



BOARD MEETING MINUTES

Wednesday, October 5, 2016, 11:00 AM
Bristol Harbour Lodge & Golf Club
Canandaigua, NY

PLS Board Members present: Carolyn Lyons, Patricia Edwards, Kathleen Hartness, Christine Ryan, Mary Ellen Darling, and Ruby Morrison. 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 11:06 am.

ADOPTION OF THE AGENDA

MOTION 102: Kathleen Hartness moved to adopt the October 5, 2016 agenda. Ruby Morrison seconded and the motion carried.

APPROVAL OF THE MINUTES

The September 14, 2016 minutes will be approved at the November 9, 2016 board meeting.

COMMUNICATIONS AND REPORTS:

1. Financial report: Joanna Whelan

Approve Cash Activity Report

MOTION 103: Kathleen Hartness moved to approve the cash activity report. Christine Ryan seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 104: Kathleen Hartness moved to approve warrants made on September 28, 2016 for the total amount of \$16,583.69. Patricia Edwards seconded and the motion carried.

Approve June 2016 YTD Budget Reports

MOTION 105: Kathleen Hartness moved to approve the June 2016 YTD Budget Report. Ruby Morrison seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren discussed the \$8,500 grant from the Rochester Regional Library Council that will be used to transcribe the Naples Library's Civil War letters collection and upload the collection to the New York Digital Heritage website.

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Lauren also discussed the “Helping All Trustees Succeed” program co-developed by Ron Kirsop. The program was a two-day workshop discussing training best-practices and the HATS curriculum and how it can be used for trustee education.

3. Team Goal Report: Ron Kirsop

Ron discussed the September 30, 2016 Local History meeting and how it focused on digitization projects for microfilm reels. PLS will be working with Advantage to digitize reels that are pre-1923.

Ron also mentioned that he continues to work with libraries on their long range planning projects. This past week he facilitated three focus groups in Walworth, Caledonia is next week, and at the end of the month he will do another three in Victor.

4. Central Library Budget Report: Cindy Gardner

Motion 106: Ruby Morrison moved to approve the Central Library YTD Budget Report. Christine Ryan seconded and the motion carried.

5. PLSDAC Liaison’s report: Melissa Correia

Melissa shared news about construction work in Mt. Morris, technology bullet-aid in Attica, digitization projects in Perry, and several other projects happening across the system.

6. Committee reports -

Finance Committee Report - Joanna Whelan, Chair

Personnel Committee Report - Mary Ellen Darling, Chair

No report.

Policy Committee Report - Chris Ryan, Chair

No report.

Audit Committee Report - John Lester, Chair

No report.

Construction Grant Committee Report

No report.

LTA Liaison Report

Mary Ellen Darling reported that the Batavia LTA event held on August 10, 2016 was a success. Over 80 people attended to see Brie Harrison discuss fiduciary responsibility and Ron Kirsop presented on running effective board meetings.

The next event is scheduled for May 2017.

OLD BUSINESS:

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NEW BUSINESS:

1. Approve Free Direct Access Plan

Motion 107: Ruby Morrison moved to approve the Free Direct Access Plan. Christine Ryan seconded and the motion carried.

2. Approve the Public Library Administration Certificate Program Contract with Long Island University, Effective 9/22/16

Motion 108: Ruby Morrison moved to approve the Public Library Administration Certificate Program Contract with Long Island University, Effective 9/22/16. Patricia Edwards seconded and the motion carried.

3. Approve payment to Shephard Ford for Ford Transit Van

Motion 109: Ruby Morrison moved to approve payment to Shephard Ford for Ford Transit Van. Kathleen Hartness seconded and the motion carried.

4. Approve payment to Van Bortel for Subaru Outback

Motion 110: Christine Ryan moved to approve payment to Van Bortel for Subaru Outback. Ruby Morrison seconded and the motion carried.

5. Discuss Legislative Thank You Breakfast

Lauren reminded the board of the Rochester Regional Library Council's Annual Legislative Thank You Breakfast that will be held on Friday, October 28th at 8:30am at the Henrietta Public Library.

The theme of this year's event will be "Libraries Are Early Education" and we will be highlighting the important role libraries play in early learning and early literacy.

6. Appoint Nomination Committee

Nomination Committee: Carolyn Lyons, Mary Ellen Darling, Joanna Whelan, and John Lester.

Motion 111: Ruby Morrison moved to approve the appointment of the Nomination Committee. Kathleen Hartness seconded and the motion carried.

7. Discuss "Inside and Outside of Evaluations"

Terry Kirchner's "Inside and Outside of Evaluations" presentation will be added to next month's board packet for discussion.

8. Approve payment to Equinox

Motion 112: Ruby Morrison moved to approve payment to Equinox. Patricia Edwards seconded and the motion carried.

Next Meeting:

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

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PLS Board Meeting- Wednesday, November 9, 2016 at 5:00pm, PLSHQ

Reminders:

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

New York Library Association Conference- November 2-5, 2016, Saratoga Springs

MOTION 113: Ruby Morrison moved to adjourn the meeting. Kathleen Hartness seconded and the motion carried. The meeting was adjourned at 11:35am.

Respectfully submitted,

Ron Kirsop

Approved on November 9, 2016

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