



BOARD MEETING MINUTES

Wednesday, June 12, 2019, 5:00 pm
Pioneer Library System Headquarters, Canandaigua, NY

PLS Board Members present: **Christine Ryan, Jeffrey Clark, Kathleen Hartness, Carolyn Bradstreet, Merton Bartels, Julie Gruendike, Ruby Morrison, and Matthew Sickles.** Also in attendance, PLS Staff: **Lauren Moore, Cindy Gardner, and Ron Kirsop.** PLSDAC Liaison: **Renate Goff.**

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:07 pm.

ADOPTION OF THE AGENDA

Ellen Mitchell asked to add an Executive Session to discuss the Executive Director position at the end of the agenda, and moving New Business #9 – Personnel Change form after the Executive Session.

MOTION 51: Kathleen Hartness moved to adopt the June 12, 2019 agenda as amended. Ellen Mitchell seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 52: Carolyn Bradstreet moved to approve the April 10, 2019 minutes. Merton Bartels seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

Jeffrey Clark noted the Bills paid 5/22/19 in the amount of \$106.52 should be dated 5/29/19.

MOTION 53: Kathleen Hartness moved to approve the cash activity report as amended. Carolyn Bradstreet seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 54: Carolyn Bradstreet moved to approve warrants made on 4/24/19 for the total amount of \$74,242.61; 5/7/19 for the total amount of \$30,379.25; 5/22/19 for the total amount of \$23,101.33; 5/29/19 for the total amount of \$106.52 and 6/12/19 for the total amount of \$60,585.72. Ellen Mitchell seconded and the motion carried.

MOTION 55: Merton Bartels moved to approve the April-May 2019 Year to Date Report. Ellen Mitchell seconded and the motion Carried.

2. Executive Director's Report: Lauren Moore

Lauren reported on the Evergreen upgrade, Linux installations, Tobacco-Free Libraries, NYS Construction Aid, Pioneer Awards, and Early Literacy Supplies Grant Awards.

3. Team Goal Report: Ron Kirsop

No report.

4. Central Library Budget Report: Cindy Gardner

MOTION 56: Ruby Morrison moved to approve the Central Library Budget Report. Carolyn Bradstreet seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Report in board packet.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

No report.

Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

Policy Committee Report – Ruby Morrison, Chair

Under New Business.

Audit Committee Report – Kathleen Hartness, Chair

No report.

NEW BUSINESS:

1. Approve Meeting Room Policy- Policy Committee

MOTION 57: Carolyn Bradstreet moved to approve the Meeting Room Policy. Merton Bartels seconded and the motion carried.

2. Approve Fine Resolution- Policy Committee

MOTION 58: Carolyn Bradstreet moved to approve the Fine Resolution. Merton Bartels seconded and the motion carried.

3. Approve Fair Compensation Policy – Policy Committee

Julie Gruendike suggested this should be a resolution rather than a policy.

MOTION 59: Kathleen Hartness moved to approve the renamed Resolution on the Importance of Fair Compensation. Merton Bartels seconded and the motion carried.

4. Approve Social Media Policy- Policy Committee

MOTION 60: Ellen Mitchell moved to approve the Social Media Policy. Carolyn Bradstreet seconded and the motion carried.

5. Approve Tobacco Use Policy- Policy Committee

MOTION 61: Ellen Mitchell moved to approve the Tobacco Use Policy. Merton Bartels seconded and the motion carried.

6. Approve \$51,800 payment to LIU- Lauren Moore

MOTION 62: Ruby Morrison moved to approve the \$51,800 payment to LIU. Carolyn Bradstreet seconded and the motion carried.

7. Approve \$29,035 payment to ProQuest- Lauren Moore

MOTION 63: Ruby Morrison moved to approve the \$29,035 payment to ProQuest. Ellen Mitchell seconded and the motion carried.

8. Appoint NYS Construction Aid Award Committee- Ron Kirsop

Committee Members:

1. Chris Ryan
2. Ruby Morrison
3. Merton Bartels

MOTION 64: Ellen Mitchell moved to appoint the NYS Construction Aid Award Committee. Carolyn Bradstreet seconded and the motion carried.

9. Approve Personnel Change Form- Personnel Committee

Moved to after Executive Session.

10. Approve Change to Staff Policy Handbook- Personnel Committee

MOTION 65: Ruby Morrison moved to approve the Changes to Staff Policy Handbook. Merton Bartels seconded and the motion carried.

11. Approve 2019-2022 Strategic Plan Goals- Executive Committee

MOTION 66: Ruby Morrison moved to approve the 2019-2022 Strategic Plan Goals. Jeffrey Clark seconded and the motion carried.

12. Approve Online Banking Policy Revisions – Policy Committee

MOTION 67: Carolyn Bradstreet moved to approve the Online Banking Policy Revisions. Merton Bartels seconded and the motion carried.

13. Designate Ron Kirsop as online administrator on Chase and Canandaigua National Bank Accounts

MOTION 68: Ruby Morrison moved to designate Ron Kirsop as online administrator on Chase and Canandaigua National Bank Accounts. Ellen Mitchell seconded and the motion carried.

14. Approve Pioneer Library System Program Assurances

MOTION 69: Ellen Mitchell moved to approve the Pioneer Library System Program Assurances. Carolyn Bradstreet seconded and the motion carried.

15. Approve Executive Director's Overnight Travel – Personnel Committee

MOTION 70: Ruby Morrison moved to approve the Executive Director's Overnight Travel. Ellen Mitchell seconded and the motion carried.

MOTION 71: Ellen Mitchell moved to enter Executive Session to discuss the Executive Director position. Kathleen Hartness seconded and the motion carried.

Upon exiting Executive Session, Ron Kirsop accepted the position of Executive Director.

MOTION 72: Ellen Mitchell moved to appoint Ronald Kirsop to the position of Executive Director of the Pioneer Library System effective July 18, 2019 pending written approval from Mark Schaming, Deputy Commissioner. The PLS Board authorizes the Personnel Committee of the board to convene and formally appoint Ron as Executive Director at a salary of \$92,000, retroactive to July 18, 2019. Carolyn Bradstreet seconded and the motion carried.

Next Meeting: August 7, 2019 5pm, PLS System Office

MOTION 73: Kathy Hartness moved to adjourn the meeting. Ellen Mitchell seconded and the motion carried. The meeting adjourned at 6:14 pm.

Adjourn