



BOARD MEETING
MINUTES

WEDNESDAY, MAY 13, 2015, 5:00PM
PLS HEADQUARTERS, CANANDAIGUA, NY

PLS Board Members present: Merton Bartels, Pat Edwards, John Lester, Carolyn Lyons, Carolyn Meisel, Ruby Morrison, Christine Ryan, Joanna Whelan. Mary Ellen Darling was excused. Also in attendance, PLS staff: Lauren Moore, Ron Kirsop, and Cindy Gardner; Sharon Stanley, PLSDAC liaison.

CALL TO ORDER:

Carolyn Meisel called the meeting to order at 5:10 p.m.

ADOPTION OF THE AGENDA

MOTION 46: Joanna Whelan moved to adopt the May agenda. Ruby Morrison seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 47: Pat Edwards moved to approve the minutes of the March 11, 2015 Board Meeting. Carolyn Lyons seconded and the motion carried.

Pat Edwards and Joanna Whelan need to be added to the attendance list for the April 22, 2015 Board Retreat Minutes.

MOTION 48: Pat Edwards moved to approve the minutes of the April 22, 2015 Board Retreat as amended. Joanna Whelan seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial report: Cindy Gardner

Approve Cash Activity Report – Cindy Gardner

Cindy reported on the four Chase banking accounts closed by April 8. Opening funds were transferred to the Canandaigua National Bank checking account on March 19.

MOTION 49: Ruby Morrison moved to approve the cash activity report. Christine Ryan seconded and the motion carried.

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Approve Warrants (list of bills paid)

MOTION 50: Joanna Whelan moved to approve warrants made on March 25, 2015 for the total amount of \$42,988.24; April 8, 2015 for the total amount of \$4,073.42; April 8, 2015 for the total amount of \$23,226.11; April 22, 2015 for the total amount of \$10,309.76; and May 13, 2015 for the total amount of \$43,411.28. Merton Bartels seconded and the motion carried.

Approve April 30, 2015 and March 31, 2015 Year-To-Date Report – Cindy Gardner

Motion 51: Pat Edwards moved to approve the April 30, 2015 Year-To-Date Report and the March 31, 2015 Year-To-Date Report. Joanna Whelan seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren Moore gave an advocacy update stating that the state legislature came through for libraries in a big way. They approved an almost 6% increase for library funding in NYS. The "Libraries are Education" language was widely used and it helped libraries identify with educational institutions in a positive way.

Ron Kirsop commented on the successful Board Basics workshops held in Canandaigua and Castile at the end of April. Two more workshops will be planned for Livingston and Wayne County in the fall.

Lauren Moore mentioned that Evergreen will be down System-wide on Monday, June 1st for the Evergreen upgrade. The upgrade is scheduled on a Monday because the cost quoted for a weekend update was prohibitive. The goal is to have Evergreen up and running by Tuesday, June 2, 2015.

3. System Goal Report: Ron Kirsop

Ron Kirsop mentioned that PLS is working on its third Trustee Newsletter. It currently reaches 262 trustees across the System.

The Harwood Institute is coming to PLS on June 12, 2015. Bill Booth, a certified Harwood trainer, will be training 23 PLS participants in Harwood's turning outward approach. The goal is to help libraries focus on collecting community data in order to make better decisions.

PLS's New York State Construction Grant Letter of Intent form has been sent to member library directors. Libraries interested in completing the full construction grant will need to submit the letter to PLS by June 1, 2015.

4. Central Library report:

Motion 52: Carolyn Lyons moved to approve the Central Library Financial Report. Ruby Morrison seconded and the motion carried.

5. PLSDAC Liaison's report: Sharon Stanley

Sharon reported that there were not an overwhelming number of responses this month. This could have been due to the libraries preparing their Government Efficiency Plans.

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6. Committee reports- see New Business

Facilities Committee: John Lester reported that the Facilities committee had a fruitful meeting last month. The goal of the first round construction application [Letter of Intent] is to replace the PLS guidelines that may have been a hindrance to libraries interested in applying for a construction grant.

Personnel Committee: Carolyn Lyons reported that the Personnel Committee met in April to review the PLS Employee Handbook, discuss the creation of a Member Library Liaison position, and discuss a salary increase in the Library Systems Analyst position. The committee's recommendations will be discussed under new business.

Policy Committee: Pat Edwards reported that the Policy Committee is recommending the Board adopt the 13 policies that will be discussed later in the meeting. Cindy Gardner was instrumental in creating these policies.

NEW BUSINESS:

1. Approve the creation of the Member Library Liaison position- Personnel Committee

Lauren Moore explained that the Member Library Liaison replaces the Consultant Librarian position previously held by Ron Kirsop. This position will provide training, assistance, and help determine what libraries need to meet their organizational goals. The salary range will be \$43,000-\$48,000. The Board decided that a Master's degree will not be a requirement of the position.

Motion 53: Joanna Whelan moved to approve the creation of the Member Library Liaison position with the salary range of \$43,000-\$48,000. Merton Bartels seconded and the motion carried.

2. Approve wage adjustment for Library Systems Analyst- Personnel Committee

Motion 54: Carolyn Lyons moved to approve the wage adjustment for Adam Keuer, Library Systems Analyst, to \$45,000 effective May 22, 2015. Ruby Morrison seconded and the motion carried.

3. Approve the Staff Handbook- Personnel Committee

Motion 55: John Lester moved to approve the Staff Handbook. Christine Ryan seconded and the motion carried.

4. Approve Claims Auditor Policy- Policy Committee

5. Approve Credit Card Policy- Policy Committee

6. Approve Fixed Assets Capitalization Policy- Policy Committee

7. Approve Meals and Refreshments Policy- Policy Committee

8. Approve Online Banking Policy- Policy Committee

9. Approve Receipt and Deposit of Funds Policy- Policy Committee

10. Approve Financial Integrity and Accountability Policy- Policy Committee

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11. Approve Budget Policy- Policy Committee

Carolyn Meisel asked that the budget policy be amended and brought back for review at the June meeting.

12. Approve Payment of Bills Policy- Policy Committee**13. Approve Annual Audit Policy- Policy Committee****14. Approve Financial Reports Policy- Policy Committee****15. Approve Gifts and Donations Policy- Policy Committee****16. Approve Disposal and Sales of Surplus or Donated Items Policy- Policy Committee****17. Approve Petty Cash Policy- Policy Committee**

Motion 56: Christine Ryan moved to approve the Claims Auditor Policy, Credit Card Policy, Fixed Assets Capitalization Policy, Meals and Refreshments Policy, Online Banking Policy, Receipt and Deposit of Funds Policy, Financial Integrity and Accountability Policy, Payment of Bills Policy, Annual Audit Policy, Financial Reports Policy, Gifts and Donations Policy, Disposal and Sales of Surplus or Donated Items Policy, and Petty Cash Policy. John Lester seconded and the motion carried.

18. Review NYS Construction Grant Reduced Match Eligibility Policy – Facilities and Personnel Committees

The Board reviewed the NYS Construction Grant Reduced Match Eligibility Policy and had no recommended changes.

Motion 57: Pat Edwards moved to approve the NYS Construction Grant Reduced Match Eligibility Policy. Joanna Whelan seconded and the motion carried.

19. Approve Pioneer’s Statement on Intellectual Freedom and Censorship- Lauren Moore

Carolyn Meisel and Lauren Moore drafted this document in response to a member library director’s request for a statement by PLS on Intellectual Freedom and Censorship that could be presented to her Board. Lauren Moore suggested that by formally adopting the statement, the PLS Board of Trustees can strengthen the System’s position in favor of Intellectual Freedom.

Motion 58: Ruby Morrison moved to approve Pioneer’s Statement on Intellectual Freedom and Censorship. Joanna Whelan seconded and the motion carried.

20. Conflicts of Interest and the Nonprofit Revitalization Act- Lauren Moore

Lauren Moore, Ron Kirsop, and Merton Bartels attended the Library Trustee Association Institute on May 1st and learned about the Nonprofit Revitalization Act and how it pertains to libraries and library systems. One important takeaway was how trustees’ conflicts of interest should be handled by a Board.

The PLS Conflict of Interest Policy is good. Conflicts should be disclosed annually and presented to an Audit Committee. If a trustee or key employee has a conflict that pertains to anything discussed in a Board meeting,

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he/she should disclose the conflict, report the conflict in the minutes, and leave the room while discussion and voting on the matter take place.

21. Annual Meeting update- Lauren Moore

The option of a lunch instead of a dinner was entertained for the annual meeting. Several trustees felt this option would not draw as much of a crowd.

The 2015 annual meeting is scheduled to be in Livingston County. Venues are currently being researched.

22. Approve PLS Technology Grants- Lauren Moore

This was a competitive grant and not all projects were funded. Red Jacket and Warsaw did not receive funding. Palmyra received partial funding.

Letters indicating grant amounts will be mailed to the recipients on Monday, May 18, 2015.

Motion 59: John Lester moved to approve PLS Technology Grants. Merton Bartels seconded and the motion carried.

Reminders:

Policy Committee Meeting, Wednesday, June 10, 4pm, Honeoye Public Library

Board Meeting, Wednesday, June 10, 5pm, Honeoye Public Library

Policy Committee Meeting, Wednesday, August 12, 10am, Avon Free Library

Adjourn

MOTION 60: John Lester moved to adjourn the meeting. Merton Bartels seconded and the motion carried. The meeting was adjourned at 6:23pm.

Respectfully submitted,

Ron Kirsop

Approved on June 10, 2015.