



BOARD MEETING MINUTES

Wednesday, August 7, 2019, 5:00 pm
Pioneer Library System Headquarters, Canandaigua, NY

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

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:01 pm.

ADOPTION OF THE AGENDA

MOTION 74: Carolyn Bradstreet moved to adopt the August 7, 2019 agenda. Ruby Morrison seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 75: Ellen Mitchell moved to approve the June 12, 2019 minutes. Carolyn Bradstreet seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

MOTION 76: Ruby Morrison moved to approve the cash activity report. Merton Bartels seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 77: Carolyn Bradstreet moved to approve warrants made on June 26, 2019 for the total amount of \$12,530.22; July 10, 2019 for the total amount of \$25,964.23; July 26, 2019 for the total amount of \$96,787.51, and August 7, 2019 for the total amount of \$40,325.88. Ellen Mitchell seconded and the motion carried.

MOTION 78: Kathleen Hartness moved to approve the Year to Date Report. Merton Bartels seconded and the motion Carried.

2. Executive Director's Report: Ron Kirsop

Ron reported on the PULISDO conference in Ithaca; the new trustee education regulation from DLD; notification of approval of a 2 year \$50,000 grant to establish a Finger Lakes Digital Inclusion Coalition; upcoming PLS annual meeting plans; restoration of \$2M NYS Construction Aid; and procedural issues at the Red Jacket Community Library that are impacted by the updated Student Data Privacy Law.

He also notified the board of former board member Cornelia "Pic" Schade's passing in early July. Pic served on our board from 2010-2014; and as our claims auditor for 2 years following that. She will be greatly missed.

He asked Cindy to report on a BEAR audit regarding our E-rate refund relating to our Time Warner/Spectrum contract for bandwidth connections.

3. Strategic Planning Report: Ron Kirsop

Addressed under New Business

4. Central Library Budget Report: Cindy Gardner

MOTION 79: 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

The Finance Committee met at 3:30 today. Items discussed are under new business.

Personnel Committee Report – Ellen Mitchell, Chair

The Personnel Committee met at 4:00 today. Items discussed are under new business.

Policy Committee Report – Ruby Morrison, Chair

The Policy Committee met at 4:30 today. Items discussed are under new business.

Audit Committee Report – Kathleen Hartness, Chair

No report.

NEW BUSINESS:

1. Receipt and Deposit of Funds Policy Revision: Policy Committee

MOTION 80: Ruby Morrison moved to approve the revised Receipt and Deposit of Funds Policy. Ellen Mitchell seconded and the motion carried.

2. Code of Conduct: Policy Committee

The proposed Code of Conduct Policy was discussed and will be brought up for approval at a later meeting.

3. Evergreen Confidentiality Statement: Policy Committee

The proposed Evergreen Confidentiality Policy was discussed and will be brought up for approval at a later meeting.

4. Create Part-time Digital Inclusion Coalition Coordinator Position: Personnel Committee

MOTION 81: Ellen Mitchell moved to create the Part-time Digital Inclusion Coalition Coordinator Position. Ruby Morrison seconded and the motion carried.

5. Health Insurance Rates: Personnel Committee

MOTION 82: Ellen Mitchell moved to accept the Health Insurance plan and rates as proposed for December 1, 2019 – November 30, 2020. Merton Bartels seconded and the motion carried.

6. Approve Personnel Change Report: Personnel Committee

MOTION 83: Ellen Mitchell moved to approve the Personnel Change Report. Ruby Morrison seconded and the motion carried.

7. Strategic Plan Revisions: Ron Kirsop

MOTION 84: Merton Bartels moved to approve the revisions to the Strategic Plan. Carolyn Bradstreet seconded and the motion carried.

8. Approve the 2019 Amended Budget: Finance Committee

MOTION 85: Ruby Morrison moved to approve the 2019 Amended budget. Ellen Mitchell seconded and the motion carried.

9. Move \$650 from Operating Budget - Vehicles (Senate Bullet Aid) to Assigned Reserves - Computer/Technology Senate Bullet Aid: Finance Committee.

MOTION 86: Ruby Morrison made a motion to Move \$650 from Operating Budget - Vehicles (Senate Bullet Aid) to Assigned Reserves - Computer/Technology Senate Bullet Aid. Carolyn Bradstreet seconded and the motion

10. Move \$20,000 from Operating Budget - Prof Fees DIC (Bullet Aid) to Assigned Reserves - Computer/Technology Bullet Aid for 2020 Other Grants - Equipment Category 2 NetGear: Finance Committee

MOTION 87: Ruby Morrison made a motion to Move \$20,000 from Operating Budget - Prof Fees DIC (Bullet Aid) to Assigned Reserves - Computer/Technology Bullet Aid for 2020 Other Grants - Equipment Category 2 NetGear. Carolyn Bradstreet seconded and the motion carried.

11. Move \$6,000 from Assigned Reserves - Comp/Tech - Senate Bullet Aid to Assigned Reserves - Comp/Tech - Email Archiving (Senate Bullet): Finance Committee

MOTION 88: Ruby Morrison made a motion to move \$6,000 from Assigned Reserves - Comp/Tech - Senate Bullet Aid to Assigned Reserves - Comp/Tech - Email Archiving (Senate Bullet). Ellen Mitchell seconded and the motion carried.

12. Move \$6,000 from Assigned Reserves - Comp/Tech - Email Archiving to Assigned Reserves - Comp/Tech - R&D: Finance Committee

MOTION 89: Ruby Morrison made a motion to move \$6,000 from Assigned Reserves - Comp/Tech - Email Archiving to Assigned Reserves - Comp/Tech - R&D. Ellen Mitchell seconded and the motion carried.

13. Approve Central Library Budget Amendments: Finance Committee

MOTION 90: Ruby Morrison moved to approve the 2019 Central Library Budget Amendments. Carolyn Bradstreet seconded and the motion carried.

14. Approve Disposal & Sales of Surplus or Donated Items: Cindy Gardner

MOTION 91: Ruby Morrison moved to approve the Disposal & Sales of Surplus or Donated Items. Merton Bartels seconded and the motion carried.

15. Appoint 2019 Pioneer Award Committee: Ron Kirsop

MOTION 92: Carolyn Bradstreet moved to appoint Ruby Morrison and Merton Bartels to the 2019 Pioneer Award Committee. Ellen Mitchell seconded and the motion carried.

16. Discuss New Trustees for the PLS Board: Ron Kirsop

17. Change Date of November 2019 Board Meeting: Ron Kirsop

MOTION 93: Kathleen Hartness moved to change the date of the November board meeting from the 13th to the 20th. Merton Bartels seconded and the motion carried.

Next Meeting:

Wednesday, September 11, 2019, 5:00pm, PLSHQ

Adjourn

MOTION 94: Carolyn Bradstreet moved to adjourn the meeting. Ellen Mitchell seconded and the motion carried. The meeting adjourned at 6:01 pm.

Respectfully submitted,

Cynthia Gardner

To be approved on September 11, 2019.