



BOARD MEETING
MINUTES

WEDNESDAY, SEPTEMBER 9, 2015, 5:00PM
PLS HEADQUARTERS, CANANDAIGUA, NY

PLS Board Members present: Pat Edwards, John Lester, Carolyn Lyons, Carolyn Meisel, Ruby Morrison, Christine Ryan, Joanna Whelan. Also in attendance, PLS staff: Lauren Moore, Ron Kirsop, and Cindy Gardner; PLSDAC Liaison: Jessica Pacciotti, Central Library Representative: Chris Finger.

CALL TO ORDER:

Carolyn Meisel called the meeting to order at 5:07 p.m.

ADOPTION OF THE AGENDA

MOTION 72: Ruby Morrison moved to adopt the September agenda. Joanna Whelan seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 73: Christine Ryan moved to approve the minutes of the June 6, 2015 Policy Committee Meeting. John Lester seconded and the motion carried.

MOTION 74: Joanna Whelan moved to approve the minutes of the June 6, 2015 and June 10, 2015 Board Meetings. Carolyn Lyons seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial report: Cindy Gardner

Approve Cash Activity Report – Cindy Gardner

Cindy Gardner reported that PLS has received 90% of LLSA funds. Outreach, central, and jail funds have not yet been received. The Evergreen invoice was a large transaction that has been paid. Tech grants have been paid to libraries who supplied reimbursement paperwork. Claims Auditor, Pic Schade as well as Joanna Whelan reviewed transactions in this report.

MOTION 75: Ruby Morrison moved to approve the cash activity report. Pat Edwards seconded and the motion carried.

Approve Warrants (list of bills paid)

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Lauren Moore described an overcharging issue in the Time Warner bill. PLS is waiting for the issue to be resolved.

MOTION 76: Ruby Morrison moved to approve warrants made on June 24, 2015 for the total amount of \$50,845.54; July 8, 2015 for the total amount of \$16,523.35; July 22, 2015 for the total amount of \$15,940.24; August 12, 2015 for the total amount of \$33,501.55; August 26, 2015 for the total amount of \$152,499.15; September 9, 2015 for the total amount of \$102,757.48. Christine Ryan seconded and the motion carried.

Approve September 2015 Year-To-Date Report – Cindy Gardner

Motion 77: Christine Ryan moved to approve the September 2015 Year-To-Date Report. Pat Edwards seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren Moore reported that Senator Nozzolio generously provided PLS with \$40,000 that will potentially be used on digitization projects and a new delivery van.

In July, legislative district staff from Assemblyman Kolb and Senator Funke's offices visited PLS to learn about what PLS does to benefit the libraries and communities in the region.

Pat Finnerty organized two award ceremonies for Summer Reading "Super Readers" at the Avon and Warsaw libraries. Senator Gallivan presented certificates to each of the Super Readers and spoke about the value of reading. The events were a huge success thanks to Pat, our host libraries, and Senator Gallivan and his staff.

Trustees are invited to the Rochester Regional Library Council's Legislative Thank You Breakfast on Friday, October 30th, 8:30am at the Henrietta Public Library.

Lauren also reported on the Governor's veto of special library taxing districts, PLS' successful RRLC grant for a Pop-Up Library and Lego We-Dos, and a new Jail program implemented this year by Heidi Jensen.

3. Team Goal Report:

Ron Kirsop gave an updated on the completed and in progress 2015 goals. He is confident that a majority of the 2015 goals will be completed by the end of the year.

4. Central Library report:

The 2015 Central Library financial report was shared.

Motion 78: Carolyn Lyons moved to approve the 2015 Central Library Budget Report. Ruby Morrison seconded and the motion carried.

5. PLSDAC Liaison's report: Jessica Pacciotti

Jessica Pacciotti is the new Director at the Perry Public Library as well as the new PLSDAC Liaison.

Her report included a summer reading recap of libraries, Ontario Public Library's Construction Grant, Wadsworth's elevator project, Senator Gallivan's visit to the Avon and Warsaw libraries, and Senator Gallivan's proclamation to Peggy Parker.

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6. Committee reports- see New Business

NEW BUSINESS:

1. Approve Family Literacy Grant Report: Lauren Moore

Motion 79: Ruby Morrison moved to approve the Year Two Family Literacy Grant Report. Joanna Whelan seconded and the motion carried.

2. Approve Adult Literacy Grant Report

Motion 80: Ruby Morrison moved to approve the Adult Literacy Grant Report. Joanna Whelan seconded and the motion carried.

3. Facilities Committee Report: John Lester

John Lester reported that 11 libraries have been recommended for construction grant funds. Final construction grant applications are due to the state by October 2, 2015. Ron Kirsop is working with libraries on finalizing their applications.

4. Approve Construction Grant Award Recommendations: Facilities Committee

Motion 81: Pat Edwards moved to approve the Construction Grant Award Recommendations made by the Facilities Committee. Carolyn Lyons seconded and the motion carried.

5. Policy Committee Report: Christine Ryan, Chair

The Policy Committee reviewed several policies, four of which need to be approved.

6. Approve Treasurer's Responsibilities Policies: Policy Committee

Motion 82: John Lester moved to approve the Treasurer's Responsibilities Policies. Joanna Whelan seconded and the motion carried.

7. Approve Conference and Travel Policy: Policy Committee

Motion 83: Joanna Whelan moved to approve the Conference and Travel Policy. John Lester seconded and the motion carried.

8. Approve Revised Meals and Refreshments Policy: Policy Committee

Motion 83: John Lester moved to approve the Revised Meals and Refreshments Policy. Pat Edwards seconded and the motion carried.

9. Repeal Program Attendance Policy: Policy Committee

Motion 84: John Lester moved to repeal the Program Attendance Policy. Carolyn Lyons seconded and the motion carried.

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10. 2015 State Aid: Lauren Moore

This year had a 4.8% increase which brings us closer to full funding.

11. Senator Nozzolio Bullet Aid

Lauren Moore reported on the 28 libraries that have received Bullet Aid.

12. Appoint Hope Decker as Member Library Liaison: Lauren Moore

Motion 85: Christine Ryan moved to appoint Hope Decker as Member Library Liaison at the salary of \$48,000. Ruby Morrison seconded and the motion carried.

13. Approve Travel Requests: Lauren Moore

Motion 86: Ruby Morrison moved to approve Lauren Moore's travel requests for the NYLA Conference taking place in Lake Placid in October 2015 and PLA taking place in Denver, Colorado in April 2016. Joanna Whelan seconded and the motion carried.

14. Approve Variance Request for Sodus Community Library: Lauren Moore

Sodus Community Library currently does not meet minimum standards in regards to their director due to the change in population served. A variance will be requested annually.

Motion 87: Joanna Whelan moved to approve the Variance Request for the Sodus Community Library. John Lester seconded and the motion carried.

15. Discuss Annual Meeting: Lauren Moore

The annual meeting will take place on October 14, 2015. The Pioneer Award Committee is working on making award decisions. Livingston County representative Ian Coyle will be recognized for his support of libraries.

Reminders:

Next Board Meeting: Wednesday, October 14th, 4:00pm, Valley Oak Event Center, Geneseo, NY

9/9/15 at 6:00pm- **Finance Committee Meeting (PLSHQ)**

9/24/15 at 10:00am- **Personnel Committee Meeting (PLSHQ or Conference Call)**

9/25/15, 9am-4pm- **Bridges Out of Poverty (PLSHQ)**

9/30/15 at 10:00am- **Policy Committee Meeting (Avon Free Library)**

10/5/15 at 3:00pm- **The Big Picture: The Five Trends that Have the Power to Transform Your Library (PLSHQ)**

10/5/15 at 6:00pm- **Making Each Other Look Good: Building a Healthy Partnership between Board and Director (PLSHQ)**

10/14/15 at 5:00pm- **Annual Dinner (Valley Oak Event Center, Geneseo, NY)**

10/30/15 at 8:30am- **Legislative Thank You Breakfast (Henrietta Public Library)**

11/4/15 at 5:00pm- **PLS Board Meeting (PLSHQ)**

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Adjourn

MOTION 88: John Lester moved to adjourn the meeting. Ruby Morrison seconded and the motion carried. The meeting was adjourned at 6:26 pm.

Respectfully submitted,

Ron Kirsop

Approved on October 14, 2015.