BOARD MEETING MINUTES

Wednesday, October 16, 2019, 8:00 am
Belhurst Castle, Geneva, NY

PLS Board Members present: Merton Bartels, Carolyn Bradstreet, Jeffrey Clark, Kathleen Hartness, Ellen Mitchell, Christine Ryan, and Matthew Sickles. Also in attendance, PLS Staff: Cindy Gardner and Ron Kirsop, and in-coming trustee Subrata Paul. Julie Gruendike and Ruby Morrison were excused. PLSDAC Liaison Renate Goff was not present.

CALL TO ORDER:

Christine Ryan called the meeting to order at 8:00 am.

ADOPTION OF THE AGENDA

MOTION 112: Carolyn Bradstreet moved to adopt the October 16, 2019 agenda. Merton Bartels seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 113: Ellen Mitchell moved to approve the September 11, 2019 minutes, stipulating Carolyn Bradstreet’s resignation date of October 31, 2019. Kathleen Hartness seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

   Approve Cash Activity Report

   MOTION 114: Carolyn Bradstreet moved to approve the cash activity report. Ellen Mitchell seconded and the motion carried.

   Approve Warrants (List of Bills Paid)

   MOTION 115: Merton Bartels moved to approve warrants made on September 24, 2019 for the total amount of $60,971.08; and October 9, 2019 for the total amount of $114,882.30. Carolyn Bradstreet seconded and the motion carried.

   MOTION 116: Ellen Mitchell moved to approve the September 2019 Year to Date Report. Kathleen Hartness seconded and the motion Carried.

2. Executive Director’s Report: Ron Kirsop
Ron reported on the Livingston County Capital Improvement Grant; gave PLSDAC (Pioneer Library System Director’s Advisory Council) and NYALS (New York Association of Library Systems) recaps; the September System meeting on Project Management; the Evergreen upgrade; Mini-Digipalooza held on September 26, 2019; completion of the PLA Inclusive Internship Initiative, and the upcoming Great Give-Back on October 19, 2019.

3. Strategic Planning Report: Ron Kirsop

No Report.


**MOTION 117:** Carolyn Bradstreet moved to approve the Central Library September 2019 YTD Budget Report. Kathleen Hartness seconded and the motion carried.

5. PLSDAC Liaison’s Report: Renate Goff

Report in board packet.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

No report.

Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

Policy Committee Report – Ruby Morrison, Chair

Under Old Business.

Audit Committee Report – Kathleen Hartness, Chair

No report.

**OLD BUSINESS:**

1. Approve Revised Meeting Room Use Policy – Ron Kirsop

**MOTION 118:** Kathleen Hartness moved to approve the Revised Meeting Room Use Policy. Carolyn Bradstreet seconded and the motion carried.

2. Update on Confidentiality of Library Records Policy: Ron Kirsop

The discussion on the Confidentiality of Library Records Policy continued.

**NEW BUSINESS:**

1. Approve 2020 Propose Salary Schedule: Ellen Mitchell
MOTION 119: Ellen Mitchell moved to approve the 2020 Proposed Salary Schedule. Kathleen Hartness seconded and the motion carried.


MOTION 120: Ellen Mitchell made a motion to accept the Personnel Change Report. Carolyn Bradstreet seconded and the motion carried.

3. Approve Revised Automation Services Librarian Position Description

MOTION 121: Ellen Mitchell moved to approve the revised Automation Services Librarian Position Description. Carolyn Bradstreet seconded and the motion carried.

4. Approve Revised Catalog & E-Resources Specialist Position Description

MOTION 122: Ellen Mitchell moved to approve the revised Catalog & E-Resources Specialist Position Description. Carolyn Bradstreet seconded and the motion carried.

5. Approve Overdrive payment $28,862.50: Ron Kirsop

MOTION 123: Merton Bartels moved to approve the Overdrive payment, ck#28447, dated 9/11/19 in the amount of $28,862.50. Carolyn Bradstreet seconded and the motion carried.

6. Approve Overdrive payment $41,290.28: Ron Kirsop

MOTION 124: Carolyn Bradstreet moved to approve the Overdrive payment, ck#28477, dated 9/24/19 in the amount of $41,290.28. Jeffrey Clark seconded and the motion carried.

7. Approve Equinox payment $63,808.00: Ron Kirsop

MOTION 125: Ellen Mitchell moved to approve the Equinox payment, ck#28436, dated 9/11/19 in the amount of $63,808.00. Merton Bartels seconded and the motion carried.

Next Meeting:

RRLC Legislative Breakfast, Friday, October 25, 2019, 8:30am, Henrietta Public Library

Next Board Meeting, Wednesday, November 20, 2019, 5:00pm, Pioneer Library System HQ, Canandaigua, NY

Adjourn

MOTION 126: Carolyn Bradstreet moved to adjourn the meeting. Merton Bartels seconded and the motion carried. The meeting adjourned at 8:32 am.