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:


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.


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