



BOARD MEETING MINUTES

Wednesday, June 14, 2017, 5:00pm
Pioneer Library System, Canandaigua, NY

PLS Board Members present: Christine Ryan, Jeffrey Clark, Mary Ellen Darling, Kathleen Hartness, John Lester, Carolyn Lyons, Ellen Mitchell, Ruby Morrison, and Merton Bartels. Also in attendance, PLS staff: Lauren Moore, Cindy Gardner, and Ron Kirsop; PLSDAC Liaison: Elizabeth Bowlby.

CALL TO ORDER:

Christine Ryan called the meeting to order at 4:58 pm.

ADOPTION OF THE AGENDA

MOTION 57: Ruby Morrison moved to adopt the amended June 14, 2017 agenda. Merton Bartels seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 58: Mary Ellen Darling moved to approve the May 10, 2017 Board Minutes. Jeff Clark seconded and the motion carried.

PLS STAFF PRESENTATION

Hope Decker reported on the youth services and early literacy programming taking place at member libraries. She reported on successful 'Playspace' and '1,000 Books Before Kindergarten' grants as well as the innovative programming being done across the system.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Ruby Morrison

Approve Cash Activity Report

MOTION 59: Kathleen Hartness moved to approve the cash activity report. Merton Bartels seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 60: John Lester moved to approve warrants made on May 24, 2017 for the total amount of \$15,256.09 and June 14, 2017 for the total amount of \$116,024.54. Ellen Mitchell seconded and the motion carried.

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Approve YTD Budget Reports

MOTION 61: John Lester moved to approve the May 2017 YTD Budget Report. Ellen Mitchell seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren reported on her thoughts on system sustainability and projects she has been working on over the past few months. These projects include a potential ILS partnership with the Chautauqua-Cattaraugus Library System, the exploration of a library system affiliation with RRLC, and a library district 'think tank' aimed at exploring the issues facing library districts in regards to mergers and consolidation. Lauren said that not all of the projects may come to fruition in the near future, but it is essential to continue thinking about long-term sustainability at the system level.

3. Team Goal Report: Ron Kirsop

Ron reported on the May/June progress on the PLS 2017 Strategic Priorities. The update included: The CANS department's 80% progress on the technology inventory for member libraries; the three current planning projects being conducted by Ron; an update of this year's construction grant cycle, including the 19 libraries who completed 'Intent to Apply' forms; Hope's work on Early Literacy with member libraries; and Andrea's marketing strategy and training needs assessment of member libraries.

4. Central Library Budget Report: Cindy Gardner

MOTION 62: Kathleen Hartness moved to approve the May 31, 2017 YTD Central Library Budget Report. Carolyn Lyons seconded and the motion carried.

5. PLSDAC Liaison's Report: Elizabeth Bowlby

The PLS Board welcomed the new PLSDAC Liaison, Elizabeth Bowlby. Elizabeth reported on projects taking place at nine member libraries.

6. Committee reports -

Finance Committee Report – Ruby Morrison, Chair

No report.

Personnel Committee Report – Mary Ellen Darling, Chair

No report.

Policy Committee Report – Carolyn Lyons, Chair

MOTION 63: John Lester moved to approve the Policy Committee Minutes from May 10, 2017. Jeffrey Clark seconded and the motion carried.

Audit Committee Report - John Lester, Chair

No report

LTA Liaison Report – Mary Ellen Darling

OLD BUSINESS:

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NEW BUSINESS:

1. Construction Grant Update Report: Ron Kirsop

Ron reported that 19 libraries submitted 'Letter of Intent' forms for a total of \$1,146,789.00 in total project costs for the 2017 Public Library Construction Grant Program.

2. Appoint Construction Grant Committee: Chris Ryan

- John Lester, Chair
- Ruby Morrison
- Merton Bartels
- Chris Ryan, Ex Officio

MOTION 64: Kathleen Hartness moved to appoint the Construction Grant Committee. Ellen Mitchell seconded and the motion carried.

3. Approve Revised Personnel Handbook: Personnel Committee

Lauren and Cindy explained the minor updates to the PLS Personnel Handbook.

MOTION 65: Mary Ellen Darling moved to approve the revised Personnel Handbook. Ruby Morrison seconded and the motion carried.

4. Approve Employee Change Report: Personnel Committee

Resignation: Jamie Cooney, Delivery Driver, Effective date 8/11/17

MOTION 66: Mary Ellen Darling moved to approve the employee change report. Ruby Morrison seconded and the motion carried.

5. Approve Executive Director's Overnight Travel Requests: Personnel Committee

MOTION 67: Mary Ellen Darling moved to approve the Executive Director's Overnight Travel Requests. Ellen Mitchell seconded and the motion carried.

6. Approve Maternity Leave Request: Personnel Committee

MOTION 68: Mary Ellen Darling moved to approve the Maternity Leave Request. Ruby Morrison seconded and the motion carried.

7. NYS Paid Family Leave

Lauren provided the following information on the NYS Paid Family Leave – this program provides wage replacement to employees to help them bond with a child, care for a close relative with a serious health condition, or help relieve family pressures when someone is called to active military service.

The NYS Paid Family Leave goes into effect July 1, 2017. Lauren is currently notifying libraries with as much information about this program as she can.

8. Annual Meeting Update

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The 2017 Annual Meeting will take place at the Canandaigua Inn on the Lake from 12:00pm-3:00pm. The keynote speaker will be Mara Ahmed, a Pakistani-American filmmaker and artist.

9. Appoint Pioneer Award Committee: Chris Ryan

John Lester was recommended to serve on the Pioneer Award Committee for the Pioneer Awards given at the PLS Annual Meeting.

MOTION 69: Ruby Morrison moved to appoint John Lester to the Pioneer Award Committee. Merton Bartels seconded and the motion carried.

10. Sodus Library Variance

This is a variance request for the Sodus Community Library to accommodate the director education level based on services population NYS minimum standard. This variance is required to allow the existing director to continue in her post after their service area increase several years ago.

MOTION 70: Ruby Morrison moved to approve the Sodus Library Variance. Carolyn Lyons seconded and the motion carried.

11. LTA Report – Mary Ellen Darling

Mary Ellen Darling reported that the LTA board met this past weekend in Albany to work on annual goals and plan the next Trustee Institute. The next regional meeting will take place on August 12 in Long Island. The next Trustee Institute will be held April 27-28, 2018 in Long Island as well.

Next Meeting:

Wednesday, September 13, 2017, Pioneer Library System

Reminders:

Friday, July 21, 9:30 am-4:00 pm: Building Assessment/Building Planning Workshops, PLSHQ

Adjourn

MOTION 71: Ruby Morrison moved to adjourn the meeting. Mary Ellen Darling seconded and the motion carried. The meeting was adjourned at 6:01 pm.

Respectfully submitted,

Ron Kirsop

To be approved on September 13, 2017.

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