



BOARD MEETING
Minutes

Wednesday, December 9, 2015, 5:00pm
PLS Headquarters, Canandaigua, NY

PLS Board Members present: Merton Bartels, Pat Edwards, John Lester, Carolyn Lyons, Carolyn Meisel, Ruby Morrison, Christine Ryan, Joanna Whelan. Also in attendance, PLS staff: Lauren Moore, Ron Kirsop, and Cindy Gardner; New Board Member Starting in 2016: Kathy Hartness, and Central Library Director, Chris Finger.

CALL TO ORDER:

Carolyn Meisel called the meeting to order at 5:08p.m.

ADOPTION OF THE AGENDA

Chris Finger will be late; please move the Central Library Plan of Service to the end of the agenda.

MOTION 121: Carolyn Lyons moved to adopt the December agenda. Merton Bartels seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 122: Ruby Morrison moved to approve the minutes of the November 18, 2015 Board Meeting. Pat Edwards 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

Pat Edwards remarked that the spending percentages are low for the special loans for correctional. Cindy explained that all funds have now been encumbered and invoices are expected to clear by the end of the fiscal year.

MOTION 123: John Lester moved to approve the cash activity report. Ruby Morrison seconded and the motion carried.

Approve Warrants (list of bills paid)

MOTION 124: John Lester moved to approve warrants made on November 23, 2015 for the total amount of \$25,474.64 and December 9, 2015 for the total amount of \$86,528.17. Christine Ryan seconded and the motion carried.

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

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Motion 125: Christine Ryan moved to approve the November 2015 Year-To-Date Report. Carolyn Lyons seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren welcomed Kathy Hartness the new Livingston County representative who will be joining the PLS Board in January.

Lauren thanked Carolyn Meisel for her five years of service. This is her last meeting as PLS Board President.

Lauren shared a copy of the PLS Community Connections for Ontario and Wayne County. This is produced by the outreach department for the correctional facilities.

3. Team Goal Report:

Ron reported on several activities that PLS has been carrying out to complete their 2015 goals. Most goals should be completed by the end of the year.

4. Central Library Report:

Motion 126: Joanna Whelan moved to approve the Central Library Nov 30-2015 YTD Budget Report. Ruby Morrison seconded and the motion carried.

5. PLSDAC Liaison's report: Jessica Pacciotti

The PLSDAC representative was unable to attend the meeting. Her report was included in the board packet.

6. Committee reports- see New Business

Finance Committee Report- Joanna Whelan, Chair

No report.

Personnel Committee Report- Carolyn Lyons, Chair

Carolyn Lyons reported that the personnel committee met prior to the meeting.

Facilities Committee Report- John Lester, Chair

No report

Ad-hoc Policy Committee Report- Chris Ryan, Chair

No report.

Nominating Committee

New business.

NEW BUSINESS:

1. Approve 2016 Grants and Fees Document

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Lauren reported that PLS is holding OWWL cost shares steady in 2016, e-rate refunds will be used to offset OWWL costs to libraries. There are also several grants for 2016 including the continuing education grant, innovative programming grants, new technology grants, and local history grants.

Motion 127: Ruby Morrison moved to approve the 2016 Grants and Fees Document. Merton Bartels seconded and the motion carried.

2. Approve Bylaw Revisions

The Board recommended a revision regarding the appointment of a trustee to fill a vacancy to the proposed Bylaw amendments. This revision and some grammatical errors will be made and the Bylaws will be presented for approval at the January Board Meeting.

3. Approve 2016 Slate of Officers

President- Carolyn Lyons
Vice President- John Lester
Treasurer- Joanna Whelan
Corresponding Secretary- Mary Ellen Darling

Motion 128: Christine Ryan moved to approve the 2016 Slate of Officers. Merton Bartels seconded and the motion carried.

4. Discuss 2016 Committee Assignments

Trustees should indicate their committee preferences to Lauren Moore and Carolyn Lyons before the next Board Meeting. Ms. Lyons will assign committees in January based on trustees' preferences.

5. Discuss Central Library Plan of Service

There was a discussion about Geneva Public Library's function as Central Library.

6. Approve 2016 Meeting Schedule

The June PLS Board Meeting will be held in Palmyra.

Motion 129: Joanna Whelan moved to approve the 2016 Meeting Schedule. John Lester seconded and the motion carried.

7. Discuss 2016 NYLA Legislative Agenda

The NYLA Legislative Agenda calls for an increase in state funding equal to education as well as double the amount of funds in New York State construction aid to public libraries.

8. Appoint Jason Jensen to Delivery Driver Position at the rate of \$11/hour

Motion 130: Joanna Whelan moved to appoint Jason Jensen to Delivery Driver Position at the rate of \$11/hour. Pat Edwards seconded and the motion carried.

9. LIBRARY TECHNOLOGY GRANT

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The PLS Technology Grant funded libraries to purchase and install a 1) network switch that will separate public and private networks and/or 2) a Chromebox to use in the library.

9. Move to Executive Session to discuss the performance or employment of an individual.

Motion 131: Carolyn Lyons moved to enter executive session to discuss the performance or employment of an individual. Merton Bartels seconded and the motion carried.

Motion 132: Christine Ryan moved to exit executive session. Pat Edwards seconded and the motion carried.

10. Approve the Executive Director's Performance Review

Motion 133: Ruby Morrison moved to approve the Executive Director's Performance Review. Merton Bartels seconded and the motion carried.

Reminders:

Next Board Meeting: Wednesday, January 13, 2016

12/10/15 **Meeting with Senator Nozzolio** (PLSHQ)

12/22/15 **Meeting with Senator Young** (Olean)

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

Adjourn

MOTION 134: John Lester moved to adjourn the meeting. Christine Ryan seconded and the motion carried. The meeting was adjourned at 6:39 pm.

Respectfully submitted,

Ron Kirsop

Approved on January 13, 2016.

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