



BOARD MEETING MINUTES

Wednesday, June 13, 2018, 5:00 PM
Pioneer Library System
2557 State Route 21, Canandaigua, NY 14424

PLS Board Members present: Christine Ryan, Carolyn Bradstreet, Ellen Mitchell, Jeffrey Clark, Mary Ellen Darling, Merton Bartels and Ruby Morrison. Also in attendance, PLS staff: Lauren Moore, Cindy Gardner, and Ron Kirsop. PLSDAC Liaison: Renate Goff (Absent). Excused: Kathleen Hartness and Carolyn Lyons.

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:06 pm.

ADOPTION OF THE AGENDA

MOTION 50: Mary Ellen Darling moved to adopt the June 13, 2018 agenda. Carolyn Bradstreet seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 51: Ellen Mitchell moved to approve the May 9, 2018 minutes. Carolyn Bradstreet seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Cindy Gardner

Approve Cash Activity Report

MOTION 52: Ellen Mitchell moved to approve the cash activity report. Jeffrey Clark seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 53: Merton Bartels moved to approve warrants made on May 30, 2018 for the total amount of \$19,589.75; and June 13, 2018 for the total amount of \$77,604.25. Jeffrey Clark seconded and the motion carried.

Approve YTD Budget Report

MOTION 54: Ruby Morrison moved to approve the YTD budget report. Carolyn Bradstreet seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren updated the board on the 2018-2021 NYS Library Construction Aid Program, STEM Intern Program, Bullet Aid, her appointment to the 2020 Complete County Commission, and successful vote for the Bloomfield Public Library.

3. Team Goal Report: Ron Kirsop

Ron reported on the PLS team's progress on their new 2018 Strategic Priorities.

4. Central Library Budget Report: Cindy Gardner

MOTION 55: Carolyn Bradstreet moved to approve the Central Library YTD Budget Report. Merton Bartels seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Renate Goff was unable to attend the meeting, but sent member library news.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

No report.

Personnel Committee Report – Mary Ellen Darling, Chair

No report.

Policy Committee Report – Carolyn Lyons, Chair

The Policy Committee discussed the creation of a Meeting Room Use Policy and a Collection Development Policy. Both will be drafted and presented to the board for approval at the July meeting.

MOTION 56: Mary Ellen Darling moved to approve the Policy Committee Report. Ellen Mitchell seconded and the motion carried.

Audit Committee Report – Kathleen Hartness, Chair

No report.

NEW BUSINESS:

1. Discuss Strategic Planning Process

Karen Dworaczyk, a consultant based in Canandaigua, attended the meeting and presented on the planning process that the Pioneer Library System will be going through over the next six months to create their strategic plan.

2. Approve the Creation of a Temporary Part-Time STEM Intern Position

MOTION 57: Ruby Morrison moved to approve the creation of two temporary part-time STEM intern positions. Merton Bartels seconded and the motion carried.

3. Approve Personnel Change Report: Lauren Moore

MOTION 58: Ellen Mitchel moved to approve the personnel change report. Carolyn Bradstreet seconded and the motion carried.

4. Approve 2018-2019 State Aid Assurance: Lauren Moore

MOTION 59: Ruby Morrison moved to approve the 2018-2019 State Aid Assurance. Mary Ellen Darling seconded and the motion carried.

5. Approve \$20,000 Payment to Overdrive: Lauren Moore

MOTION 60: Merton Bartels moved to approve the \$20,000 Payment to Overdrive. Ellen Mitchel seconded and the motion carried.

6. Approve \$28,327 Payment to Proquest: Lauren Moore

MOTION 61: Carolyn Bradstreet moved to approve the \$28,327 Payment to Proquest. Jeffrey Clark seconded and the motion carried.

7. Discuss Collection Development and Reconsideration of Materials Policy: Policy Committee

The Collection Development and Reconsideration of Materials Policy has been tabled until the next board meeting.

8. Discuss Meeting Room Policy: Policy Committee

The Meeting Room Policy has been tabled until the next board meeting.

Next Meeting:

Wednesday, July 11, 2018 at the Pioneer Library System

Reminders:

Monday, July 16- Trustee Workshop: HR/Trustee Recruitment and Retention

MOTION 62: Carolyn Bradstreet moved to adjourn the meeting. Mary Ellen Darling seconded and the motion carried. The meeting adjourned at 6:16 pm.

Adjourn

Respectfully submitted,

Ron Kirsop

Approved on August 1, 2018.