



BOARD MEETING MINUTES

Wednesday, November 20, 2019, 5:00 pm
PLS Headquarters, Canandaigua, NY

PLS Board Members present: Jeffrey Clark, Julie Gruendike, Kathleen Hartness, Subrata Paul, Christine Ryan, and Matthew Sickles. Also in attendance, Incoming Trustee Virginia Keenan; PLS Staff: Cindy Gardner and Ron Kirsop; and PLSDAC Liaison: Renate Goff. Ellen Mitchell and Ruby Morrison were excused, and Merton Bartels was absent.

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:01 pm.

OATH OF OFFICE:

President Christine Ryan administered the oath of office to Subrata Paul, filling an unexpired term vacated by Carolyn Bradstreet ending December 31, 2022.

ADOPTION OF THE AGENDA

MOTION 126: Kathleen Hartness moved to adopt the November 20, 2019 agenda. Jeffrey Clark seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 127: Jeffrey Clark moved to approve the October 16, 2019 minutes. Kathleen Hartness seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

MOTION 128: Kathleen Hartness moved to approve the cash activity report. Matthew Sickles seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 129: Julie Gruendike moved to approve warrants made on October 22, 2019 for the total amount of \$12,934.38; November 5, 2019 for the total amount of \$22,234.17; and November 19, 2019 for the total amount of \$89,624.08. Kathleen Hartness seconded and the motion carried.

MOTION 130: Julie Gruendike moved to approve the October 2019 Year to Date Report. Kathleen Hartness seconded and the motion carried.

2. Executive Director's Report: Ron Kirsop

Ron reported on the October 25 Legislative Breakfast; filling the Automated Services Librarian position; PLSDAC (Pioneer Library System Directors' Advisory Council) Updates regarding a Census Taskforce, the Confidentiality of Records Policy, changes to OWWL2go Selection Committee, an Overdrive pilot program, and the Macmillan Publisher e-book embargo; the NYLA Conference; and a First Book Marketplace grant.

3. Strategic Planning Report: Ron Kirsop

An updated copy of the 2020-2022 Strategic Plan was provided.

4. Central Library Budget Report: Cindy Gardner

MOTION 131: Kathleen Hartness moved to approve the Central Library October 2019 YTD Budget Report. Jeffrey Clark 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

Under New Business.

Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

Policy Committee Report – Ruby Morrison, Chair

No report.

Audit Committee Report – Kathleen Hartness, Chair

No report.

OLD BUSINESS:

1. Approve Confidentiality of Library Records Policy: Ron Kirsop

MOTION 132: Kathleen Hartness moved to approve the Confidentiality of Library Records Policy. Julie Gruendike seconded and the motion carried.

NEW BUSINESS:

1. Approve Assistant Director Position Description: Ron Kirsop

MOTION 133: Jeffrey Clark moved to approve the Assistant Director Position Description. Kathleen Hartness seconded and the motion carried.

2. Discuss Executive Director Evaluation Process: Christine Ryan

The process was discussed and the Personnel Committee will meet December 11, 2019 at 4:30pm to complete the review.

3. Approve 2020 Proposed Budget: Jeffrey Clark

MOTION 134: Kathleen Hartness moved to approve the 2020 Proposed Budget. Julie Gruendike seconded and the motion carried.

4. Approve the 2020 Board Meeting Schedule: Ron Kirsop

MOTION 135: Jeffrey Clark moved to approve the 2020 Board Meeting Schedule. Julie Gruendike seconded and the motion carried.

5. Approve the Reallocated Construction Funds: Ron Kirsop

MOTION 136: Jeffrey Clark moved to approve the Reallocated Construction Funds as proposed. Kathleen Hartness seconded and the motion carried.

6. Appoint Nominating Committee for 2020 Slate of Officers: Christine Ryan

MOTION 137: Jeffrey Clark moved to approve Kathleen Hartness and Matthew Sickles to the Nominating Committee for 2020 Slate of Officers. Julie Gruendike seconded and the motion carried.

7. Discuss 2020 Committee Assignments: Christine Ryan

Christine asked that trustees let her know of committee preferences prior to the December 11, 2019 meeting.

8. Discuss a Resolution in Support of Fair Access to Digital Content: Ron Kirsop

MOTION 138: Matthew Sickles moved to pass a Resolution in Support of Fair Access to Digital Content as proposed. Kathleen Hartness seconded and the motion carried.

9. Discuss Sexual Harassment Training for Board Members: Ron Kirsop

Sexual Harassment Training for the Board is tentatively scheduled for the January 15, 2020 board meeting.

10. Discuss December Board Meeting Snack Sign-up: Ron Kirsop

A Snack Sign-up sheet was shared with Trustees.

11. Discuss Trustee Travel Claims: Cindy Gardner

Trustee Travel Claim sheets were distributed.

12. Approve NYS Retirement 2020 payment \$73,794.00: Ron Kirsop

MOTION 139: Kathleen Hartness moved to approve the NYS Retirement 2020 Annual payment, ck#28573, dated 11/20/19 in the amount of \$73,794.00. Jeffrey Clark seconded and the motion carried.

13. Approve Sale of 2013 Ford Econoline 250 Silver Van: Ron Kirsop

MOTION 140: Kathleen Hartness moved to approve the intent to sell the 2013 Ford Econoline 250 Silver Van using a closed bid process. Jeffrey Clark seconded and the motion carried.

14. Approve Personnel Change Report: Ron Kirsop

MOTION 141: Kathleen Hartness moved to approve the Personnel Change Report. Jeffrey Clark seconded and the motion carried.

Next Meeting:

Next Board Meeting, Wednesday, December 11 , 2019, 5:00pm, Pioneer Library System HQ, Canandaigua, NY

Adjourn

MOTION 142: Kathleen Hartness moved to adjourn the meeting. Julie Gruendike seconded and the motion carried. The meeting adjourned at 6:13 pm.

Respectfully submitted,

Cynthia Gardner

Approved on December 11, 2019.