



BOARD MEETING MINUTES

Wednesday, April 10, 2019, 5:00 pm
Pioneer Library System Headquarters, Canandaigua, NY

PLS Board Members present: Christine Ryan, Jeffrey Clark, Kathleen Hartness, Carolyn Bradstreet, Merton Bartels, Julie Gruendike, Ruby Morrison, and Matthew Sickles. Also in attendance, PLS Staff: Lauren Moore, Cindy Gardner, and Ron Kirsop. PLSDAC Liaison: Renate Goff. Strategic Planning Consultant: Karen Dworaczyk. Auditor: Tom Excused Trustees: Ellen Mitchell.

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:03 pm.

ADOPTION OF THE AGENDA

The Auditor's Report and Strategic Planning Report were moved to the top of the Agenda.

MOTION 38: Carolyn Bradstreet moved to adopt the April 10, 2019 agenda as amended. Merton Bartels seconded and the motion carried.

AUDITOR'S REPORT

MOTION 39: Kathleen Hartness moved to accept the Auditor's Report. Merton Bartels seconded and the motion carried.

MOTION 40: Kathleen Hartness moved to approve the 990. Carolyn Bradstreet seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 41: Merton Bartels moved to approve the March 6, 2019 minutes. Jeffrey Clark seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

MOTION 42: Ruby Morrison moved to approve the cash activity report. Carolyn Bradstreet seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 43: Ruby Morrison moved to approve warrants made on March 15, 2019 for the total amount of \$119,426.62; and April 2, 2019 for the total amount of \$23,317.99. Merton Bartels seconded and the motion carried.

MOTION 44: Carolyn Bradstreet moved to approve the Year to Date Report. Kathleen Hartness seconded and the motion Carried.

2. Executive Director's Report: Lauren Moore

Lauren gave updates on the State Budget, Census Commission, PLS office repairs, and the Net Inclusion conference.

3. Strategic Planning Report: Ron Kirsop

Strategic planning update given by Karen Dworaczyk at the beginning of the meeting.

4. Central Library Budget Report: Cindy Gardner

MOTION 45: Ruby Morrison moved to approve the Central Library Budget Report. Carolyn Bradstreet 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

Under New Business.

NEW BUSINESS:

1. Accept the Auditor's Report – Audit Committee

Accepted at the beginning of the meeting.

2. Approve the 990 – Audit Committee

Approved at the beginning of the meeting.

3. Approve Changes to Staff Policies Handbook – Personnel Committee

MOTION 46: The Personnel Committee moved to approve Changes to Staff Policies Handbook. Ruby Morrison seconded and the motion carried.

4. Approve Personnel Change Form – Personnel Committee

MOTION 47: Kathleen Hartness moved to approve the Personnel Change Form. Merton Bartels seconded and the motion carried.

5. Approve the Creation of the Outreach Intern Position – Personnel Committee

MOTION 48: Carolyn Bradstreet moved to approve the Personnel Change Form. Jeffrey Clark seconded and the motion carried.

6. Approve Executive Director’s Overnight Travel Requests – Personnel Committee

MOTION 49: Ruby Morrison moved to approve the Executive Director’s Overnight Travel Requests. Merton Bartels seconded and the motion carried.

7. Discuss Fine Free Resolution – Lauren Moore

Lauren updated the board on discussions regarding a Fine Free Resolution. Follow-up discussions will be scheduled.

8. Discuss Professional Standards for Library Workers and Directors – Lauren Moore

Lauren updated the board on discussions regarding Professional Standards for Library Workers and Directors. Follow-up discussions will be scheduled.

9. Strategic Plan Update

Strategic planning update given by Karen Dworaczyk at the beginning of the meeting.

Adjourn

Next Meeting:

Wednesday, May 8, 2019, 5:00pm, PLSHQ

MOTION 50: Carolyn Bradstreet moved to adjourn the meeting. Ruby Morrison seconded and the motion carried. The meeting adjourned at 6:34 pm.

Adjourn