



BOARD MEETING MINUTES

Wednesday, October 10, 2018, 8:00 am
Avon Free Library, Avon, NY

PLS Board Members present: Christine Ryan, Carolyn Bradstreet, Kathleen Hartness, Carolyn Lyons, Ellen Mitchell, Mary Ellen Darling, and Jeffrey Clark. Also in attendance, PLS staff: Lauren Moore, Cindy Gardner, and Ron Kirsop. PLSDAC Liaison: Renate Goff. Excused: Merton Bartels and Ruby Morrison.

CALL TO ORDER:

Christine Ryan called the meeting to order at 8:05 am.

ADOPTION OF THE AGENDA

MOTION 97: Carolyn Bradstreet moved to adopt the October 10, 2018 agenda. Kathleen Hartness seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 98: Carolyn Lyons moved to approve the September 12, 2018 minutes. Carolyn Bradstreet seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report:

Approve Cash Activity Report

MOTION 99: Mary Ellen Darling moved to approve the cash activity report. Carolyn Bradstreet seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 100: Ellen Mitchell moved to approve warrants made on September 26, 2018 for the total amount of \$18,889.55; and October 10, 2018 for the total amount of \$18,403.85. Carolyn Lyons seconded and the motion carried.

Approve YTD Budget Reports

MOTION 101: Kathleen Hartness moved to approve the YTD budget report. Carolyn Bradstreet seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren reported on the successful Digital Inclusion Coalition held on September 24th at Pioneer Library System. The event had more than 70 people from across the region join in a discussion about digital inclusion, digital equity, and the digital divides.

Lauren also reported on the PLSDAC and System partnership as well as the Trustee Education Regulation.

3. Team Goal Report: Ron Kirsop

No report.

4. Central Library Budget Report: Cindy Gardner

MOTION 102: Carolyn Bradstreet moved to approve the Central Library Budget Report. Carolyn Lyons seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Renate Goff reported on events that took place at member libraries over the summer.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

No report.

Personnel Committee Report – Mary Ellen Darling, Chair

No report.

Policy Committee Report – Carolyn Lyons, Chair

Report under new business.

Audit Committee Report – Kathleen Hartness, Chair

No report.

NEW BUSINESS:

1. Approve the WiFi Policy Proposal: Policy Committee

MOTION 103: Carolyn Bradstreet moved to approve the WiFi Policy Proposal. Kathleen Hartness seconded and the motion carried.

2. Discuss Public Comment Policy: Policy Committee

The Policy Committee brought forth a draft of a Public Comment Policy that Pioneer Library System can adopt at their next board meeting.

3. Approve the Combating Sexual Harassment in the Workplace Policy: Policy Committee

MOTION 104: Mary Ellen Darling moved to approve the Combating Sexual Harassment in the Workplace Policy. Carolyn Bradstreet seconded and the motion carried.

5. Approve the Executive Director's Overnight Travel Requests: Lauren Moore

MOTION 105: Carolyn Lyons moved to approve the Executive Director's Overnight Travel Requests. Jeffrey Clark seconded and the motion carried.

6. Approve the Sale of 2012 Ford E-250 Van

MOTION 106: Carolyn Lyons moved to approve the Sale of 2012 Ford E-250 Van. Carolyn Bradstreet seconded and the motion carried.

7. Approve the bid of 2011 Ford E-250 Van

MOTION 107: Ellen Mitchell moved to approve the bid of 2011 Ford E-250 Van. Mary Ellen Darling seconded and the motion carried.

Next Meeting:

Board Meeting: Wednesday, November 14, 2018 at 5:00pm, PLS Headquarters

Finance Committee Meeting: Wednesday, November 14, 2018 at 4:00pm, PLS Headquarters

Reminders:

Happy Libraries Happy Hour- Thursday, October 25, 2018, 5:00 pm, Twisted Rail, Canandaigua

Legislative Thank You Breakfast- Friday, October 26, 2018, 8:30 am, Henrietta Public Library

Trustee Workshop: Building Preservation 101- Monday, October 29, 2018, 6:00 pm, PLSHQ

New York Library Association Conference- November 7-10, 2018, Rochester

Library Advocacy Day, Wednesday, February 27, 2018, Albany

MOTION 108: Ellen Mitchell moved to adjourn the meeting. Mary Ellen Darling seconded and the motion carried. The meeting adjourned at 8:32 am.

Adjourn

Respectfully submitted,

Ron Kirsop

Approved on November 14, 2018.