



BOARD MEETING
MINUTES

WEDNESDAY, NOVEMBER 18, 2015, 5:00PM
PLS HEADQUARTERS, CANANDAIGUA, NY

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

CALL TO ORDER:

John Lester called the meeting to order at 4:58p.m.

ADOPTION OF THE AGENDA

MOTION 110: Ruby Morrison moved to adopt the November agenda. Carolyn Lyons seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 111: Carolyn Lyons moved to approve the minutes of the October 14, 2015 Board Meeting. Christine Ryan seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial report: Cindy Gardner

Cindy Gardner presented the financial reports.

Approve Cash Activity Report – Cindy Gardner

MOTION 112: Pat Edwards moved to approve the cash activity report. Mary Ellen Darling seconded and the motion carried.

Approve Warrants (list of bills paid)

MOTION 113: Christine Ryan moved to approve warrants made on October 28, 2015 for the total amount of \$149,732.91 and November 12, 2015 for the total amount of \$177,999.83. Carolyn Lyons seconded and the motion carried.

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

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Motion 114: Mary Ellen Darling moved to approve the October 2015 Year-To-Date Report. Carolyn Lyons seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Pioneer scheduled in-district visits with our state legislators to thank them for their support in 2015 and to share our budget requests for 2016. So far, library directors and trustees have joined us visits to meet with Senator Gallivan, Assemblyman Kolb, Assemblyman, Oaks, and Assemblyman Nojay.

In 2016, libraries will be asking for an increase in state aid to libraries that is proportional to the increase in state aid for education. Legislators seem to understand that libraries a critical part of New York's educational infrastructure, connecting every resident with access to lifelong learning opportunities. Libraries are also asking for annual NYS Library Construction Aid to increase from \$14M to \$30M.

Lauren spoke at the Livingston County budget hearing in Livingston County on November 18, 2015 to support Livingston County libraries.

Pioneer received positive feedback for presentations at the 2015 NYLA Conference. Leah Hamilton presented a half-day workshop on library space. Heidi presented a workshop on Regional Resource Guides with the Outreach Coordinators at two other library systems. Hope received the Mosher award for the best small library director of the year. Ron presented on productivity in the library. Lauren presented a full-day workshop on library finances and a co-presented with Ron on strategic planning.

PLS is offering technology grants to member libraries for chromeboxes and network switches. The deadline to apply is Friday, November 20, 2015.

Library Trustee Association Report- Mary Ellen Darling was elected to represent the Pioneer Library System on the Library Trustee Association Board of Directors. LTA is planning on presenting a Trustee Institute in Plattsburgh in May of 2016.

3. Team Goal Report:

The 2015 Pioneer goals are wrapping up. The team is still working hard on the ongoing goals as well as several other projects. Lindsay is focusing on developing additional reports for data trends and fines, Kathryn has had success with her holdings trainings (most recently in Geneva on Nov. 5), Adam is working on a small technology grant for chromeboxes and switches, Construction grant applications are in the second round of editing, Lindsay and Kathryn have added URLs for digitized local newspapers and OverDrive magazines in the catalog, Heidi has been working with correctional facilities with the NYS Talking Book and Braille libraries, and Ron is currently writing community surveys for Castile, Newark, Bloomfield, Bristol, and Wolcott libraries.

4. Central Library report:

Motion 115: Christine Ryan moved to approve the 2015 Central Library YTD Budget Report. Pat Edwards seconded and the motion carried.

5. PLSDAC Liaison's report: Jessica Pacciotti

Phelps Community Memorial Library will be having a grand opening of "Imagination Gardens," the newly renovated Children's Room, on Saturday, December 5th from 10am-8pm.

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Lima Public Library has installed their new Digital Media Lab....with Apple iPads, Kindle Fires, and Google Chromebooks.

Bristol Free Library had a very successful Trunk or Treat program again this year. They invited the Fire Dept. and they brought a truck and a bunch of firefighters in gear to hand out candy!

Perry Public Library would like to thank Pioneer for putting an ad in the Warsaw County Courier on behalf of Dave Bojanowski's Library Champion award.

6. Committee reports- see New Business

Finance Committee Report- Joanna Whelan, Chair

Discussed and approved all of the agenda items referenced under new business.

Personnel Committee Report- Carolyn Lyons, Chair

No report.

Facilities Committee Report- John Lester, Chair

No report.

Ad-hoc Policy Committee Report- Chris Ryan, Chair

No report.

NEW BUSINESS:

1. Approve 2016 Budget: Finance Committee

Motion 116: Mary Ellen Darling moved to approve the 2016 Budget. Carolyn Lyons seconded and the motion carried.

2. Approve 2016 Central Library Budget: Finance Committee

Motion 117: Mary Ellen Darling moved to approve 2016 Central Library Budget: Finance Committee. Carolyn Lyons seconded and the motion carried.

3. Approve EBSCO Novelist 2016 subscription from Central Library Funds in the amount of \$35,085

Finance committee approved the EBSCO Novelist 2016 subscription. This information also went through PLSDAC.

Motion 118: Carolyn Lyons moved to approve the EBSCO Novelist 2016 subscription from Central Library Funds in the amount of \$35,085. Mary Ellen Darling seconded and the motion carried.

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4. Approve Overdrive invoice for deposit of funds to purchase content using Central Library funds in the amount of \$26,594.

Motion 119: Carolyn Lyons moved to approve the Overdrive invoice for deposit of funds to purchase content using Central Library funds in the amount of \$26,594. Christine Ryan seconded and the motion carried.

5. Discuss 2015 Innovative Programming Outreach Grants.

Pioneer awarded \$13,900 in grants to eight libraries to support library programs and services for community members living in poverty.

6. Review By-law Amendments: Policy Committee

Several wording clarifications and bylaw revisions were made to the PLS Board of Trustees Bylaws documents. Revisions will presented to the full Board for approval at the meeting on December 9, 2015.

7. Appoint Nominating Committee for 2016 Slate of Officers: Carolyn Meisel

Motion 119: Carolyn Lyons moved to appoint Ruby Morrison and Pat Edwards to the PLS Nominating Committee for 2016 Slate of Officers. Christine Ryan seconded and the motion carried.

8. Plan December Board Holiday Reception

A sign-up sheet to bring snacks to the December meeting was passed around.

9. Discuss Evaluation of Executive Director: Ron Kirsop

The Executive Director will undergo a 360 evaluation for the success of Pioneer's 2015 Goals. Input will be solicited from the board, staff, leadership committee, and member library directors. Lauren Moore will also complete a self-evaluation. All evaluation forms are due on December 2, 2015 and will be sent to the Personnel Committee.

10. Testimony to Assembly Committee on Libraries and Education Technology

Lauren prepared written testimony to the Assembly Committee on Libraries and Education Technology in support of increased State Aid for libraries.

Reminders:

Next Board Meeting: Wednesday, December 9, 2015

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

12/7/15 at 1:00 pm- **Meeting with Senator Funke (Fairport District Office)**

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

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

(12/9/15 at 6:00 pm- **Policy Committee Meeting (PLSHQ))**

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

12/17/15 at 1:00 pm- **Meeting with Senator Young (Olean District Office)**

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

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Adjourn

MOTION 120: Ruby Morrison moved to adjourn the meeting. Carolyn Lyons seconded and the motion carried. The meeting was adjourned at 5:54 pm.

Respectfully submitted,

Ron Kirsop

Approved on December 9, 2015.