



BOARD MEETING MINUTES

Wednesday, April 12, 2017, 5:00pm
Pioneer Library System, Canandaigua, NY

PLS Board Members present: Jeffrey Clark, Mary Ellen Darling, Kathleen Hartness, Carolyn Lyons, Ellen Mitchell, Ruby Morrison, and Christine Ryan. Also in attendance, PLS staff: Lauren Moore, Cindy Gardner, and Ron Kirsop; PLSDAC Liaison Proxy, Leah Hamilton. Absent were Trustees Merton Bartels and John Lester.

CALL TO ORDER:

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

ADOPTION OF THE AGENDA

Two amendments were made to the agenda

1. The Auditors Report was moved to the top of the agenda to allow the auditors, Ray Wager and Chris Nasella, to deliver their report.
2. A discussion regarding the Annual Meeting was added to the end of the agenda.

MOTION 33: Ruby Morrison moved to adopt the amended April 12, 2017 agenda. Carolyn Lyons seconded and the motion carried.

AUDITOR REPORT

Chris Nasella highlighted several areas in the PLS audit and management letter. Two minor improvements to PLS procedures were recommended.

APPROVAL OF THE MINUTES

Carolyn Lyons requested that motion to 'Approve Charter Amendment' under New Business in the March 8, 2017 minutes specify the actual charter change that was made.

MOTION 34: Carolyn Lyons moved to approve the amended March 8, 2017 Board Minutes. Kathleen Hartness seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Ruby Morrison

Approve Cash Activity Report

MOTION 35: Kathleen Hartness moved to approve the cash activity report. Ellen Mitchell seconded and the motion carried.

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Approve Warrants (List of Bills Paid)

MOTION 36: Ellen Mitchell moved to approve warrants made on March 21, 2017 for the total amount of \$5,148.94; March 29, 2017 for the total amount of \$1,000.85; and April 12, 2017 for the total amount of \$72,048.42. Kathleen Hartness seconded and the motion carried.

Approve YTD Budget Reports

MOTION 37: Ellen Mitchell moved to approve the March 31, 2017 YTD Budget Report. Carolyn Lyons seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren reported on the state budget update, highlighting the restored budget cuts originally proposed by the Governor and the increase in 5 million dollars to state construction aid.

Lauren also discussed the new VoIP phone system that PLS is in the process of obtaining, the success of the first Long Island University class, and an update on Federal Library Funding.

3. Team Goal Report: Ron Kirsop

Ron reported on the progress staff have made on the new 2017 Strategic Priorities. The updates included work Lindsay has accomplished in the area of local history; Adam and Matthews work on technology inventories for libraries; planning and campaign projects that Ron himself has been working on; Hope's successful Summer Reading Planning workshop; and Andrea's visits to libraries to discuss training needs.

4. Central Library Budget Report: Lauren Moore

MOTION 38: Mary Ellen Darling moved to approve the March 31, 2017 YTD Central Library Budget Report. Kathleen Hartness seconded and the motion carried.

5. PLSDAC Liaison's Report: Leah Hamilton

Leah Hamilton represented PLSDAC during this meeting. She reported activities happening at the libraries in Lyons, Perry, Sodus, Clifton Springs, and Phelps.

6. Committee reports -

Finance Committee Report – Ruby Morrison, Chair

No report.

Personnel Committee Report – Mary Ellen Darling, Chair

No report.

Policy Committee Report – Carolyn Lyons, Chair

No report.

Audit Committee Report – John Lester, Chair

The report given by Ray Wager and Chris Nasella and the completed 990 is available for review.

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OLD BUSINESS:

NEW BUSINESS:

1. Approve the Auditor's Report and Financial Statements- John Lester

MOTION 39: Ruby Morrison moved to approve the Approve the Auditor's Report and Financial Statements. Carolyn Lyons seconded and the motion carried.

MOTION 40: Ruby Morrison moved to approve the 990. Ellen Mitchell seconded and the motion carried.

2. Discuss Minimum Standards-Lauren Moore

Lauren reported on the draft minimum standards proposed by DLD as well as the draft proposed by a sub-committee of PULISDO. Currently, PULISDO is planning a meeting to discuss their comments on the standards that can be given to DLD. Lauren is planning on attending this meeting in May.

3. PLSDAC Minimum Standards Notes

Lauren hosted a conversation at PLS with member library directors in March to receive their comments on the proposed changes to the Minimum Standards. After the meeting, Lauren compiled the comments into one document and PLSDAC approved the document. Lauren will take these comments to the PULISDO meeting in May.

4. Approve Revised 2017 Team Goals

The revised 2017 Team Goals are more specific and focus on supporting library directors and staff across the system.

MOTION 41: Ruby Morrison moved to approve the Revised 2017 Team Goals. Jeffrey Clark seconded and the motion carried.

5. Approve the Executive Director's Overnight Travel Request

MOTION 42: Ruby Morrison moved to approve the Executive Director's Overnight Travel Request. Kathleen Hartness seconded and the motion carried.

6. Approve the Amended 2017 Central Library Budget

The Central Library Budget included amendments to the GPL Assistant salary, OverDrive Front Line Tech Support, and moving funds from the physical material lines to OverDrive content lines.

MOTION 43: Mary Ellen Darling moved to approve the Amended 2017 Central Library Budget. Ellen Mitchell seconded and the motion carried.

7. Approve Spring 2017 OverDrive Content Invoice

MOTION 44: Ellen Mitchell moved to approve the Spring 2017 OverDrive Content Invoice for a total of \$45,183.50. Carolyn Lyons seconded and the motion carried.

8. LTA Trustees in the Know Workshop- Mary Ellen Darling

The next LTA 'Trustees in the Know' event will be held in Binghamton, NY on May 6, 2017. The programs will include, *Rethinking Library Spaces, What you Need to Know About Financial Reports, and Legal Update: Conflict of Interest.*

9. Annual Meeting Discussions

Lauren is currently researching the location and time for the October 2017 Annual Meeting.

Next Meeting:

Wednesday, May 10, 2017, Wood Library

Reminders:

Adjourn

MOTION 45: Ellen Mitchell moved to adjourn the meeting. Mary Ellen Darling seconded and the motion carried. The meeting was adjourned at 6:05 pm.

Respectfully submitted,
Ron Kirsop
Approved on May 10, 2017.

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