



BOARD MEETING MINUTES

Wednesday, November 14, 2018, 5:00 pm
Pioneer Library System Headquarters, Canandaigua, NY

PLS Board Members present: Christine Ryan, Carolyn Bradstreet, Kathleen Hartness, Merton Bartels, Carolyn Lyons, Ellen Mitchell, Mary Ellen Darling, Jeffrey Clark, and Ruby Morrison. Also in attendance, PLS Staff: Lauren Moore, Cindy Gardner, and Ron Kirsop. PLSDAC Liaison: Renate Goff.

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:02 pm.

ADOPTION OF THE AGENDA

Amended the November 14, 2018 agenda by changing "Appoint Nominating Committee" to approve "Slate of Officers."

MOTION 109: Jeffrey Clark moved to adopt the November 14, 2018 agenda. Merton Bartels seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 110: Kathleen Hartness moved to approve the October 10, 2018 minutes. Ellen Mitchell seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

MOTION 111: Merton Bartels moved to approve the cash activity report. Carolyn Bradstreet seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 112: Kathleen Hartness moved to approve warrants made on October 23, 2018 for the total amount of \$34,188.45; and November 14, 2018 for the total amount of \$193,063.20. Carolyn Bradstreet seconded and the motion carried.

Approve YTD Budget Reports

MOTION 113: Ellen Mitchell moved to approve the YTD budget report. Carolyn Lyons seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren reported on the upcoming 2020 Census, the Civic Switchboard conference, and Spectrum billing.

3. Team Goal Report: Ron Kirsop

Ron reported staff progress toward our 2018 system priorities.

4. Central Library Budget Report: Cindy Gardner

MOTION 114: Carolyn Bradstreet moved to approve the Central Library Budget Report. Ruby Morrison seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Renate reported on events and updates from the Newark Public Library, Livonia Public Library, and Bloomfield Public Library.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

No report.

Personnel Committee Report – Mary Ellen Darling, Chair

No report.

Policy Committee Report – Carolyn Lyons, Chair

Under New Business

Audit Committee Report – Kathleen Hartness, Chair

No report.

NEW BUSINESS:

1. Approve the Public Comment Policy: Policy Committee

MOTION 115: Mary Ellen Darling moved to approve the Public Comment Policy. Jeffrey Clark seconded and the motion carried.

2. Approve the Reallocated Construction Grant Awards

Reallocated NYS Public Library Construction Funds will be distributed proportionately among projects over \$200,000.

MOTION 116: Ruby Morrison moved to approve the Reallocated Construction Grant Awards. Kathleen Hartness seconded and the motion carried.

3. Approve the 2019 Budget

MOTION 117: Kathleen Harness moved to approve the 2019 Budget. Ruby Morrison seconded and the motion carried.

4. Discuss Energy Saving Tips

Lauren discussed the Energy Saving Tips document by Opinion Dynamics.

5. Approve the 2019 Board Meeting Schedule

The March 13, 2019 meeting has been rescheduled to March 6, 2019. The Annual Meeting date has been moved to October 16, 2019.

MOTION 118: Ruby Morrison moved to approve the 2019 Board Meeting Schedule as amended. Carolyn Lyons seconded and the motion carried.

6. Approve the Personnel Change Report

MOTION 119: Merton Bartels moved to approve the Personnel Change Report. Jeffrey Clark seconded and the motion carried.

7. Approve NYS Retirement Invoice \$74,121

MOTION 120: Ruby Morrison moved to approve the NYS Retirement Invoice \$74,121.00. Carolyn Lyons seconded and the motion carried.

8. Approve LIU Post Invoice - \$56,000.00

MOTION 121: Ruby Morrison moved to approve the LIU Post Invoice for \$56,000.00. Carolyn Lyons seconded and the motion carried.

9. Approve 2019 Slate of Officers

Slate of Officers

- President: Christine Ryan
- Vice President: Kathleen Hartness
- Treasurer: Jeffrey Clark
- Secretary: Ellen Mitchell

MOTION 122: Merton Bartels moved to 2019 Slate of Officers. Ruby Morrison seconded and the motion carried.

10. December Snack Sign Up

Snack sign-up for the December meeting was passed around.

11. Strategic Plan Brainstorming

The PLS Board participated in a brief brainstorming session to gather input for our strategic plan.

Next Meeting:

Wednesday, December 12, 2018, PLSHQ (Bring snacks!)

Reminders:

Digital Inclusion Coalition: Preparing for the 2020 Census, Wednesday, November 28, 2018, 9:30 am, PLSHQ

Digital Equity Summit, Monday, January 28, 11:00 am – 5:00 pm, Cracker Factory in Geneva, NY

Library Advocacy Day, Wednesday, February 27, 2018, Albany

MOTION 123: Carolyn Bradstreet moved to adjourn the meeting. Kathleen Hartness seconded and the motion carried. The meeting adjourned at 6:06 pm.

Adjourn

Respectfully submitted,

Ron Kirsop

Approved on December 12, 2018.