



BOARD MEETING MINUTES

Wednesday, September 12, 2018, 5:00 pm
Pioneer Library System Headquarters, Canandaigua, NY

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

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:08 pm.

ADOPTION OF THE AGENDA

MOTION 70: Ruby Morrison moved to adopt the September 12, 2018 agenda. Merton Bartels seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 71: Carolyn Bradstreet moved to approve the August 1, 2018 minutes. Carolyn Lyons seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Lauren Moore

Approve Cash Activity Report

MOTION 72: Carolyn Lyons moved to approve the cash activity report. Merton Bartels seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 73: Ruby Morrison moved to approve warrants made on August 9, 2018 for the total amount of \$64,688.69; August 28, 2018 for the total amount of \$57,677.02; and September 12, 2018 for the total amount of \$141,151.39. Carolyn Bradstreet seconded and the motion carried.

Approve YTD Budget Reports

MOTION 74: Kathleen Hartness moved to approve the YTD budget report. Carolyn Bradstreet seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren reported on several system projects including the Digital Inclusion Coalition (kick-off meeting scheduled for September 24), digital magazines now available in Owwl2Go, the summer reading champion events, and the productive PLSDAC meeting that took place earlier this month.

3. Team Goal Report: Ron Kirsop

Ron reported staff progress toward our 2018 system priorities.

4. Central Library Budget Report: Cindy Gardner

MOTION 75: Ruby Morrison moved to approve the Central Library Budget Report. Merton Bartels seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Renate Goff reported on events that took place at member libraries over the summer.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

No report.

Personnel Committee Report – Mary Ellen Darling, Chair

The personnel committee reported on salary recommendations, updated health insurance costs, the sexual harassment prevention law, and the creation of a substitute driver position.

Policy Committee Report – Carolyn Lyons, Chair

No report.

Audit Committee Report – Kathleen Hartness, Chair

No report.

NEW BUSINESS:

1. Discuss Strategic Planning Process

Lauren updated the board on the productive meeting she had with PLSDAC and the values exercise they participated in.

2. Approve 2018 Amended Budget: Lauren Moore

MOTION 76: Kathleen Hartness moved to transfer \$13,700 from the Computer/Technology Assigned Reserve Fund to General Operating Fund Professional Consulting for DIC. Carolyn Bradstreet seconded and the motion carried.

MOTION 77: Merton Bartels moved to Transfer \$5,500 from the Computer/Technology Assigned Reserve Bullet Aid Fund to General Operating Fund Professional Consulting for DIC – Bullet Aid. Carolyn Lyons seconded and the motion carried.

MOTION 78: Ruby Morrison moved to approve the total 2018 amended budget. Carolyn Bradstreet seconded and the motion carried.

3. Approve \$23,561.79 Payment to Dell: Lauren Moore

MOTION 79: Ruby Morrison moved to approve the \$23,561.79 payment to Dell. Carolyn Lyons seconded and the motion carried.

4. Approve \$27,694.18 Payment to Van Bortel Ford: Lauren Moore

MOTION 80: Merton Bartels moved to approve \$27,694.18 payment to Van Bortel Ford. Carolyn Bradstreet seconded and the motion carried.

5. Approve \$63,808.00 Payment to Equinox: Lauren Moore

MOTION 81: Ruby Morrison moved to approve \$63,808.00 Payment to Equinox. Carolyn Bradstreet seconded and the motion carried.

6. Approve Collection Development and Reconsideration of Materials Policy: Policy Committee

MOTION 82: Ruby Morrison moved to approve Collection Development and Reconsideration of Materials Policy. Carolyn Lyons seconded and the motion carried.

7. Approve \$25,450.50 Payment to Overdrive (Fiction): Lauren Moore

MOTION 83: Merton Bartels moved to approve \$25,450.50 Payment to Overdrive (Fiction). Carolyn Bradstreet seconded and the motion carried.

8. Approve \$35,530.00 Payment to Overdrive from CLA: Lauren Moore

MOTION 84: Carolyn Bradstreet moved to approve \$35,530.00 Payment to Overdrive from CLA. Carolyn Lyons seconded and the motion carried.

9. Discuss Member Library Wifi Policy: Lauren Moore

Lauren discussed the draft version of the Member Library Wifi Policy. The policy aims to support member libraries in maintaining digital inclusiveness through their WiFi connections. The Policy Committee will review and edit before it is brought to the board at the next scheduled meeting.

10. Approve the Personnel Change Report: Personnel Committee

MOTION 85: Ruby Morrison moved to approve the Personnel Change Report. Merton Bartels seconded and the motion carried.

11. Approve 2019 Proposed Salary Schedule: Personnel Committee

MOTION 86: Ruby Morrison moved to approve the 2019 Proposed Salary Schedule. Carolyn Bradstreet seconded and the motion carried.

12. Approve 2019 OWWL Cost-Shares Proposal: Lauren Moore

MOTION 87: Ruby Morrison moved to approve the 2019 OWWL Cost-Shares Proposal. Kathleen Hartness seconded and the motion carried.

13. Approve 2019 Health Insurance Proposal: Personnel Committee

MOTION 88: Kathleen Hartness moved to approve the 2019 Health Insurance Proposal. Carolyn Bradstreet seconded and the motion carried.

14. Approve 2018 Amended Central Library Budget: Lauren Moore

MOTION 89: Carolyn Bradstreet moved to approve the 2018 Amended Central Library Budget. Merton Bartels seconded and the motion carried.

15. Approve 2019 Proposed Central Library Budget: Lauren Moore

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

16. Approve quote for 2019 Delivery Van purchase: Lauren Moore

MOTION 91: Kathleen Hartness moved to approve the quote for 2019 Delivery Van purchase. Carolyn Bradstreet seconded and the motion carried.

17. Approve sale by bid of 2011 Ford E250 van: Lauren Moore

MOTION 92: Ruby Morrison moved to approve the sale by bid of 2011 Ford E250 van. Carolyn Bradstreet seconded and the motion carried.

18. Approve Construction Grant Awards FY 2019-2022: Ron Kirsop

MOTION 93: Carolyn Bradstreet moved to approve the Construction Grant Awards FY 2019-2022. Carolyn Lyons seconded and the motion carried.

19. Approve 2018 Pioneer Award Winners and Pioneer Board of the Year Award: Carolyn Bradstreet

MOTION 94: Merton Bartels moved to approve the 2018 Pioneer Award Winners and the 2018 PLS Board of the Year. Carolyn Lyons seconded and the motion carried.

20. Creation of Temporary Part-Time Delivery Driver Position

MOTION 95: Ruby Morrison moved to approve the creation of a Temporary Part-Time Delivery Driver Position. Carolyn Bradstreet seconded and the motion carried.

Next Meeting:

Wednesday, October 10, 2018, 8:00 am at the Avon Free Library.

Annual Meeting: Wednesday, October 10, 2019, 9:00 am at the Avon Inn.

Reminders:

Monday, Sept 17 - Trustee Workshop: Roles & Responsibilities/Budget & Finance – Livonia Lib.

Thursday, Sept 20 - Trustee Workshop: Roles & Responsibilities/Budget & Finance – Wood Lib,
Canandaigua

MOTION 96: Merton Bartels moved to adjourn the meeting. Carolyn Bradstreet seconded and the motion carried. The meeting adjourned at 6:15 pm.

Adjourn

Respectfully submitted,
Ron Kirsop
To be approved on October 10, 2018.

DRAFT