



BOARD MEETING MINUTES

Wednesday, May 11, 2016, 5:00pm
Warsaw Public Library, Warsaw, NY

PLS Board Members present: Carolyn Lyons, Pat Edwards, Kathy Hartness, Ruby Morrison, Christine Ryan, Merton Bartels, Joanna Whelan, Mary Ellen Darling. Also in attendance, PLS staff: Lauren Moore, Ron Kirsop, and Cindy Gardner; PLSDAC Liaison, Jessica Pacciotti.

CALL TO ORDER:

Carolyn Lyons called the meeting to order at 5:00 p.m.

ADOPTION OF THE AGENDA

Correction – The next Board Meeting will be held at the Palmyra Community Library.

MOTION 46: Merton Bartels moved to adopt the May 11, 2016 agenda as amended. Mary Ellen Darling seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 47: Ruby Morrison moved to approve the April 13, 2016 Board Minutes. Pat Edwards seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial report: Lauren Moore

Approve Cash Activity Report

MOTION 48: Mary Ellen Darling moved to approve the cash activity report. Pat Edwards seconded and the motion carried.

Approve Warrants (list of bills paid) – Lauren Moore

MOTION 49: Christine Ryan moved to approve warrants made on April 26, 2016 for the total amount of \$14,934.06 and May 11, 2016 for the total amount of \$58,707.89. Merton Bartels seconded and the motion carried.

Approve April 2016 YTD Budget Reports - Lauren Moore

MOTION 50: Kathy Hartness moved to approve the April 2016 YTD Budget Report. Ruby Morrison seconded and the motion carried.

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2. Executive Director's Report: Lauren Moore

Lauren announced that the CANS department began installing the new Firewalls in member libraries. These Firewalls were purchased with system funds and will now be maintained by PLS allowing for improved monitoring of bandwidth usage.

Lauren reported on the successful Disaster Preparedness Day workshop hosted by PLS on April 28, 2016. The event was made possible by a grant received by Rebecca Budinger-Mulhearn, Director of the Avon Free Library, from the National Network/Libraries of Medicine. The workshop included how to write a one-page disaster plan, an active shooter response training, and The Go Games (interactive disaster survival role-playing game). Lauren said this was one of the best-received workshops hosted during her time at Pioneer.

Lauren gave an overview of the threat to Education Law 259 that is currently in the form of a lawsuit filed against the Dewitt Community Library in Dewitt, NY. The outcome of this lawsuit could have an impact on libraries across the state.

3. Team Goal Report:

Ron gave an overview on the tasks the PLS team has been working on to reach their 2016 goals. A few of those activities include:

- Lindsay Stratton working with the Local History Working Group
- Kathryn Riedener using the mobile digitization lab (Funded by Senator Nozzolio) at the Naples Library.
- Adam Keuer and Matthew Kominiarek installing Firewalls at member libraries.
- Heidi Jensen streamlining the scheduling process of PLS Maker Kits.
- Hope Decker reviewing possible low-tech additions to the PLS Maker Kits.
- Ron Kirsop completing the Simply Strategic process for the Gorham Library and working with Geneva to support vote efforts.
- Pat Finnerty holding a 1000 Books Before Kindergarten Meeting with member libraries to share and support programming ideas.

4. Central Library Budget Report: Lauren Moore

Motion 51: Mary Ellen Darling moved to approve the Central Library April 2016 YTD Budget Report. Merton Bartels seconded and the motion carried.

5. PLSDAC Liaison's report: Jessica Pacciotti

Jessica Pacciotti, Perry Library Director and PLSDAC Liaison, is celebrating her one-year anniversary at Perry Public Library. There was also a positive article about her in the Batavia paper.

Jessica reported that Perry is going for a 9% tax increase in June. Jessica also reported that the Wadsworth Library has started construction on their elevator project; the Phelps Library S.T.E.A.M. Lab Makerspace is being observed by a doctoral student; and the Macedon Library is partnering with SCORE for a five-week entrepreneurial workshop series.

6. Committee reports-

Finance Committee Report - Joanna Whelan, Chair

No report.

Personnel Committee Report - Mary Ellen Darling, Chair

No report.

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Policy Committee Report - Chris Ryan, Chair

No report.

Audit Committee Report - John Lester, Chair

No report.

7. Library Trustee Association Report: Mary Ellen Darling

Mary Ellen Darling reported that the Trustee Institute held in Plattsburg, NY was a successful event that held a great deal of information for trustees. Over the two-day event there were 140 participants.

Mary Ellen also reported that LTA is in the planning stages of developing a regional workshop to be held in Batavia, NY this summer.

NEW BUSINESS:

1. Approve the NYS Adult Literacy Grant Application

Motion 52: Ruby Morrison moved to approve the NYS Adult Literacy Grant Application. Joanna Whelan seconded and the motion carried.

2. Approve the NYS Family Literacy Grant Application

Motion 53: Christine Ryan moved to approve the Family Literacy Grant Application. Merton Bartels seconded and the motion carried.

3. Discuss 2016-2018 NYS Library Construction Grant Application Procedure

Ron Kirsop discussed the 2016-2018 NYS Library Construction Grant procedure and timeline. New additions to the process are the Intent to Apply form (required to be filed by all libraries intending on applying for a construction grant in 2016) and changing the funding criteria to offer all applying libraries funds. Projects will be prioritized based on the past three-year award history and the reduced match criteria.

4. Accept Telecommunication and Internet Service Bids

Motion 54: Ruby Morrison moved to accept the Telecommunication and Internet Service Bids. Pat Edwards seconded and the motion carried.

Motion 55: Mary Ellen Darling moved to accept the Time Warner Telecommunication and Internet Service Bid. Ruby Morrison seconded and the motion carried.

5. Approve Revised Online Banking Policy

The change to designate a separate computer with the sole purpose of online banking was made by the auditor. Once set up, the virtual computer can only be accessed by Lauren and Cindy.

Motion 56: Christine Ryan moved to approve the revised Online Banking Policy. Merton Bartels seconded and the motion carried.

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6. Review 2016 Owwl Cost Share Document

The 2016 OWWL Cost Share document will be delivered to libraries in July 2016 and payments will be made in August 2016.

7. Accept NYS Deferred Compensation Model Plan Review YE 2014

Motion 57: Merton Bartels moved to accept the NYS Deferred Compensation Model Plan Review for the 2014 Fiscal Year as prepared by Raymond F. Wager, CPA. Ruby Morrison seconded and the motion carried

8. Approve Executive Director's Contract

Motion 58: Ruby Morrison moved to enter Executive Session to discuss the Executive Director's Contract at 5:45 pm. Mary Ellen Darling seconded and the motion carried.

Motion 59: Ruby Morrison moved to exit Executive Session at 5:55 pm. Mary Ellen Darling seconded and the motion carried.

Motion 60: Mary Ellen Darling moved to approve Executive Director's Contract. Pat Edwards seconded and the motion carried.

9. Discuss PLS Trustee Nominations for Central Library and Wyoming County

The PLS board is looking for trustee nominations from Central Library and Wyoming County.

Next Meeting:

The next meeting will be held Wednesday, June 8, 2016 at 5:00pm at Palmyra Community Library

Reminders:

PLS Annual Dinner - Wednesday, October 5, 2016, 5:00pm, Bristol Harbour Inn

MOTION 61: Joanna Whelan moved to adjourn the meeting. Christine Ryan seconded and the motion carried. The meeting was adjourned at 6:12 pm.

Respectfully submitted,
Ron Kirsop
Approved on June 8, 2016.

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