



## 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.

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

**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.

**2. Personnel Change Report: Ellen Mitchell**

**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.