



BOARD MEETING MINUTES

Wednesday, April 11, 2018, 5:00 PM
Pioneer Library System
2557 State Route 21, Canandaigua, NY 14424

PLS Board Members present: Christine Ryan, Kathleen Hartness, Mary Ellen Darling, Jeffrey Clark, Ruby Morrison, Carolyn Lyons, Ellen Mitchell, and Merton Bartels. Also in attendance, PLS staff: Lauren Moore, Cindy Gardner, and Ron Kirsop. PLSDAC Liaison: Elizabeth Bowlby. Excused: Carolyn Bradstreet.

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:05 pm.

ADOPTION OF THE AGENDA

Amendment: The report from the auditors will move to the top of the agenda.

MOTION 18: Carolyn Lyons moved to adopt the April 11, 2018 agenda as amended. Merton Bartels seconded and the motion carried.

AUDIT REPORT

MOTION 19: Kathleen Hartness moved to accept the Auditor's Report and financial statements as prepared. Ellen Mitchell seconded and the motion carried.

MOTION 20: Kathleen Hartness moved to approve the 990. Ellen Mitchell seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 21: Jeffrey Clark moved to approve the January 17, 2018 minutes. Carolyn Lyons seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeff Clark

Approve Cash Activity Report

MOTION 22: Merton Bartels moved to approve the cash activity report. Ellen Mitchell seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 23: Kathleen Hartness moved to approve warrants made on February 1, 2018 for the total amount of \$24,283.53; February 14, 2018 for the total amount of \$37,141.75; February 28, 2018 for the total amount of \$24,963.79; March 14, 2018 for the total amount of \$106,219.12; March 28, 2018 for the total amount of \$11,148.98; and April 11, 2018 for the total amount of \$53,839.67. Ellen Mitchell seconded and the motion carried.

Approve YTD Budget Reports

MOTION 24: Kathleen Hartness moved to approve the YTD budget report. Jeffrey Clark Seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren reported on the Walk in My Shoes Poverty Simulation, the STEM in Public Libraries Internship Program, the ILS proposal to the Chautauqua-Cattaraugus Library System, and Library Advocacy Day.

3. Team Goal Report: Ron Kirsop

Ron reported on the PLS team's progress on their new 2018 Strategic Priorities.

4. Central Library Budget Report: Cindy Gardner

MOTION 25: Carolyn Lyons moved to approve the Central Library Budget Report. Kathleen Hartness seconded and the motion carried.

5. PLSDAC Liaison's Report: Elizabeth Bowlby

Elizabeth reported on the events that took place at 22 member libraries in March and April 2018.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

New Business.

Personnel Committee Report – Mary Ellen Darling, Chair

New Business.

Policy Committee Report – Carolyn Lyons, Chair

No report.

Audit Committee Report – Kathleen Hartness, Chair

New Business.

NEW BUSINESS:

1. Accept the Auditor's Report: Audit Committee

Item moved to the top of the agenda.

2. Approve the 990: Audit Committee

Item moved to the top of the agenda.

3. Approve Conflicts of Interest Report: Audit Committee

MOTION 26: Kathleen Hartness moved to approve the Conflicts of Interest report as amended. Merton Bartels seconded and the motion carried.

4. Approve Annual Report Assurances: Finance Committee

The Library System operated under its approved Plan of Service in accordance with provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board on April 11, 2018.

MOTION 27: The Finance Committee moved to approve Annual Report Assurances. Ellen Mitchell seconded and the motion carried.

5. Approve Time Warner Contract, effective 3/20/18: Finance Committee

MOTION 28: Mary Ellen Darling moved to approve Time Warner Contract, effective 3/20/18. Carolyn Lyons seconded and the motion carried.

6. Approve Owl2Go Funding Schedule: Finance Committee

MOTION 29: Kathleen Hartness moved to approve Owl2Go Funding Schedule. Ellen Mitchell seconded and the motion carried.

7. Approve Chautauqua-Cattaraugus Library System Proposal, effective 2/28/18: Finance Committee

MOTION 30: Ellen Mitchell moved to approve Chautauqua-Cattaraugus Library System Proposal, effective 2/28/18. Mary Ellen Darling seconded and the motion carried.

8. Approve 2018 Delivery Van Replacement Purchase: Finance Committee

MOTION 31: Jeffrey Clark moved to approve 2018 delivery van replacement purchase. Carolyn Lyons seconded and the motion carried.

9. Approve the Creation of the Part-time Outreach Assistant Position: Personnel Committee

MOTION 32: Mary Ellen Darling moved to approve the creation of the Part-time Outreach Assistant Position at a rate of \$15/hour. Kathleen Hartness seconded and the motion carried.

10. Approve Executive Director's Overnight Travel Request: Personnel Committee

MOTION 33: The Personnel Committee moved to approve Executive Director's overnight travel request. Merton Bartels seconded and the motion carried.

11. Approve the Revised Personnel Handbook: Personnel Committee

MOTION 34: The Policy Committee moved to approve the revised Personnel Handbook. Ellen Mitchell seconded and the motion carried.

12. Approve Amended 2018 Strategic Goals: Lauren Moore

MOTION 35: Merton Bartels moved to approve Amended 2018 Strategic Goals. Ellen Mitchell seconded and the motion carried.

13. Discuss Libraries and the Opioids Crisis: Lauren Moore

Lauren discussed the Opioid Crisis and how people are getting involved through NARCAN training.

Next Meeting:

PLS Board Meeting- May 9, 2018 at the Livonia Public Library

Reminders:

Trustee Workshop (Legal Issues/Effective Meetings) – May 1, 2018, 6-8:00 pm, Clifton Springs Library

Trustee Workshop (Legal Issues/Effective Meetings) – May 16, 2018, 6-8:00 pm, Marion Public Library

National Library Legislative Day, May 6-7, 2018, Washington, D.C.

Trustee Workshop (Human Resources) – June 5, 2018, 6-8:00 pm, Victor-Farmington Library

Trustee Workshop (Human Resources) – June 6, 2018, 6-8:00 pm, Cordelia A. Greene Library (Castile)

MOTION 36: Mary Ellen Darling moved to adjourn the meeting. Ellen Mitchell seconded and the motion carried. The meeting adjourned at 6:10 pm.

Adjourn

Respectfully submitted,

Ron Kirsop

Approved on May 9, 2018.