW BUSINESS:

1. Approve contracting with Raymond F. Wager, CPA to complete Deferred Compensation Plan Audit

Tom Lauffer recommends auditing our Deferred Compensation 457 plan to make sure employee contributions are being invested properly into members' accounts in an approved manner. The need comes from the new regulations that came through a few years ago stating that all deferred compensation plans need to follow specific guidelines.

Motion 39: John Lester moved to approve contracting with Raymond F. Wager, CPA to conduct an audit of our Deferred Compensation 457 plan. Merton Bartels seconded and the motion carried.

2. Appoint Coordinated Outreach Services Advisory Committee Board

The Coordinated Outreach Services Advisory Committee Board is mandated by NYS education law. New members have been identified and reviewed.

Motion 40: Christine Ryan moved to appoint the Coordinated Outreach Services Advisory Committee Board. Ruby Morrison seconded and the motion carried.

3. Approve Assurances for the 2015 Projected Annual Budget Report to DLD and Assurances for the 2014 System Annual Report.

Assurances for the 2015 Projected Annual Budget Report to DLD

Motion 41: Carolyn Lyons moved to approve the Assurances for the 2015 Projected Annual Budget Report to DLD. Mary Ellen Darling seconded and the motion carried.

Assurances for the 2014 System Annual Report

Motion 42: Cristine Ryan moved to approve the Assurances for the 2014 System Annual Report. Carolyn Lyons seconded and the motion carried.

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4. Approve the designation of Canandaigua National Bank & Trust as PLS's bank depository.

Lauren Moore and Cindy Gardner met with the Canandaigua National Bank and Trust vice president and government affairs manager to finalize CNB as PLS's new bank depository.

Motion 43: Ruby Morrison moved to approve the designation of Canandaigua National Bank & Trust as PLS's bank depository. Merton Bartels seconded and the motion carried.

5. Approve the Continuing Education Scholarship Awards.

Awards were granted to 22 PLS member library employees by the PLS CE Scholarship Committee.

Motion 44: John Lester moved to approve the Continuing Education Scholarship Awards. Ruby Morrison seconded and the motion carried.

6. Review Electronic Distribution of Board Packet.

Lauren Moore asked for comments on the electronic distribution of the board packet. All board members seem to be pleased with the effectiveness of electronic delivery. Some small changes may take effect to improve delivery methods.

7. April Meeting

Lauren Moore suggested an April board retreat to look at the board's aspirations. She will send out a poll to determine what date works best for everyone.

Reminders:

Please submit updated biographies to Jeanne Hayes.

NYLA trustee registration form.

Committee Meetings:

March Facilities Committee Meeting – March 31, 2015 at 2:00pm

April Personnel Committee Meeting – April 1, 2015 at 2:00pm at Bloomfield Library

April Policy Committee Meeting – April 20, 2015 at 2:00 pm

Continuing Education Opportunities:

Trustee Orientation, Wood Library in Canandaigua, April 28 at 7pm

Trustee Orientation, Cordelia E. Greene Library in Castile, April 30 at 7pm

Library Trustee Association Conference, Syracuse, NY, May 1-2

MOTION 45: John Lester moved to adjourn the meeting. Mary Ellen Darling seconded and the motion carried. The meeting was adjourned at 6:32pm.

Respectfully submitted,

Ron Kirsop

Approved on May 13, 2015.

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