



BOARD MEETING
MINUTES

WEDNESDAY, JUNE 10, 2015, 5:00PM
HONEOYE PUBLIC LIBRARY, HONEOYE, NY

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

CALL TO ORDER:

Following a tour of the library by Library Director, Wendy Krause, Carolyn Meisel called the meeting to order at 5:03 p.m.

ADOPTION OF THE AGENDA

MOTION 61: Ruby Morrison moved to adopt the June agenda. Merton Bartels seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 62: Merton Bartels moved to approve the minutes of the May 13, 2015 Board Meeting. Ruby Morrison seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial report: Cindy Gardner

Approve Cash Activity Report – Cindy Gardner

Cindy reported that member library claims for both the PLS travel and technology grants are being submitted. PLS will invoice libraries in July for OWWL cost-shares providing the next substantial revenue influx.

MOTION 63: Chris Ryan moved to approve the cash activity report. Carolyn Lyons seconded and the motion carried.

Approve Warrants (list of bills paid)

MOTION 64: Mary Ellen Darling moved to approve warrants made on May 27, 2015 for the total amount of \$10,763.00; and June 10, 2015 for the total amount of \$28,569.54. Ruby Morrison seconded and the motion carried.

Approve May 31, 2015 Year-To-Date Report – Cindy Gardner

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leadership, education, advocacy and enhanced resource sharing***

Motion 65: Ruby Morrison moved to approve the May 31, 2015 Year-To-Date Report. Merton Bartels seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren Moore reported that the Williamson Public Library's inaugural 259 vote passed last night. The library will now receive guaranteed support levied by the school district lines rather than as an appropriation from the Town of Williamson. The Victor Farmington Library is holding a 259 vote later this month. John Lester shared information about the Red Creek Library. Document 1506-4b does not reflect Red Creek Library's \$10,000 increase voted on 5/19/15, increasing their 259 funding by \$10,000 to \$37,500. Cindy will correct the document.

Lauren reported that all libraries intending to file their government efficiency plans have done so, and approval from the OSC (Office of the State Comptroller) should be received by the end of June. If approved, tax payers will be eligible for refunds.

Lauren reported on changes to the 2015/16 NYS Construction grant guidelines. 30% of grant funds in excess of \$25,000 are now tied to Minority & Women's Business Equity Initiative guidelines. We are working on getting up to speed so we are better able to assist our member libraries.

Lauren mentioned the recent Williamson event honoring Senator Nozzolio, and reminded the board of the upcoming legislative events noted at the end of these minutes.

3. Team Goal Report:

There were no questions on the Team Goal Report.

4. Central Library report:

The Central Library 5/31/15 Year-to-Date financial report was shared.

5. PLSDAC Liaison's report: Sharon Stanley

Sharon highlighted Chris Ryan's recent award as Avon Sr. Citizen of the Year. Congratulations Chris!

6. Committee reports- see New Business

Policy Committee: Chris Ryan reported that the Policy Committee met before today's meeting to review four financial policies that will be discussed later in the meeting. The committee will bring three policies to the Board for approval.

NEW BUSINESS:

1. Approve Procurement Policy- Policy Committee

Motion 66: Chris Ryan moved to approve the Procurement Policy correcting one typo. John Lester seconded and the motion carried.

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2. Approve Budget Policy- Policy Committee

Motion 67: Chris Ryan moved to approve the Budget Policy. Joanna Whelan seconded and the motion carried.

3. Approve Fund Balance Policy- Policy Committee

Motion 68: Chris Ryan moved to approve the Fund Balance Policy. Carolyn Lyons seconded and the motion carried.

4. Approve Treasurer's Responsibilities Policy- Policy Committee

This policy needs additional work and will be on the agenda for the August 12, 2015 Policy Committee meeting and the September 9, 2015 Board meeting.

5. Six-Month Progress Toward 2015 Goals - Lauren Moore

Motion 69: Pat Edwards moved to accept the six month progress report toward 2015 goals. Ruby Morrison seconded and the motion carried.

6. OWWL2go Funding Model – Lauren Moore

Lauren explained that the current model based on 3% of member library's materials budget is not sufficient for the growing need of downloadable content. She presented a 2016 plan to hold each library to the minimum they paid in 2015 or a pro-rated usage percentage, whichever is greater. This more equitable solution was agreed upon by PLSDAC on 6/5/15.

Motion 70: Mary Ellen Darling moved to accept the OWWL2go funding model. Chris Ryan seconded and the motion carried.

7. PLS Trustee Nominations – Lauren Moore

Lauren reported that Livingston County Directors will need to nominate a trustee to replace Carolyn Meisel, whose term expires at the end of 2015, and Wayne County Directors will need to nominate a trustee to complete the vacated term of Dave Jankowski that expires in at the end of 2019. Dave Jankowski resigned his position and Merton Bartels was appointed by the Board of Trustees to serve until the 2015 Annual Meeting. Merton is willing to continue if nominated and elected.

8. Notice of Claim – Lauren Moore

Lauren and Carolyn Meisel reported on a notice of claim received by claimant, Carolyn Grieve in connection with construction at the Perry Public Library. Attorneys will be deposing Ms. Grieve to determine the validity of the claim against PLS.

9. Annual Meeting

Lauren reported the Annual Meeting will be a \$26 buffet held at Valley Oak in Geneseo on October 14, 2015. She has retained a speaker from the Ad Council.

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10. DropBox Review

Lauren discussed archiving the board meeting contents on the website to free up space in participant's dropbox folders.

Reminders:

June 25-30- Lauren and Ron at American Library Association Conference in San Francisco

July 17- Legislative Staff Thank You Reception, PLSHQ

Aug 11, 1pm- Senator Gallivan, Summer Reading Award Ceremony, Avon Free Library

Aug 12, 10am- Policy Committee Meeting, Avon Free Library

Aug 18, Time TBD- Senator Gallivan, Summer Reading Award Ceremony, Wyoming County Fair

Adjourn

MOTION 71: Mary Ellen Darling moved to adjourn the meeting. John Lester seconded and the motion carried. The meeting was adjourned at 6:10 pm.

Respectfully submitted,

Cindy Gardner

Approved on September 9, 2015.