



BOARD MEETING MINUTES

Wednesday, September 11, 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, and Christine Ryan. Also in attendance, PLS Staff: Cindy Gardner and Ron Kirsop. PLSDAC Liaison: Renate Goff. Trustee Matthew Sickles was excused.

CALL TO ORDER:

Christine Ryan called the meeting to order at 4:57 pm.

ADOPTION OF THE AGENDA

MOTION 95: Ruby Morrison moved to adopt the September 11, 2019 agenda as amended adding Carolyn Bradstreet's resignation at the end of New Business. Merton Bartels seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 96: Ellen Mitchell moved to approve the August 7, 2019 minutes. Carolyn Bradstreet seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

MOTION 97: Carolyn Bradstreet moved to approve the cash activity report. Ellen Mitchell seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 98: Ruby Morrison moved to approve warrants made on August 7, 2019 for the total amount of \$40,325.88; August 21, 2019 for the total amount of \$36,303.88; August 26, 2019 for the total amount of \$2,961.56, and September 11, 2019 for the total amount of \$132,801.47. Ellen Mitchell seconded and the motion carried.

MOTION 99: Kathy Hartness moved to approve the August 2019 Year to Date Report. Merton Bartels seconded and the motion carried.

2. Executive Director's Report: Ron Kirsop

Ron reported on the computer security updates at PLS; the Macmillan Publisher e-book embargo on libraries; OWWL Library System rebranding update; filling the Digital Inclusion Coordinator position; candidates for the PLS System Trustee positions; two additional Construction Grant bills awaiting the governor's signature, resolution of the E-rate BEAR audit releasing \$41,576.22 in 18-19 funds and changes to our dropbox account.

3. Strategic Planning Report: Ron Kirsop

Addressed under New Business

4. Central Library Budget Report: Cindy Gardner

MOTION 100: Ruby Morrison moved to approve the Central Library August 2019 YTD Budget Report. Merton Bartels 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

No report.

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. Approve 2020 Central Library Budget: Cindy Gardner

MOTION 101: Ruby Morrison moved to approve the 2020 Central Library Budget. Kathy Hartness seconded and the motion carried.

2. 2020 OWWL Cost-Shares Estimate at 22% Subsidy: Cindy Gardner

MOTION 102: Carolyn Bradstreet moved to approve the 2020 OWWL Cost-Shares Estimate with a 22% PLS Subsidy. Merton Bartels seconded and the motion carried.

3. Accept Bid for 2020 Delivery Van: Cindy Gardner

MOTION 103: Ruby Morrison moved to accept the Shepard Ford bid in the amount of \$31,424.50 for a 2020 Delivery Van. Kathy Hartness seconded and the motion carried.

4. Approve Construction Grant Award Amounts: Ron Kirsop

MOTION 104: Ruby Morrison moved to approve the Construction Grant Award Amounts. Merton Bartels seconded and the motion carried.

5. Approve Updated Strategic Plan Timeline: Ron Kirsop

MOTION 105: Ellen Mitchell moved to approve the updated Strategic Plan timeline. Carolyn Bradstreet seconded and the motion carried.

6. Approve 2019 Pioneer Awards: Ruby Morrison

MOTION 106: Kathy Hartness moved to approve the 2019 Pioneer Awards. Merton Bartels seconded and the motion carried.

7. Approve Confidentiality of Library Records Policy: Ron Kirsop

The approval the Confidentiality of Library Records Policy is tabled until the October meeting.

8. Approve Director's Overnight Travel Requests: Ron Kirsop

MOTION 107: Ruby Morrison moved to approve the Director's Overnight Travel Requests. Carolyn Bradstreet seconded and the motion carried.

9. Approve PLS Insurance Evaluation 2019-2020: Cindy Gardner

MOTION 108: Ellen Mitchell made a motion to approve the 19-20 PLS Insurance Evaluation Report. Jeffrey Clark seconded and the motion carried.

10. Review Revised Meeting Room Use Policy: Policy Committee

Revisions to the Meeting Room Use Policy were discussed and are tabled until the October meeting.

11. Personnel Change Report: Ron Kirsop

MOTION 109: Kathy Hartness made a motion to accept the Personnel Change Report. Carolyn Bradstreet seconded and the motion carried.

12. Accept Carolyn Bradstreet's Resignation from the Board: Chris Ryan

MOTION 110: Ruby Morrison made a motion to regretfully accept Carolyn Bradstreet's resignation from the PLS Board of Trustees effective October 31, 2019. Ellen Mitchell seconded and the motion carried.

Next Meeting:

Wednesday, October 16, 2019, 8:00am, Belhurst Castle, Geneva, NY

Adjourn

MOTION 111: Ruby Morrison moved to adjourn the meeting. Ellen Mitchell seconded and the motion carried. The meeting adjourned at 6:15 pm.

Respectfully submitted,

Cynthia Gardner

To be approved on October 16, 2019.