



BOARD MEETING MINUTES

Wednesday, December 12, 2018, 4:00 pm
Pioneer Library System Headquarters, Canandaigua, NY

PLS Board Members present: Christine Ryan, Carolyn Bradstreet, Kathleen Hartness, Merton Bartels, Carolyn Lyons, Ellen Mitchell, Mary Ellen Darling, and Ruby Morrison. Also in attendance, PLS Staff: Lauren Moore, Cindy Gardner, and Ron Kirsop. Incoming Trustees: Julie Grunenindike and Matthew Sickles. PLSDAC Liaison: Renate Goff. Excused Trustees: Jeffrey Clark

CALL TO ORDER:

Christine Ryan called the meeting to order at 4:12 pm.

ADOPTION OF THE AGENDA

MOTION 124: Ellen Mitchell moved to adopt the December 12, 2018 agenda. Kathleen Hartness seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 125: Kathleen Hartness moved to approve the November 14, 2018 minutes. Carolyn Lyons seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

MOTION 126: Merton Bartels moved to approve the cash activity report. Kathleen Hartness seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 127: Mary Ellen Darling moved to approve warrants made on November 27, 2018 for the total amount of \$57,185.36; and December 12, 2018 for the total amount of \$62,069.06. Ellen Mitchell seconded and the motion carried.

Approve YTD Budget Reports

MOTION 128: Ellen Mitchell moved to approve the YTD budget report. Kathleen Hartness seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren discussed the 2020 Census, Digital Inclusion Coalition, Strategic Planning for Pioneer Library System, the Employee Assistant Program (EAP) for member libraries, the Civic Switchboard Grant, and the NYS Assembly Committee on Library and Education Technology.

3. Team Goal Report: Ron Kirsop

Ron reported on the final staff progress toward our 2018 system priorities.

4. Central Library Budget Report: Cindy Gardner

MOTION 129: Ruby Morrison moved to approve the Central Library Budget Report. Merton Bartels seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Renate reported on events and updates from the Wadsworth Library, Bloomfield Public Library, Arcade Free Library, and Perry Public Library.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

No report.

Personnel Committee Report – Mary Ellen Darling, Chair

New Business.

Policy Committee Report – Carolyn Lyons, Chair

No report.

Audit Committee Report – Kathleen Hartness, Chair

No report.

NEW BUSINESS:

1. Approve the creation of the Digital Literacy Intern position: Personnel Committee

Digital Literacy Curriculum, \$20/hour, 120 hours.

MOTION 130: The Personnel Committee moved to approve the Digital Literacy Intern position at a rate of \$20/hour for a total of 120 hours. Ruby Morrison seconded and the motion carried.

2. Approve the Executive Director's Overnight Travel Requests: Personnel Committee

MOTION 131: The Personnel Committee moved to approve the Executive Director's Overnight Travel Requests. Carolyn Lyons seconded and the motion carried.

3. Approve the Personnel Change Report: Personnel Committee

MOTION 132: The Personnel Committee moved to approve the Personnel Change Report. Ruby Morrison seconded and the motion carried.

MOTION 133: The Personnel Committee moved to thank Raymond “Bill” Dawson for his 25 years of service at the Pioneer Library System. Merton Bartels seconded and the motion carried.

4. Approve the Bed Bug Policy: Lauren Moore

MOTION 134: Merton Bartels moved to approve the Bed Bug Policy. Ruby Morrison seconded and the motion carried.

5. Discuss the PLSDAC Bylaws: Lauren Moore

MOTION 135: Ruby Morrison moved to accept the updates to the PLSDAC bylaws. Carolyn Lyons seconded and the motion carried.

6. Discuss the WiFi Access Policy: Lauren Moore

MOTION 136: Kathleen Hartness moved to approve the WiFi Access Policy. Carolyn Lyons seconded and the motion carried.

7. Approve the 2019 Committee Assignments: Chris Ryan

Standing Committees: Personnel, Finance, Audit, and Policy.

Ad Hoc Committees: Strategic Planning, Construction Grant, and Nominating Committee.

MOTION 137: Ruby Morrison moved to approve the 2019 Committee Assignments. Carolyn Lyons seconded and the motion carried.

8. Approve the Strategic Plan Committee: Chris Ryan

9. Approve \$34,226 emergency payment to Spectrum on 11/28/18: Lauren Moore

MOTION 138: Ruby Morrison moved to approve the \$34,226 emergency payment to Spectrum on 11/28/18. Mary Ellen Darling seconded and the motion carried.

10. Approve the 2019 Grants and Fees Document: Lauren Moore

MOTION 139: Ellen Mitchell moved to approve the 2019 Grants and Fees Document. Merton Bartels seconded and the motion carried.

Next Meeting:

Wednesday, January 9, 2019, 5:00pm, PLSHQ

Reminders:

Digital Equity Summit, Monday, January 28, 11:00 am – 5:00 pm, Cracker Factory in Geneva, NY

Library Advocacy Day, Wednesday, February 27, 2018, Albany

MOTION 140: Carolyn Bradstreet moved to adjourn the meeting. Mary Ellen Darling seconded and the motion carried. The meeting adjourned at 5:06 pm.

Adjourn

Respectfully submitted,

Ron Kirsop

To be approved on January 9, 2019.

DRAFT