



BOARD MEETING MINUTES

Wednesday, January 15, 2020, 5:00 pm
PLS Headquarters, Canandaigua, NY

PLS Board Members present: Julie Gruendike, Kathleen Hartness, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, and Matthew Sickles. Also in attendance, PLS Staff: Cindy Gardner and Ron Kirsop; PLSDAC Liaison: Renate Goff. Jeffrey Clark and Virginia Keenan were excused.

OATH OF OFFICE:

Christine Ryan administered the Oath of Office to Judith McKinney to a five-year term beginning January 1, 2020 and expiring December 31, 2024.

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:05 pm.

ADOPTION OF THE AGENDA

MOTION 154: Kathleen Hartness moved to adopt the January 15, 2020 agenda. Ellen Mitchell seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 155: Kathleen Hartness moved to approve the December 11, 2019 minutes. Ellen Mitchell seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Julie Gruendike

Approve Cash Activity Report

MOTION 156: Kathleen Hartness moved to approve the cash activity report. Judith McKinney seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 157: Ellen Mitchell moved to approve warrants made on December 18, 2019 for the total amount of \$32,865.69; December 31, 2019 for the total amount of \$44,613.48, and January 15, 2020 for the total amount of \$175,878.10. Subrata Paul seconded and the motion carried.

Approve December 31, 2019 YTD Report

MOTION 158: Ellen Mitchell moved to approve the December 2019 Year to Date Report. Kathleen Hartness seconded and the motion Carried.

2. Executive Director's Report: Ron Kirsop

Ron reported on the Advocacy efforts; Trustee Education Legislation; Trustee Newsletter Update, and Strategic Planning.

3. Strategic Planning Report: Ron Kirsop

Included in the Executive Director's Report.

4. Central Library Budget Report: Cindy Gardner

MOTION 159: Judith McKinney moved to approve the Central Library December 31, 2019 YTD Budget Report. Julie Gruendike seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

The report is included in the packet.

6. Committee reports -

Finance Committee Report – Julie Gruendike, Chair

Under New Business.

Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

Policy Committee Report – Matthew Sickles, Chair

No report.

Audit Committee Report – Kathleen Hartness, Chair

No report.

OLD BUSINESS:

1. Approve Revised Fixed Assets Capitalization Policy: Cindy Gardner

MOTION 160: Ellen Mitchell moved to approve the revised Fixed Assets Capitalization Policy effective 1/1/20. Kathleen Hartness seconded and the motion carried.

NEW BUSINESS:

1. Approve 2020 Organizational Actions: Ron Kirsop

- A. Designate Official Newspaper
- B. Appoint the Chief Financial Officer

- C. Appoint the Claims Auditor
- D. Appoint the External Auditor
- E. Appoint the Attorney
- F. Authorize the Executive Director to Certify Payroll
- G. Designate the Bank Depository
- H. Designation of the Authorized Signatories for Checks
- I. Authorization of Payments Between Board Meetings

MOTION 161: Judith McKinney moved to approve the 2020 Organizational Actions. Julie Gruendike seconded and the motion carried.

2. Approve Personnel Change Report: Personnel Committee – Ellen Mitchell

MOTION 162: Ellen Mitchell moved to approve the Personnel Change Report. Kathleen Hartness seconded and the motion carried.

MOTION 163: Ellen Mitchell moved to approve the Financial & Administrative Assistant Position Description. Judith McKinney seconded and the motion carried.

3. Approve the Director's Overnight Travel Request: Chris Ryan

MOTION 164: Subrata Paul moved to approve the Director's Overnight Travel Request. Ellen Mitchell seconded and the motion carried.

4. Approve 2019 Year-End Report: Finance Committee – Julie Gruendike

MOTION 165 Julie Gruendike moved to Transfer \$157.43 from Assigned Reserves-Library Advocacy Day to Operating Budget .900 Other Miscellaneous- Advocacy Day. Ellen Mitchell seconded and the motion carried.

MOTION 166: Julie Gruendike moved to Transfer \$46,932.28 to the Annual Carryover Assigned Reserve Fund for purposes outlined in the 2019 Year End YTD Report. Kathleen Hartness seconded and the motion carried.

MOTION 167: Julie Gruendike moved to Approve 2019 Amended Budget. Ellen Mitchell seconded and the motion carried.

5. Approve 2019 Amended Budget: Finance Committee – Julie Gruendike

MOTION 168: Julie Gruendike moved to Transfer \$46,932.28 from the Annual Carryover Assigned Reserve Fund to the General Operating Fund. Ellen Mitchell seconded and the motion carried.

MOTION 169: Julie Gruendike moved to transfer \$1,150 from Assigned Reserves - Senate Bullet Aid to Operating Budget for Vehicles (Senate Bullet Aid). Judith McKinney seconded and the motion carried.

MOTION 170: Julie Gruendike moved to transfer \$20,000 from Assigned Reserves - 2020 Cat2 netGear(Senate) to Operating Budget for Other Grants - Member Library Technology Upgrades. Ellen Mitchell seconded and the motion carried.

MOTION 171: Julie Gruendike moved to transfer \$6,000 from Assigned Reserves - Comp/Tech - In-House Hosting to Assigned Reserves - Comp/Tech -R&D. Kathleen Hartness seconded and the motion carried.

MOTION 172: Julie Gruendike moved to Approve 2020 Amended Budget. Kathleen Hartness seconded and the motion carried.

6. Approve the Revised 2020 Salary Schedule: Personnel Committee – Ron Kirsop

MOTION 173: Julie Gruendike moved to approve the Revised 2020 Salary Schedule. Ellen Mitchell seconded and the motion carried.

7. Approve Overdrive Payment: Julie Gruendike

MOTION 174: Judith McKinney moved to approve the Overdrive payment in the amount of \$60,000. Subrata Paul seconded and the motion carried.

8. Approve Shepard Ford Payment: Julie Gruendike

MOTION 175: Judith McKinney moved to approve the Shepard Ford payment in the amount of \$31,424.50. Ellen Mitchell seconded and the motion carried.

9. Approve Teracai Payment: Julie Gruendike

MOTION 176: Ellen Mitchell moved to approve the Teracai payment in the amount of \$37,215.57. Subrata Paul seconded and the motion carried.

10. Approve Revised Purchase Order Procedures: Cindy Gardner

MOTION 177: Kathleen Hartness moved to approve the revised Purchase Order Procedures. Ellen Mitchell seconded and the motion carried.

11. Approve Revised Receipt and Deposit of Funds Policy: Cindy Gardner

MOTION 178: Ellen Mitchell moved to approve the revised Receipt and Deposit of Funds Policy. Subrata Paul seconded and the motion carried.

12. Reminder of Sexual Harassment Training: Christine Ryan

The Sexual Harassment Training will be offered to trustees on March 11, 2020 at 4:00 pm.

Next Meeting:

Next Board Meeting, Wednesday, March 11, 2020, 5:00pm, Pioneer Library System HQ, Canandaigua

Reminders: Advocacy Day, February 25, 2020

Adjourn

MOTION 179: Ellen Mitchell moved to adjourn the meeting. Julie Gruendike seconded and the motion carried. The meeting adjourned at 6:02 pm.

Respectfully submitted,
Cynthia Gardner

To be approved on March 11, 2020