



BOARD MEETING MINUTES

Wednesday, November 9, 2016, 5:00pm
Pioneer Library System, Canandaigua, NY

PLS Board Members present: Carolyn Lyons, John Lester, Merton Bartels, Mary Ellen Darling, Kathleen Hartness, Ruby Morrison, Christine Ryan, and Joanna Whelan. Pat Edwards was excused. Also in attendance, PLS staff: Lauren Moore, Ron Kirsop, and Cindy Gardner; PLSDAC Liaison Proxy, Leah Hamilton.

CALL TO ORDER:

Carolyn Lyons called the meeting to order at 5:00pm.

ADOPTION OF THE AGENDA

MOTION 114: Ruby Morrison moved to adopt the November 9, 2016 agenda. Merton Bartels seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 115: Joanna Whelan moved to approve the September 14, 2016 Board Minutes. Mary Ellen Darling seconded and the motion carried.

MOTION 116: Merton Bartels moved to approve the October 5, 2016 Board Minutes. Christine Ryan seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial report: Joanna Whelan

Approve Cash Activity Report

MOTION 117: Kathleen Hartness moved to approve the cash activity report. Ruby Morrison seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 118: Kathleen Hartness moved to approve warrants made on October 12, 2016 for the total amount of \$288,401.10, October 26, 2016 for the total amount of \$155,762.39, and November 9, 2016 for the total amount of \$70,472.53. Ruby Morrison seconded and the motion carried.

Approve YTD Budget Reports

MOTION 119: Mary Ellen Darling moved to approve the October 31, 2016 YTD Budget Report. Christine Ryan seconded and the motion carried.

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2. Executive Director's Report: Lauren Moore

Lauren Moore thanked the PLS trustees for attending the Annual Meeting on October 5, 2016. She received several positive and appreciative comments about the time change from a dinner to a lunch; she also received a few comments from people who were disappointed that they were unable to attend because of the time. Lauren will continue to think about how to be accommodating to as many people as possible for future Annual Meetings.

Lauren reported on the \$21,700 awarded to 27 member libraries to support the creation of library play spaces and the \$12,700 awarded to 23 libraries as seed money for "1000 Books Before Kindergarten" projects.

Lauren also highlighted the Digitization grant for the Local History Interest Group, the discontinuing of the PLS Theme and Reminiscing Kit program, and that 6 out of 7 libraries have been upgraded to their fiber network.

Finally, there has been another Notice of Claim filed against Pioneer Library System for property damage. Carolyn Meisel is named in the claim as PLS Board President. Utica National will continue to represent PLS. Lauren will keep the board updated as she learns more.

3. Team Goal Report: Ron Kirsop

No significant updates were noted outside of the activities listed in the Director's report.

4. Central Library Budget Report: Lauren Moore

Chris Finger, Director of the Geneva Public Library, won the 2016 Mary Bobinski Innovative Public Library Director award for his work on the 25% budget increase for the Geneva Library. Chris was given the award at the 2016 NYLA Conference in Saratoga Springs.

Motion 120: Ruby Morrison moved to approve the Central Library October 31, 2016 YTD Budget Report. Joanna Whelan seconded and the motion carried.

5. PLSDAC Liaison's report: Leah Hamilton

Leah Hamilton, Phelps Library, served as proxy PLSDAC liaison for Melissa Correia. Leah reported on Maker Space projects that the Phelps library is currently taking part in. She co-presented a webinar highlighting adult STEM programs, took her Maker Space on the road to the Pittsford Barnes and Noble, and is planning the July 15, 2017 Maker Fair at the Canandaigua Civic Center.

6. Committee reports -

Finance Committee Report - Joanna Whelan, Chair

Discussion.

Personnel Committee Report - Mary Ellen Darling, Chair

No report.

Policy Committee Report - Chris Ryan, Chair

No report.

Audit Committee Report - John Lester, Chair

No report.

Construction Grant Committee Report

No report.

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LTA Liaison Report

No report.

OLD BUSINESS:

NEW BUSINESS:

1. Approve OverDrive Payment

PLS has added an additional \$24,500 to the system's OverDrive account to supplement member library contributions. The funds will be used to purchase titles that have been recommended by Owwl2Go users.

Motion 121: Merton Bartels moved to approve the two OverDrive payments of \$12,500 and \$12,000. Ruby Morrison seconded and the motion carried.

2. Approve 2017 Budget

Motion 122: Ruby Morrison moved to approve the 2017 Budget. Kathleen Hartness seconded and the motion carried.

3. Approve 2017 Slate of Officers

Christine Ryan, President
John Lester, Vice President
Mary Ellen Darling, Secretary
Ruby Morrison, Treasurer

Motion 123: Joanna Whelan moved to approve the 2017 Slate of Officers. Merton Bartels seconded and the motion carried.

4. Discuss "Inside and Outside of Evaluations"

Lauren talked about the presentation given by Terry Kirchner, Director of the Westchester Library System, on employee evaluations. His approach recommends ongoing conversations as opposed to once a year checklists and goals. Lauren is planning on using this for PLS staff evaluations and encouraged the board to think about this style for the PLS Executive Director evaluation as well.

Next Meeting:

PLS Board Meeting - Wednesday, December 14, 2016, 5:00pm, PLSHQ

Reminders:

MOTION 124: Ruby Morrison moved to adjourn the meeting. Joanna Whelan seconded and the motion carried. The meeting was adjourned at 5:44pm.

Respectfully submitted,
Ron Kirsop
Approved on December 14, 2016.

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