



BOARD MEETING  
MINUTES

WEDNESDAY, OCTOBER 14, 2015, 4:00PM  
VALLEY OAK EVENT CENTER, GENESEO, NY

PLS Board Members present: Merton Bartels, Mary Ellen Darling, Pat Edwards, John Lester, Carolyn Lyons, Carolyn Meisel, Ruby Morrison, Christine Ryan, Joanna Whelan,. Also in attendance, PLS staff: Lauren Moore, Ron Kirsop, and Cindy Gardner; PLSDAC Liaison: Jessica Pacciotti.

**CALL TO ORDER:**

Carolyn Meisel called the meeting to order at 3:59 p.m.

**ADOPTION OF THE AGENDA**

The order of new business items was updated for clarity.

**MOTION 89:** Mary Ellen Darling moved to adopt the October agenda as amended. Merton Bartles seconded and the motion carried.

**APPROVAL OF THE MINUTES**

Jessica Pacciotti's name was misspelled in the September minutes.

**MOTION 90:** Carolyn Lyons moved to approve the minutes of the September 9, 2015 Board Meeting as amended. Christine Ryan seconded and the motion carried.

**COMMUNICATIONS AND REPORTS:**

**1. Financial report: Cindy Gardner**

Approve Cash Activity Report – Cindy Gardner

**MOTION 91:** John Lester moved to approve the cash activity report. Ruby Morrison seconded and the motion carried.

Approve Warrants (list of bills paid)

**MOTION 92:** Christine Ryan moved to approve warrants made on September 30, 2015 for the total amount of \$302,565.17 and October 14, 2015 for the total amount of \$60,909.70. Merton Bartels seconded and the motion carried.

Approve September 2015 Year-To-Date Report – Cindy Gardner

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**Motion 93:** Mary Ellen Darling moved to approve the September 2015 Year-To-Date Report. Carolyn Lyons seconded and the motion carried.

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

Lauren Moore reported that Pioneer's Government Efficiency Plan was approved. The communities of the six libraries included in the plan will receive a tax rebate.

The M/WBE stipulation for the NYS Public Library Construction Grant is no longer a requirement. This will impact the Livonia Public Library and Lyons Public Library construction project.

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

Ron Kirsop gave an update on the completed and in progress 2015 goals. He is confident that a majority of the 2015 goals will be completed by the end of the year.

## **4. Central Library report:**

The Central Library YTD Budget report includes the August and September expenditures.

**Motion 94:** Joanna Whelan moved to approve the 2015 Central Library YTD Budget Report. John Lester seconded and the motion carried.

## **5. PLSDAC Liaison's report: Jessica Pacciotti**

Jessica Pacciotti's report included information about a food for fines program in Arcade, a successful customer service survey in Wadsworth, and the Sodus Harvest Festival.

## **6. Committee reports- see New Business**

### **NEW BUSINESS:**

#### **1. Finance Committee Reports: Joanna Whelan, Chair**

Joanna Whelan and Lauren Moore discussed the Meraki wireless access points and firewalls that will be purchased and installed for every library. This equipment upgrade will have no cost to member libraries until 2021.

#### **2. Approve Expenditure for Meraki Wireless Access Points**

**Motion 95:** The Finance Committee recommends the approval of the Synergy quote for 60 Meraki Wireless Access Points of \$35,777.40. A vote was taken with all in favor and the motion carried.

#### **3. Approve Expenditure for Meraki Firewalls from Technology Reserve Fund**

**Motion 96:** The Finance Committee recommends the approval of the Synergy quote for 45 Meraki Firewalls of \$44,851. A vote was taken with all in favor and the motion carried.

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#### **4. Approve Expenditure for Equinox/Evergreen Staff Client Enhancements R&D**

This is for developments to the integrated library system of modules including offline circulation and a bookings module for reserving meeting rooms.

**Motion 97:** The Finance Committee recommends the approval of the Equinox quote for Research & Development expenditure towards Evergreen Staff Client Enhancements Sprint 4&5 of \$25,000. A vote was taken with all in favor and the motion carried.

#### **5. Approve 2015 Budget Amendments- Finance Committee**

**Motion 98:** The Finance Committee recommends moving \$15,000 from Computer/Technology Reserve to the General Operating Fund, bringing the balance in the reserve fund to \$79,500. A vote was taken with all in favor and the motion carried.

**Motion 99:** The Finance Committee recommends allocating \$15,000 from the General Operating Fund to the Vehicle Reserve, bringing the balance in the reserve fund to \$83,000. A vote was taken with all in favor and the motion carried.

**Motion 100:** The Finance Committee recommends moving \$35,000 from Capital Improvement Reserve to the General Operating Fund, bringing the balance in the reserve fund to \$55,000. A vote was taken with all in favor and the motion carried.

#### **6. Approve 2015 Central Library Budget Amendments**

The Central Library Budget was approved by the Geneva Board on September 30, 2015.

**Motion 101:** The Finance Committee recommends the approval of the 2015 Central Library Budget Amendments. A vote was taken with all in favor and the motion carried.

#### **7. Approve 2016 Estimated OWWL Cost Shares**

Owwl costs will be billed to libraries in 2016 at the same level as 2015 (\$258,111). PLS will absorb the increase in costs in turn increasing the subsidy slightly.

**Motion 102:** The Finance Committee recommends keeping the amount of cost-share billed to member libraries in July 2016 at the same level as 2015, \$258,111. A vote was taken with all in favor and the motion carried.

#### **8. Personnel Committee Report: Carolyn Lyons, Chair**

The Personnel Committee Report consisted of approving the 2016 Salary Schedule, 2016 Health Insurance Proposal, and 2016 Employee Handbook Changes.

#### **9. Approve 2016 Salary Schedule- Finance Committee/Personnel Committee**

Finance Committee proposed a 2% cost of living increase in the salary of staff members and 9.4% increase for the ILS/Cataloging Specialist for the 2016 fiscal year.

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**Motion 103:** The Personnel and Finance Committee recommends approval of the 2016 Salary Schedule. A vote was taken with all in favor and the motion carried.

**10. Approve 2016 Health Insurance Proposal- Finance Committee/Personnel Committee**

The increase in 2016 health care costs will raise employer contribution of each plan. Staff will be pleased to know that their contribution will only increase slightly.

**Motion 104:** The Personnel and Finance Committees recommend approval of the 2016 Health Insurance Proposal. A vote was taken with all in favor and the motion carried.

**11. Approve 2016 Employee Handbook Changes- Personnel Committee**

The 2016 Handbook will eliminate the distinction between professional and support staff. This will allow “non-professional” staff to start with 24 vacation days rather than 13.

The Policy Committee recommended the meal allowance be changed from \$30/day to \$50/day while staff members are attending conferences. This change will be reflected in the 2016 Handbook.

**Motion 105:** The Personnel Committee recommends approval of the 2016 Employee Handbook Changes. A vote was taken with all in favor and the motion carried.

**12. Policy Committee Report- Chris Ryan, Chair**

The Policy Committee Report consisted of the Assigned Reserves Policy, Technology Disaster Recovery Policy, and holding off on approving the Cash Management Policy,

**13. Approve Assigned Reserves Policy- Policy Committee**

**Motion 106:** The Policy Committee recommends approval of the Assigned Reserves Policy. A vote was taken with all in favor and the motion carried.

**14. Approve Cash Management and Investment Policy- Policy Committee**

This policy requires further review prior to approval.

**15. Approve Technology Disaster Recover Policy- Policy Committee**

Bob Wicksall attended the last Policy Committee meeting to give recommendations on physical backups as opposed to cloud storage. A backup server will be stored at Wood Library in the event of a disaster at PLS.

**Motion 107:** The Policy Committee recommends the approval of the Technology Disaster Recover Policy. A vote was taken with all in favor and the motion carried.

**16. Change November Meeting Date to November 18, 2015**

**Motion 108:** John Lester moved to change the date of the November Board Meeting to November 18, 2015. Ruby Morrison seconded and the motion carried.

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**Reminders:**

Next Board Meeting: **November 18, 2015, 5pm**

**Finance Committee Meeting November 18, 2015, 4pm**

10/21/15-10/25/15- **New York Library Association Conference**

10/30/15 at 8:30am- **Legislative Thank You Breakfast (Henrietta Public Library)**

12/2/15 at 7:00pm- **Board Basics for Library Trustees (Palmyra Public Library)**

12/7/15 at 7:00pm- **Board Basics for Library Trustees (Avon Free Library- church next door)**

12/9/15 at 4:00pm- **Policy Committee Meeting (PLSHQ)**

12/9/15 at 5:00pm- **Board Meeting (PLSHQ)**

3/2/16- **Library Advocacy Day (Albany)**

**Adjourn**

**MOTION 109:** Christine Ryan moved to adjourn the meeting. Ruby Morrison seconded and the motion carried. The meeting was adjourned at 4:45 pm.

Respectfully submitted,

Ron Kirsop

Approved on November 18, 2015.

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