



## BOARD MEETING MINUTES

Wednesday, October 11, 2017, 11:00 am  
Canandaigua Inn on the Lake 770 South Main Street, Canandaigua, NY 14424

PLS Board Members present: Christine Ryan, Mary Ellen Darling, Kathleen Hartness, Carolyn Lyons, Jeffrey Clark, Ellen Mitchell, and Merton Bartels. Also in attendance, PLS staff: Lauren Moore, Cindy Gardner, and Ron Kirsop; PLSDAC Liaison: Elizabeth Bowlby.

### **CALL TO ORDER:**

Christine Ryan called the meeting to order at 11:05 am.

### **ADOPTION OF THE AGENDA**

**MOTION 88:** Carolyn Lyons moved to adopt the October 11, 2017, agenda as amended. Merton Bartels seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 89:** Carolyn Lyons moved to adopt the September 13, 2017 minutes. Kathleen Hartness seconded and the motion carried.

### **COMMUNICATIONS AND REPORTS:**

#### **1. Financial Report: Ruby Morrison**

##### **Approve Cash Activity Report**

**MOTION 90:** Kathleen Hartness moved to approve the cash activity report. Merton Bartels seconded and the motion carried.

##### **Approve Warrants (List of Bills Paid)**

**MOTION 91:** Carolyn Lyons moved to approve warrants made on September 21, 2017 for the total amount of \$207,840.93; September 27, 2017 for the total amount of \$23,034.04; and October 11, 2017 for the total amount of \$102,376.48. Jeffrey Clark seconded and the motion carried.

##### **Approve YTD Budget Reports**

**MOTION 92:** Merton Bartels moved to approve the YTD Budget Report. Jeffrey Clark seconded and the motion carried.

## **2. Executive Director's Report: Lauren Moore**

Lauren reported that Bob and Lindsay are working on the customization of the newly downloaded Evergreen 3.0. They will begin testing features and preparing for rollout.

Lauren mentioned three grants currently available to member libraries. Grants include, Leading Edge Technology Grant, Adult Literacy/Workforce Development Grant, and the Kids Read Free Pilot Program.

Lauren also reported on the PLS Construction Grant Project that will address energy efficient lighting, HVAC upgrade, and furniture for the new creative training space.

## **3. Team Goal Report: Ron Kirsop**

Ron reported on the September/October progress on the PLS 2017 Strategic Priorities. The update highlighted: Lindsay's work with securing the RBDB grant for digitization of microfilm; the CANS purchase of a backup system for libraries critical computers; Hope's work with two libraries on using empathy maps for creative problem solving; and Andrea's work on the digital marketing initiative.

## **4. Central Library Budget Report: Cindy Gardner**

**MOTION 93:** Kathleen Hartness moved to approve the Central Library Budget Report. Mary Ellen Darling seconded and the motion carried.

## **5. PLSDAC Liaison's Report: Elizabeth Bowlby**

Elizabeth Bowlby delivered a report covering news, events, and stories from 17 member libraries.

## **6. Committee reports -**

### Finance Committee Report – Ruby Morrison, Chair

New business.

### Personnel Committee Report – Mary Ellen Darling, Chair

New business.

### Policy Committee Report – Carolyn Lyons, Chair

No report.

### Audit Committee Report – John Lester, Chair

No report.

### Construction Grant Committee

New Business.

## **OLD BUSINESS:**

## **NEW BUSINESS:**

### **1. Approve 2018 Central Library Budget**

**MOTION 94:** Ellen Mitchell moved to approve the 2018 Central Library Budget Report. Kathleen Hartness seconded and the motion carried.

### **2. Approve the 2017-18 Health Insurance Proposal and Employer Share of Premium: Personnel and Finance Committee**

**MOTION 95:** Mary Ellen Darling moved to approve the 2017-19 Health Insurance Proposal and Employer Share of Premium. Mary Ellen Darling seconded and the motion carried.

### **3. Approve the 2018 Salary Schedule**

**MOTION 96:** Mary Ellen Darling moved to approve the 2018 Salary Schedule. Carolyn Lyons seconded and the motion carried.

### **4. Approve the 2018 OWWL Subsidy**

**MOTION 97:** Ellen Mitchell moved to approve the 2018 OWWL Subsidy. Jeffrey Clark seconded and the motion carried.

### **5. Approve the 2018 Budget**

**MOTION 98:** Jeffrey Clark moved to approve the 2018 Budget. Merton Bartels seconded and the motion carried.

### **6. Approve the Construction Grant Assurances**

**MOTION 99:** Kathleen Hartness moved to approve the Construction Grant Assurances. Ellen Mitchell seconded and the motion carried.

### **7. Approve Personnel Change Report**

**MOTION 100:** Jeffrey Clark moved to approve the Personnel Change Update Report. Carolyn Lyons seconded and the motion carried.

### **8. Approve Payment to Equinox and Long Island University**

**MOTION 101:** Ellen Mitchell moved to approve payment to Equinox for the total amount of \$61,950.00 and Long Island University for the total amount of \$52,650.00. Mary Ellen Darling seconded and the motion carried.

### **Next Meeting:**

**Board Meeting-** Wednesday, November 15, 2017 at 5:00pm, PLS Headquarters

### **Reminders:**

**Trustee Workshop with Jerry Nichols,** Thursday, October 26, 2017, 6:00 pm, PLSHQ

**Legislative Thank You Breakfast-** Friday, October 27, 2017, 8:30 am, Henrietta Public Library

**New York Library Association Conference-** November 9-11, 2017, Saratoga Springs

**Athena Awards Dinner**- Friday, November 17, 2017, 6pm, Finger Lakes Community College

Senator Helming's **Outstanding Support for Libraries Award Ceremony**- Friday, December 15, 2017,  
10am, PLSHQ

**Friends "Getting Started" Workshop**, Friday, January 19, 2018, 12:30pm, PLSHQ

**Library Advocacy Day**, Wednesday, February 28, 2018, Albany

### **Adjourn**

**MOTION 102:** Mary Ellen Darling moved to adjourn the meeting. Merton Bartels seconded and the motion carried. The meeting was adjourned at 11:43am.

Respectfully submitted,

Ron Kirsop

Approved on Wednesday, November 15, 2017.