



BOARD MEETING MINUTES

Wednesday, September 14, 2016, 5:00pm
Pioneer Library System, Canandaigua, NY

PLS Board Members present: Carolyn Lyons, John Lester, Merton Bartels, Patricia Edwards, Kathleen Hartness, Ruby Morrison, Joanna Whelan. Also in attendance, PLS staff: Lauren Moore, Ron Kirsop, and Cindy Gardner; PLSDAC Liaison, Melissa Correia.

CALL TO ORDER:

Carolyn Lyons called the meeting to order at 5:04 pm.

ADOPTION OF THE AGENDA

MOTION 79: Joanna Whelan moved to adopt the September 14, 2016 agenda. Ruby Morrison seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 80: Joanna Whelan moved to approve the June 8, 2016 Board Minutes. Ruby Morrison seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial report: Joanna Whelan

Approve Cash Activity Report

MOTION 81: Ruby Morrison moved to approve the cash activity report. Kathleen Hartness seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 82: John Lester moved to approve warrants made on June 22, 2016 for the total amount of \$36,975.10, July 13, 2016 for the total amount of \$24,296.18, July 27, 2016 for the total amount of \$9,675.57, August 11, 2016 for the total amount of \$103,155.26, August 24, 2016 for the total amount of \$60,582.87, August 31, 2016 for the total amount of \$2,710.00, and September 14, 2016 for the total amount of \$85,857.63. Merton Bartels seconded and the motion carried.

Approve June, July and August 2016 YTD Budget Reports

MOTION 83: Ruby Morrison moved to approve the June, July, and August 2016 YTD Budget Report. Kathleen Hartness seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

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Lauren shared two very interesting Outreach programs facilitated by Heidi Jensen. The first was the County Jail Summer Reading Program where 12 female inmates participated in a six week course comprised of books and discussions. During the last week, Kathleen Grissom, author of *The Kitchen House*, phoned in to talk to the women about her book, writing, addiction, and recovery. It was a very successful program. The second Outreach program was the effort to use the Pop-Up Library at the Wayne County and Hemlock Fair. Heidi organized the Wayne County Fair where the Pop-Up Library took home a first place ribbon for being the best booth in their building.

Lauren also reported that Bullet Aid from Senator Nozzolio will be used to purchase Imagination Playground's Medium Blue Blocks for member libraries to borrow for programming.

3. Team Goal Report: Ron Kirsop

Ron shared updates on several PLS projects including the Local History Interest Group, the Myster Shopper Program, the increase in mobile maker kits, interesting collections analysis trends, strategic planning with libraries, and the 1,000 Books Before Kindergarten and Play Spaces grants.

4. Central Library Budget Report: Cindy Gardner

After receiving word about OverDrive discontinuing their magazine service, PLS is switching to Zinio.

Motion 84: Ruby Morrison moved to approve the Central Library YTD Budget Report and 2016 Budget Amendments. Joanna Whelan seconded and the motion carried.

5. PLSDAC Liaison's report: Melissa Correia

Melissa Correia shared news from nine libraries including the completed elevator project in Wadsworth, the Construction Grant Project in Mt. Morris, the 21st Glen Iris 5K in Castile, and the grand opening of the Palmyra Community Library's third floor community room.

6. Committee reports -

Finance Committee Report - Joanna Whelan, Chair

No report.

Personnel Committee Report - Mary Ellen Darling, Chair

The Personnel Committee discussed the salary schedule, the 2017 health insurance proposal, purchase of an employee vehicle, and the Public Library Administrators program during their August meeting. These items will be voted on under New Business.

Policy Committee Report - Chris Ryan, Chair

No report.

Audit Committee Report - John Lester, Chair

No report.

Construction Grant Committee Report

The Construction Grant Committee met in July to develop the award plan for the 10 library projects applying for the NYS Construction Grant Program. This will be voted on later in the meeting.

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OLD BUSINESS:

NEW BUSINESS:

1. Discuss 2016-17 State Aid and Assurances

We are still waiting for the correctional funds and the final 10% of LLSA.

2. Approve 2016-17 Utica National Quote for Property Insurance

Motion 85: Kathleen Hartness moved to approve the 2016-17 Utica National Quote for Property Insurance. Merton Bartels seconded and the motion carried.

3. Approve 2016 Amended Budget

The largest changes include amendments to State Aid, Bullet Aid, and the Bullis grant to Wayne County libraries.

Motion 86: Patricia Edwards moved to approve the 2016 Amended Budget. Ruby Morrison seconded and the motion carried.

4. Approve the 2017 Salary Scheduled- Personnel and Finance Committees

Lauren presented a 3% salary increase for all staff.

Motion 87: Ruby Morrison moved to approve the 2017 Salary Schedule. John Lester seconded and the motion carried.

5. Approve the 2017 Health Insurance Proposal- Personnel and Finance Committees

Due to the significant cost changes in health care plans, PLS is increasing the employer share for family plans from 55% to 70%.

Motion 88: Ruby Morrison moved to approve the 2017 Health Insurance Proposal. Merton Bartels seconded and the motion carried.

6. Approve the Public Library Administration Certificate Program Contract with Long Island University

This action will be added to the October agenda. The PLS attorney noticed one item in the contract that we should have changed.

7. Approve Shepard Ford Quote for Transit Van

Cindy requested quotes from multiple dealerships and received two. The board elected to approve the Shepard quote.

8. Approve Van Bortel Quote for Subaru Outback

PLS is looking to purchase a Subaru Outback to use as a staff vehicle.

Motion 89: Merton Bartels moved to approve the Shepard Ford Quote for Transit Van and the Van Bortel Quote for the Subaru Outback. Kathleen Hartness seconded and the motion carried.

9. Approve Staff Vehicle Use Policy

General policy to have in place once PLS purchases the new staff vehicle.

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Motion 90: Joanna Whelan moved to approve the Staff Vehicle Use Policy. Kathleen Hartness seconded and the motion carried.

10. Approve Payment of OverDrive PO#6732 for \$21,854.50

Contribution to credit account at OverDrive. The Owl2Go Collection Development Committee uses these funds to purchase content for the Owl2Go collection.

Motion 91: Ruby Morrison moved to approve the Payment of OverDrive PO#6732 for \$21,854.50. Patricia Edwards seconded and the motion carried.

11. Approve \$1,000 Contribution to NYLA's Legal Defense Fund

These funds are to support the legal defense of the law suit being raised against the Dewitt Community Library that challenges the 259 NYS Ed. Law mechanism for library funding. Since these funds are being used in a limited scope our attorney said it is acceptable to make a contribution.

Motion 92: Merton Bartels moved to approve the \$1,000 Contribution to NYLA's Legal Defense Fund. John Lester seconded and the motion carried.

12. Approve Executive Director's Travel Requests

Motion 93: Ruby Morrison moved to approve the Executive Director's Travel Requests. Joanna Whelan seconded and the motion carried.

13. Approve Pioneer Awards

Community Impact Award- Project READ of Wyoming County
Library Champion Award- Lynn "Spike" Herzig, Geneva
Library Champion Award- Paul Bringewatt, Canandaigua
Library Innovator Award- Tanya Taylor, Geneva Public
Library Library Visionary Award- Frank Sykes, Livonia Public Library

Motion 94: Ruby Morrison moved to approve the Pioneer Awards. Merton Bartels seconded and the motion carried.

14. Approve Construction Grant Awards

Nine libraries are receiving construction grant awards for this cycle.

Motion 95: Patricia Edwards moved to approve the Construction Grant Awards. Kathleen Hartness seconded and the motion carried.

15. Discuss Plan of Service Focus Group and Survey Results

Lauren presented a brief overview of the data collected during the development of the 2017-2021 PLS Plan of Service.

16. Approve 2017-2021 Plan of Service

The 2017-2021 Plan of Service is broad in scope to accommodate the shifting priorities of PLS over the next five years. The focus group and survey data were kept in mind while developing the plan and they will also influence future annual strategic priorities.

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Motion 96: Joanna Whelan moved to approve the 2017-2021 Plan of Service. Patricia Edwards seconded and the motion carried.

17. Approve 2017-2021 Central Library Plan of Service

Motion 97: Ruby Morrison moved to approve the 2017-2021 Central Library Plan of Service. Merton Bartels seconded and the motion carried.

18. Approve Variance Request for the Sodus Community Library

This is a variance request for the Sodus Community Library to accommodate the director education level based on services population NYS minimum standard. This variance is required to allow the existing director to continue in her post after their service area increase several years ago.

Motion 98: Ruby Morrison moved to approve the Variance Request for the Sodus Community Library. John Lester seconded and the motion carried.

19. Approve appointments of delivery drivers James Cooney, Kevin Turner, and David Russell

Motion 99: Merton Bartels moved to approve the appointments of James Cooney, Kevin Turner, and David Russell from temporary to part-time delivery drivers on August 16, 2016 at \$11.00/hour. Joanna Whelan seconded and the motion carried.

20. Discuss Free Direct Access Plan

We are currently waiting for 22 out of the 42 member library boards to approve the Free Direct Access Plan. The PLS Board will plan on approving this at the October meeting.

21. Approve 2017 Owwl Cost Shares

Motion 100: Ruby Morrison moved to approve the 2017 Owwl Cost Shares. John Lester seconded and the motion carried.

Next Meeting:

Board Meeting- Wednesday, October 5, 2016 at 11:00 am, Bristol Harbour Inn

PLS Annual Meeting- Wednesday, October 5th, 2016, 12:00 pm, Bristol Harbour Inn

Reminders:

Trustee Workshop "Effective Evaluations"- Friday, September 23, 2016, 2:00 pm, PLS HQ

Legislative Thank You Breakfast- Friday, October 28, 2016, 8:30 am, Henrietta Public Library

New York Library Association Conference- November 2-5, Saratoga Springs

MOTION 101: Ruby Morrison moved to adjourn the meeting. Patricia Edwards seconded and the motion carried. The meeting was adjourned at 6:22 pm.

Respectfully submitted,

Ron Kirsop

Approved on November 9, 2016

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