



BOARD MEETING MINUTES

Wednesday, May 10, 2017, 5:00pm
Wood Library, Canandaigua, NY

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

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:02 pm.

ADOPTION OF THE AGENDA

One revision, add Chris Ryan to the end of the agenda to discuss the Trustee/Director Workshop on Sustainability held on April 27, 2017.

MOTION 46: Ruby Morrison moved to adopt the amended May 10, 2017 agenda. Merton Bartels seconded and the motion carried.

APPROVAL OF THE MINUTES

One correction, update committee chair members under 'Committee Reports.'

MOTION 47: John Lester moved to approve the amended April 12, 2017 Board Minutes. Carolyn Lyons seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Ruby Morrison

Approve Cash Activity Report

MOTION 48: Carolyn Lyons moved to approve the cash activity report. Kathleen Hartness seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 49: Kathleen Hartness moved to approve warrants made on April 25, 2017 for the total amount of \$29,582.39 and May 10, 2017 for the total amount of \$108,096.44. Carolyn Lyons seconded and the motion carried.

Approve YTD Budget Reports

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To improve and expand library service through
leadership, education, advocacy and enhanced resource sharing***

MOTION 50: Merton Bartels moved to approve the April 30, 2017 YTD Budget Report. Jeffrey Clark seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Federal Library Funding – Ron Kirsop, Stacey Wicksall, Rebecca Budinger, and Lauren Moore traveled to Washington, D.C. for National Library Legislative Day. They joined over 500 library advocates including 25 from New York State, to lobby for library funding and policy issues that impact freedom of information. The group met with the offices of Senator Gillibrand, Senator Schumer, Congressman Collins, Congressman Katko, and Congresswoman Slaughter. The discussions were lively and our elected officials were generally optimistic about library funding and issues.

Evergreen Conference – Last month Bob Wicksall and Lauren Moore attended the Evergreen Conference in Cincinnati. Evergreen is the open source integrated library system (ILS) software that runs the OWWL catalog. Lauren's experience at the conference was as someone responsible for strategic decisions associated with the ILS but unfamiliar with the mechanics of the software. For the first time, she was immersed in the open source library community and was inspired by its members' comradery and their commitment to core values and the Evergreen Project. Lauren discussed how Evergreen could be the ideal tool to create a statewide ILS, or at least support a consortium of library systems sharing a single ILS.

3. Team Goal Report: Ron Kirsop

Ron reported on the April/May progress staff have made on the PLS 2017 Strategic Priorities. The updates included: Lindsay working with Newark as a test case for the digitization lab; Adam and Matthews' continued work on technology inventories for libraries; planning and campaign projects that Ron has been working on with Bloomfield, Newark, and Allens Hill; Hope's work with Allens Hill, Bliss, Pike, Rose, and Silver Springs on Early Literacy programming; and Andrea's visits to libraries to discuss training needs.

4. Central Library Budget Report: Cindy Gardner

MOTION 51: Ruby Morrison moved to approve the April 30, 2017 YTD Central Library Budget Report. Mary Ellen Darling seconded and the motion carried.

5. PLSDAC Liaison's Report: Melissa Correia

Melissa reported on news from Victor, Williamson, Ontario, Clifton Springs, Bloomfield, Gorham, Canandaigua, Geneseo, Walworth, Phelps, Lyons, Mount Morris, Red Jacket, and Avon.

This was Melissa's last meeting as PLSDAC Liaison. The PLS Board appreciated her attending their meetings and reporting on library activities over the past year.

6. Committee reports -

Finance Committee Report - Joanna Whelan, Chair

No report.

Personnel Committee Report - Mary Ellen Darling, Chair

No report.

Policy Committee Report - Chris Ryan, Chair

No report.

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Audit Committee Report - John Lester, Chair

No report

LTA Liaison Report

OLD BUSINESS:

NEW BUSINESS:

1. Approve the revised Payment of Bills Policy: Policy Committee

2. Approve the revised Procurement Policy: Policy Committee

MOTION 52: Ruby Morrison moved to approve the revised Payment of Bills Policy and the revised Procurement Policy. Carolyn Lyons seconded and the motion carried.

3. Discuss revised Purchase Order Procedures: Lauren Moore

4. Appoint Julie Stryker: Lauren Moore

MOTION 53: Mary Ellen Darling moved to appoint Julie Stryker to the position of Communication and Administrative Coordinator at a salary of \$35,000 a year. Carolyn Lyons seconded and the motion carried.

5. Approve Pro-Quest PO#6949 for payment: Lauren Moore

MOTION 54: Ellen Mitchell moved to approve the Pro-Quest PO#6949 for payment. Merton Bartels seconded and the motion carried.

6. Approve LIU PO#6821 for payment: Lauren Moore

MOTION 55: John Lester moved to approve the Approve LIU PO#6821 for payment. Jeffrey Clark seconded and the motion carried.

7. LTA Report: Mary Ellen Darling

Mary Ellen Darling reported on the Binghamton 'Trustees in the Know' session that took place last Saturday. There was participation from at least 10 systems, 90 people in attendance, and there were great speakers at the event.

Upcoming LTA Events: June 6, at 6:30, Libby Post will be doing a webinar for us on "making your library an essential part of the community." Aug 12: Long Island (Plainview-Old Bethpage Library) TITK : Trustees in the Know8.

8. Sustainability Initiative Program: Chris Ryan

Chris Ryan reported on the April 27, 2017 Sustainability workshop presented by Rebekkah Smith Aldrich. The presentation was incredibly valuable and it seemed to make an impact on the attendees. Areas discussed included the impact of sustainability on libraries and their communities.

Next Meeting:

Wednesday, June 14, 2017, Pioneer Library System

Reminders:

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Adjourn

MOTION 56: Mary Ellen Darling moved to adjourn the meeting. Kathleen Hartness seconded and the motion carried. The meeting was adjourned at 5:58 pm.

Respectfully submitted,

Ron Kirsop

To be approved on June 14, 2017.

DRAFT