



BOARD MEETING MINUTES

Wednesday, June 8, 2016, 5:00pm
Palmyra Community Library, Palmyra, NY

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

CALL TO ORDER:

Carolyn Lyons called the meeting to order at 5:09 p.m.

ADOPTION OF THE AGENDA

Amend – Lauren asked to move item 1606-3b Approval of Warrants after New Business #7. Lauren also welcomed new PLSDAC liaison, Melissa Correia.

MOTION 62: Chris Ryan moved to adopt the June 8, 2016 agenda as amended. Mary Ellen Darling seconded and the motion carried.

APPROVAL OF THE MINUTES

Amend – Carolyn Lyons asked Lauren to add more detail to paragraph 3 of the Executive Director's Report regarding the threat to Education Law 259.

MOTION 63: Merton Bartels moved to approve the May 11, 2016 Board Minutes as amended. John Lester seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial report: Joanna Whelan

Approve Cash Activity Report

MOTION 64: Pat Edwards moved to approve the cash activity report. Mary Ellen Darling seconded and the motion carried.

Approve May 2016 YTD Budget Reports – Joanna Whelan

Joanna reported on the discussion during the 4pm Finance Committee meeting regarding upcoming budget amendments.

MOTION 65: Ruby Morrison moved to approve the May 2016 YTD Budget Report. Chris Ryan seconded and the motion carried.

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Amend Agenda – Lauren asked to add temporary part-time driver hires to the agenda #9.

MOTION 66: Joanna Whelan moved to amend the June 8, 2016 agenda. Pat Edwards seconded and the motion carried.

2. Executive Director’s Report: Lauren Moore

Lauren reported on the 2016 member library budget referenda. There have been 22 successful budget votes.

Lauren stated the PLS Long Range Planning process is underway. Kathy Miller from RRLC will facilitate 3 separate focus groups; one each for directors, library staff, and trustees. A survey is also planned to help drive the next 5-year plan of service.

3. Team Goal Report: see New Business #5

4. Central Library Budget Report: Cindy Gardner

Motion 67: Mary Ellen Darling moved to approve the Central Library May 2016 YTD Budget Report. Merton Bartels seconded and the motion carried.

5. PLSDAC Liaison’s report: Melissa Correia

No report.

6. Committee reports -

Finance Committee Report - Joanna Whelan, Chair

The Finance Committee met at 4pm today. See New Business #2, 6, 7

Personnel Committee Report - Mary Ellen Darling, Chair

No report.

Policy Committee Report - Chris Ryan, Chair

Chris Ryan reported on the May 31, 2016 meeting to discuss two policies: Reduced Match Eligibility Policy and Interlibrary Loan (ILL) to Correctional Facilities Policy. See New Business #1

Audit Committee Report - John Lester, Chair

No report.

7. Library Trustee Association Report: Mary Ellen Darling

Mary Ellen Darling reported that plans are underway to hold a Western NY Regional meeting at the Richmond Library in Batavia sometime in August or September. More details will follow as they become available.

NEW BUSINESS:

1. Approve Amended Reduced Match Eligibility Policy – Policy Committee

Lauren reported that changes to the ILL to Correctional Facilities policy are still being researched.

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Motion 68: Mary Ellen Darling moved to approve the Amended Reduced Match Eligibility Policy. John Lester seconded and the motion carried.

2. Approve Time Warner Contract for Internet Service – Finance Committee

Lauren discussed the Time Warner contract as proposed, and plans to meet with the account representative on Friday for minor clarifications.

Motion 69: Kathy Hartness moved to approve the Time Warner Contract for Internet Services . Ruby Morrison seconded and the motion carried.

3. Approve the 2017 and 2018 Vacation Schedules – Lauren Moore

Motion 70: Mary Ellen Darling moved to approve the 2017 and 2018 Vacation Schedules . Merton Bartels seconded and the motion carried.

4. Discuss the Annual Meeting – Lauren Moore

The Annual Meeting will be lunch at noon at Bristol Harbor on October 5, 2016.

5. Approve the Six-Month Progress Report on Goals– Lauren Moore

Motion 71: Christine Ryan moved to approve the 6-Month Progress Report on Goals. Ruby Morrison seconded and the motion carried.

6. Approve ProQuest and Innovative Invoices – Finance Committee

Motion 72: Mary Ellen Darling moved to approve payment of the ProQuest invoice in the amount of \$27,227.00. John Lester seconded and the motion carried.

Motion 73: Ruby Morrison moved to approve payment of the Innovative invoice in the amount of \$19,402.11. Chris Ryan seconded and the motion carried.

7. Approve payment of Time Warner Invoices – Finance Committee

Motion 74: Ruby Morrison moved to approve payment of the adjusted April, May and June 2016 Time Warner invoices in the amount of \$19,491.12. Chris Ryan seconded and the motion carried.

Approve Warrants (list of bills paid) – Finance Committee

MOTION 75: Merton Bartels moved to approve warrants made on May 25, 2016 for the total amount of \$92,797.04, June 8, 2016 for the total amount of \$36,232.51, and June 8, 2016 for the total amount of \$19,491.12. Pat Edwards seconded and the motion carried.

8. Appoint a Trustee to the Pioneer Award Committee – Lauren Moore

Motion 76: Chris Ryan moved to appoint Ruby Morrison to the Pioneer Award Committee. Pat Edwards seconded and the motion carried.

9. Approve Temporary Part-time Delivery Driver Hires – Lauren Moore

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PLS hired David Russell on 4/28/16 and James Cooney on 6/9/16 at an hourly rate of \$11.00 to alleviate the shortage created by 3 current drivers on extended leave.

Motion 77: Kathy Hartness moved to approve hiring David Russell and James Cooney as temporary part-time delivery drivers. Ruby Morrison seconded and the motion carried.

Next Meeting:

The next meeting will be held Wednesday, September 14, 2016 at 5:00pm at PLS HQ.

Reminders:

Trustee Focus Group – Tuesday, July 12, 2016 4:00 pm, PLS HQ

Trustee Workshop (Budgeting and Finance) – Tuesday, July 12, 2016, 6 pm, PLS HQ

PLS Annual Meeting - Wednesday, October 5, 2016, 12:00pm, Bristol Harbour Inn;

PLS Board Meeting – Wednesday, October 5, 2016, 11:00 am Bristol Harbour Inn

MOTION 78: Ruby Morrison moved to adjourn the meeting. Christine Ryan seconded and the motion carried. The meeting was adjourned at 6:04 pm.

Respectfully submitted,

Cindy Gardner

Approved on September 14, 2016.

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