



BOARD MEETING
Minutes

Wednesday, April 13, 2016, 5:00pm
PLS Headquarters, Canandaigua, NY

PLS Board Members present: Pat Edwards, Kathy Hartness, John Lester, Ruby Morrison, Christine Ryan, Merton Bartels. Also in attendance, PLS staff: Lauren Moore, Ron Kirsop, and Cindy Gardner; PLSDAC Liaison, Jessica Pacciotti.

CALL TO ORDER:

John Lester called the meeting to order at 5:05 p.m.

ADOPTION OF THE AGENDA

Lauren Moore requested that the Board move Item One and Item Two under New Business to the beginning of the agenda.

MOTION 34: Christine Ryan moved to adopt the April agenda as amended. Ruby Morrison seconded and the motion carried.

APPROVE THE 2015 AUDITOR'S REPORT: LAUREN MOORE

Tom Lauffer met with the Audit Committee prior to the board meeting then gave a page-by-page recap of the PLS 2015 modified cash based audit.

Motion 35: Ruby Morrison moved to approve the Auditor's Report for Fiscal Year 2015 as prepared by Raymond F. Wager, CPA, P.C.. Merton Bartels seconded and the motion carried.

APPROVE THE 990: LAUREN MOORE

Motion 36: Ruby Morrison moved to approve the 990 for Fiscal Year 2015 as prepared by Raymond F. Wager, CPA, P.C.. Christine Ryan seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 37: Kathy Hartness moved to approve the January 13, 2016 Board Minutes. Ruby Morrison seconded and the motion carried.

MOTION 38: Ruby Morrison moved to approve the March 9, 2016 Board Minutes. Christine Ryan seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial report: Lauren Moore

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Approve Cash Activity Report

MOTION 39: Christine Ryan moved to approve the cash activity report. Pat Edwards seconded and the motion carried.

Approve Warrants (list of bills paid) – Lauren Moore

MOTION 40: Kathy Hartness moved to approve warrants made on March 23, 2016 for the total amount of \$6,077.02 and April 13, 2016 for the total amount of \$15,531.69. Merton Bartels seconded and the motion carried.

Approve March 2016 YTD Budget Reports- Lauren Moore

MOTION 41: Christine Ryan moved to approve the March 2016 YTD Budget Report. Kathy Hartness seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren thanked everyone who wrote a letter or email to their legislators. The State Budget included two big wins for libraries, 1) a \$4M increase in library aid, 2) a \$5M increase in library construction aid. This is the first time libraries have requested an increase in construction aid and it is rare to receive funding during the first year of a request.

After consulting with our e-rate consultants, Lauren determined that Pioneer Library System could submit E-Rate form 470 as a library system. The concerns she mentioned last month in regard to the system's filing system were not founded. We are now waiting for bids from vendors.

3. Team Goal Report:

No report.

4. Central Library Budget Report: Lauren Moore

The Central Library is currently undergoing a campaign for a budget increase. The "Vote Yes" group, Geneva Loves Its Library, has been working hard to get the vote out.

Chris Finger has also been working hard on the informational side of the campaign.

Motion 42: Kathy Hartness moved to approve the Central Library March 2016 YTD Budget Report. Christine Ryan seconded and the motion carried.

5. PLSDAC Liaison's report: Jessica Pacciotti

No report.

6. Committee reports-

Finance Committee Report- Joanna Whelan, Chair

Personnel Committee Report- Mary Ellen Darling, Chair

Fair Labor Standards Act (FLSA) – requires employers to pay employees overtime unless they meet the criteria to be considered an exempt employee. The criteria are narrow and involve a salary and duties test.

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In July 2016 the salary for exempt employees is going to increase significantly. This will disqualify many PLS Member Library Directors from being considered exempt.

Policy Committee Report- Chris Ryan, Chair

No report.

Audit Committee Report- John Lester, Chair

Under New Business

7. Library Trustee Association Report: Mary Ellen Darling

No report.

NEW BUSINESS:

1. Approve the 2015 Auditor's Report: Lauren Moore

Moved to beginning of agenda.

2. Approve the 990: Lauren Moore

Moved to beginning of agenda.

3. Approve the revised Receipt and Deposit of Funds Policy

The revised Receipt and Deposit of Funds Policy includes a procedural change recommended by the auditors. This policy will require an employee of PLS to open and check-in all mail that is delivered to PLS and record receipts of checks and cash.

Motion 43: Ruby Morrison moved to approve the revised Receipt and Deposit of Funds Policy. Christine Ryan seconded and the motion carried.

4. Approve changes to the Staff Handbook: Personnel Committee

Motion 44: Ruby Morrison moved to approve changes to the Staff Handbook. Merton Bartels seconded and the motion carried.

5. Discuss upcoming Trustee Workshop: Lauren Moore

Lorisa LaRocca, from Woods, Oviatt, Gilman will be discussing *Employment Pitfalls for the Unwary Employer*. Her talk will highlight the most common (and costly) pitfalls that employers face today.

Jeremy Johannesen, from the New York Library Association, will be presenting on *Advocacy Every day*. Every library, every librarian, every trustee, and every patron has a role to play in speaking up for libraries.

Next Meeting:

The next meeting will be held Wednesday, May 11, 2016 at Warsaw Public Library.

MOTION 45: Ruby Morrison moved to adjourn the meeting. Kathy Hartness seconded and the motion carried. The meeting was adjourned at 6:08 pm.

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Respectfully submitted,
Ron Kirsop
Approved on May 11, 2016.

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