



## BOARD MEETING MINUTES

Wednesday, December 11, 2019, 5:00 pm  
PLS Headquarters, Canandaigua, NY

PLS Board Members present: Merton Bartels, , Julie Gruendike, Kathleen Hartness, Ellen Mitchell, Subrata Paul, and Christine Ryan. Also in attendance, PLS Staff: Cindy Gardner and Ron Kirsop; PLSDAC Liaison: Renate Goff; and Incoming 2020 Trustee: Virginia Keenan. Jeffrey Clark, Ruby Morrison and Matthew Sickles were excused.

### **CALL TO ORDER:**

Christine Ryan called the meeting to order at 5:08 pm.

### **ADOPTION OF THE AGENDA**

**MOTION 141:** Kathleen Hartness moved to adopt the December 11, 2019 agenda. Ellen Mitchell seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 142:** Merton Bartels moved to approve the November 20, 2019 minutes. Subrata Paul seconded and the motion carried.

### **COMMUNICATIONS AND REPORTS:**

#### **1. Financial Report: Cindy Gardner**

##### **Approve Cash Activity Report**

**MOTION 143:** Kathleen Hartness moved to approve the cash activity report. Julie Gruendike seconded and the motion carried.

##### **Approve Warrants (List of Bills Paid)**

**MOTION 144:** Ellen Mitchell moved to approve warrants made on December 4, 2019 for the total amount of \$9,733.00; and December 4, 2019 for the total amount of \$26,663.74. Merton Bartels seconded and the motion carried.

**MOTION 145:** Merton Bartels moved to approve the November 2019 Year to Date Report. Kathleen Hartness seconded and the motion Carried.

## **2. Executive Director's Report: Ron Kirsop**

Ron reported on the Evergreen Auto-Renewals; updates on filling the Automated Services Librarian position and the Assistant Director position; Updates regarding a Census Taskforce, the Macmillan Publisher e-book embargo, and the RRLC 2018-2019 Member Value Report.

## **3. Strategic Planning Report: Ron Kirsop**

No report.

## **4. Central Library Budget Report: Cindy Gardner**

**MOTION 146:** Kathleen Hartness moved to approve the Central Library December 11, 2019 YTD Budget Report. Ellen Mitchell seconded and the motion carried.

## **5. PLSDAC Liaison's Report: Renate Goff**

No report.

## **6. Committee reports -**

Finance Committee Report – Jeffrey Clark, Chair

No report.

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:**

## **NEW BUSINESS:**

### **1. Approve 2020 Fees and Grants Document: Ron Kirsop**

**MOTION 147:** Julie Gruendike moved to approve the 2020 Fees and Grants Document. Merton Bartels seconded and the motion carried.

### **2. Approve 2020 Slate of Officers: Nominating Committee – Kathleen Hartness**

**MOTION 148:** Kathleen Hartness moved to approve the 2020 Slate of Officers naming Christine Ryan-President, Jeffrey Clark-Vice President, Julie Gruendike-Treasurer, and Ellen Mitchell-Secretary. Subrata Paul seconded and the motion carried.

### **3. Approve the 2020 Committee Assignments: Chris Ryan**

**MOTION 149:** Ellen Mitchell moved to approve the 2020 Committee Assignments naming Julie Gruendike, chair, Virginia Keenan and Jeffrey Clark with Chris Ryan, ex-officio to the Finance Committee; Ellen Mitchell, chair, Kathy Hartness and Judith McKinney with Chris Ryan, ex-officio to the Personnel Committee; Matt Sickles, chair, Virginia Keenan and Subrata Paul with Chris Ryan, ex-officio to the Policy Committee; and Kathy Hartness, chair with Chris Ryan, ex-officio to the Audit Committee. Merton Bartels seconded and the motion carried.

### **4. Approve Revised Fixed Assets Capitalization Policy: Cindy Gardner**

The revised Fixed Assets Capitalization Policy effective 1/1/20 is tabled until the January 15, 2020 meeting.

### **5. Distribute the 2020 Board Meeting Schedule: Ron Kirsop**

The 2020 Board Meeting Schedule approved at the November 20, 2019 meeting was distributed.

### **6. Approve the Disposal and Sale of Surplus or Donated Items Report: Cindy Gardner**

**MOTION 150:** Kathleen Hartness moved to approve the Disposal and Sale of Surplus or Donated Items Report. Subrata Paul seconded and the motion carried.

### **7. Discuss Executive Director Evaluation: Ellen Mitchell**

**MOTION 151:** Christine Ryan moved to go into Executive Session to discuss the Executive Director's evaluation. Merton Bartels seconded and the motion carried.

**MOTION 152:** Ellen Mitchell moved to come out of Executive Session. Subrata Paul seconded and the motion carried.

Christine Ryan and the Board thanked Out-going Board Member, Merton Bartels for his dedicated work serving on the Pioneer Library System Board for the last five years.

### **Next Meeting:**

**Next Board Meeting, Wednesday, January 15, 2020, 5:00pm, Pioneer Library System HQ, Canandaigua, NY**

**Finance Committee Meeting: January, 2020**

**Personnel Committee Meeting: January, 2020**

### **Adjourn**

**MOTION 153:** Ellen Mitchell moved to adjourn the meeting. The motion carried. The meeting adjourned at 6:10 pm.

Respectfully submitted,  
Cynthia Gardner

Approved on January 15, 2020