



BOARD MEETING MINUTES

Wednesday, September 13, 2017, 5:00 pm
Pioneer Library System, Canandaigua, NY

PLS Board Members present: Christine Ryan, Mary Ellen Darling, Kathleen Hartness, John Lester, Carolyn Lyons, 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 5:02 pm.

ADOPTION OF THE AGENDA

In two locations the year “2016” was corrected by replacing with “2017”

MOTION 72: Mary Ellen Darling moved to adopt the September 13, 2017, agenda as amended. Kathleen Hartness seconded and the motion carried.

APPROVAL OF THE MINUTES

A typo was corrected in the summary of the Executive Director’s report. The 2016 committee chair names were updated to the 2017 committee chairs.

MOTION 73: Carolyn Lyons moved to adopt the June 14, 2017, minutes as amended. John Lester seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Ruby Morrison

Approve Cash Activity Report

MOTION 74: Carolyn Lyons moved to approve the cash activity report. Mary Ellen Darling seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 75: Kathleen Hartness moved to approve warrants made on June 28, 2017 for the total amount of \$15,425.69; July 12, 2017 for the total amount of \$27,468.11; August 3, 2017 for the total amount of \$120,967.67; August 8, 2017 for the total amount of 16,587.15; August 30, 2017 for the total amount of \$39,250.82; and September 12, 2017 for the total amount of \$105,975.26. John Lester seconded and the motion carried.

Approve YTD Budget Reports

MOTION 76: Mary Ellen Darling moved to approve the YTD Budget Report. Kathleen Hartness seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren reported on the Ontario County Nonprofit Summit where she served on the planning committee and connected with people in leadership positions around the County. She and Jenny Goodemote presented a workshop at the event on the topic of Board recruitment and Retention.

Lauren also reported on the IMLS Sparks grant that was submitted by PLS to fund a study of the joint Evergreen ILS project we are currently exploring with Chautauqua Cattaraugus Library System.

Lauren has also been elected as a Counselor at Large for the New York Library Association. She will serve a three-year term that involves bimonthly meetings in Albany.

PLS is launching a pilot program to test the idea of removing fines as a barrier to children's access to libraries. Participating libraries allow children to check out print materials without the risk of fines. Pioneer will grant the libraries a \$1,000 grant to cover the administrative costs associated with the pilot.

Finally, the Summer Reading Superstar Ceremony held on August 31 at the Palmyra library with Senator Pam Helming was a complete success. About 40 children attended the ceremony with their parents to receive a certificate from the Senator for the summer reading accomplishments. It was an inspiring celebration of libraries and family literacy.

3. Team Goal Report: Ron Kirsop

Ron reported on the May/June progress on the PLS 2017 Strategic Priorities. The update highlighted: Lindsay's work with the Warsaw Public Library on organizing, describing, and digitizing their "Monday Club" collection using the digitization equipment; the CANS completion of the inventory of member library computers, networks, and wiring; Hope's work with five member libraries on implementing youth service initiatives; the success of several PLS Scholarship winners at the ARSL conference; and the success of the Outreach Department at the Wayne County and Hemlock fairs.

4. Central Library Budget Report: Cindy Gardner

MOTION 77: Merton Bartels moved to approve the Central Library Budget Report. Ruby Morrison seconded and the motion carried.

5. PLSDAC Liaison's Report: Elizabeth Bowlby

Elizabeth Bowlby reported on news, events, and stories from 16 member libraries including the grand opening of the Livonia Public Library, the successful Eclipse Day at the Macedon Public Library, volunteer recognition at the Victor Farmington Library, and the 150th Anniversary celebration at the Wadsworth Public Library.

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

No report.

Audit Committee Report – John Lester, Chair

No report.

Construction Grant Committee

New Business.

OLD BUSINESS:

NEW BUSINESS:

1. Discuss 2017-2018 State Aid and Assurances

The Assurances required by State Aid were discussed with the board.

2. Discuss Proposed Minimum Standards Revisions

Lauren reported on the proposed minimum standards changes and the recommendation PULISDO sent to the state. DLD adopted the recommendations with the sole change of listing that library facilities need to supply assistive listening devices.

3. Share 2016-2017 Budget Planning Kit

Lauren highlighted the 2016-2017 Budget Planning Kit for the members of the PLS Board. Cindy Gardner develops this tool annually for member libraries and their boards.

4. Approve Executive Director's Travel Requests

MOTION 79: Mary Ellen Darling moved to approve the Executive Director's Travel Requests. Ruby Morrison seconded and the motion carried.

5. Approve Pioneer Awards

1. Library Champion of the Year Award – Jim Myers, Victor Farmington Library
2. The Library Innovator Award – Youth Services Staff, Macedon Public Library
3. Library Visionary Award – Nancy Burns, Stevens Memorial Community Library
4. Community Impact Award – COSAC will be awarding that one, we'll know later this week

MOTION 80: Merton Bartels moved to award Pam Helming with the Outstanding Support of Libraries award. Ruby Morrison seconded and the motion carried.

MOTION 81: Ruby Morrison moved to approve the Pioneer Awards. Kathleen Hartness seconded and the motion carried.

6. Approve Construction Grant Awards

This year Pioneer Library System has \$647,198 in New York Public Library Construction Aid to award to our member libraries. We received 16 applications, all of which will receive funding.

There is a possibility that one of the projects will need to decline funds, in this event, the contingency plan is to reallocate funds to member libraries who have not received their full 75% match and the remainder will be used for a Pioneer Library System energy efficiency project.

	Library	Total Project Cost	Award
1	Geneva Public Library	\$172,847.00	\$129,635.00
2	Wadsworth Library	\$128,600.00	\$96,450.00
3	Palmyra Library	\$182,332.00	\$106,038.99
4	Clyde-Savannah Public Library	\$85,091.00	\$63,818.00
5	Wood Library Association	\$73,570.00	\$55,177.00
6	Stevens Memorial Community Library	\$43,850.00	\$32,888.00
7	Arcade Free Library	\$38,313.55	\$28,735.00
8	Bloomfield Public Library	\$32,394.00	\$24,295.00
9	Warsaw Public Library	\$29,825.00	\$22,368.00
10	Mount Morris Library	\$19,127.00	\$14,345.00
11	Wyoming Free Circulating Library Association	\$20,124.00	\$15,093.00
12	Clifton Springs Library	\$23,880.00	\$17,910.00
13	Bristol Library	\$19,811.00	\$14,858.00
14	Phelps Community Memorial Library	\$20,685.00	\$15,513.75
15	Honeoye Public Library	\$15,074.00	\$11,306.00
16	Allens Hill Free Library	\$10,765.00	\$8,074.00

MOTION 82: Kathleen Hartness moved to approve the Construction Grant Awards and proposed contingency plan. Mary Ellen Darling seconded and the motion carried.

7. Approve Personnel Change Update

Resignation: Jack Scott, Temporary Part-Time Librarian, Effective 8/17/17

Status Change: Julie Stryker, Communication, and Administrative Coordinator, returns from maternity leave 9/15/17

MOTION 83: Ruby Morrison moved to approve the Personnel Change Update. Merton Bartels seconded and the motion carried.

8. Approve 2016 Amended Budget

MOTION 84: Mary Ellen Darling moved to approve the 2017 Amended Budget. John Lester seconded and the motion carried.

9. Discuss 17-18 Utica National Insurance

MOTION 85: Ruby Morrison moved to approve the 17-18 Utica National Insurance. Merton Bartels seconded and the motion carried.

10. Approve OverDrive PO#7085

MOTION 86: Mary Ellen Darling moved to approve the OverDrive PO#7085. Ruby Morrison seconded and the motion carried.

Next Meeting:

Board Meeting- Wednesday, October 11, 2017, at 11:00 am, Inn on the Lake, Canandaigua, NY

PLS Annual Meeting- Wednesday, October 11, 2017, 12:00 pm, Inn on the Lake, Canandaigua, NY

Reminders:

Trustee Workshop with Jerry Nichols, Thursday, October 26, 2017, 6:00 pm, PLSHQ

Legislative Thank You Breakfast- Friday, October 27, 2017, 8:30 am, Henrietta Public Library

New York Library Association Conference- November 9-11, Saratoga Springs

Adjourn

MOTION 87: Ruby Morrison moved to adjourn the meeting. Merton Bartels seconded and the motion carried. The meeting was adjourned at 6:01 pm.

Respectfully submitted,

Ron Kirsop

Approved on Wednesday, October 11, 2017.