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.


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.


**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.


**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