



## BOARD MEETING MINUTES

Wednesday, December 13, 2017, 5:00 PM  
Pioneer Library System  
2557 State Route 21, Canandaigua, NY 14424

PLS Board Members present: Christine Ryan, Mary Ellen Darling, Kathleen Hartness, Jeffrey Clark, John Lester, Ruby Morrison, and Merton Bartels. Also in attendance, Virtual Participant: Carolyn Lyons; Incoming Trustee: Carolyn Bradstreet; PLS staff: Lauren Moore, Cindy Gardner, and Ron Kirsop. Ellen Mitchell was excused.

### **CALL TO ORDER:**

Christine Ryan called the meeting to order at 5:04 pm.

### **ADOPTION OF THE AGENDA**

**MOTION 114:** Ruby Morrison moved to adopt the December 13, 2017 agenda. Jeffrey Clark seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 115:** Mary Ellen Darling moved to adopt the November 15, 2017 minutes. Merton Bartels seconded and the motion carried.

### **COMMUNICATIONS AND REPORTS:**

#### **1. Financial Report: Ruby Morrison**

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

**MOTION 116:** John Lester moved to approve the cash activity report. Jeffrey Clark seconded and the motion carried.

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

**MOTION 117:** Merton Bartels moved to approve warrants made on November 29, 2017 for the total amount of \$27,776.87; and December 13, 2017 for the total amount of \$74,868.16. Kathleen Hartness seconded and the motion carried.

##### **Approve YTD Budget Reports**

**MOTION 118:** John Lester moved to approve the YTD Budget Report. Mary Ellen Darling seconded and the motion carried.

## **2. Executive Director's Report: Lauren Moore**

Lauren Moore reported on the wrap up of the second successful Long Island University semester hosted by PLS.

Lauren also reported on the two Harold Hacker grant awarded to PLS from the Rochester Regional Library Council.

Finally, she thanked the board for their support and contributions to her Athena Award nomination.

## **3. Team Goal Report: Ron Kirsop**

Ron Kirsop reported the November/December progress on the PLS 2017 Strategic Priorities. The update highlighted: Lindsay's work with local history collections, the IT department's progress on the iDrive software to backup critical computers; ongoing strategic planning efforts; and an update on Andrea's listening tour with member libraries.

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

**MOTION 119:** Mary Ellen Darling moved to approve the Central Library Budget Report. Ruby Morrison seconded and the motion carried.

## **5. PLSDAC Liaison's Report: Elizabeth Bowlby**

PLSDAC Liaison was unable to attend the meeting.

## **6. Committee reports -**

### Finance Committee Report – Ruby Morrison, Chair

No report.

### Personnel Committee Report – Mary Ellen Darling, Chair

New Business.

### Policy Committee Report – Carolyn Lyons, Chair

New Business.

### Audit Committee Report – John Lester, Chair

New Business.

## **NEW BUSINESS:**

### **1. Approve the Personnel Change Report- Personnel Committee**

Heidi Jensen has been elected town clerk and will be leaving PLS after 16 years of service.

**MOTION 120:** Ruby Morrison moved to approve the Personnel Change Report and accept Heidi Jensen's resignation with regrets. Kathy Hartness seconded and the motion carried.

**Approve the Creation of a Temporary Part-Time Outreach Assistant Position- Personnel Committee**

**MOTION 121:** Mary Ellen Darling moved to approve the creation of a temporary part-time outreach assistant position. Ruby Morrison seconded and the motion carried.

**2. Approve the Executive Director's Overnight Travel Requests- Personnel**

**MOTION 122:** Ruby Morrison moved to approve the Executive Director's Overnight Travel Requests. Merton Bartels seconded and the motion carried.

**3. Approve the Inclusion of the Executive Director in the Paid Family Leave Program- Personnel Committee**

**MOTION 123:** Mary Ellen Darling moved to approve the Inclusion of the Executive Director in the Paid Family Leave Program. Kathleen Hartness seconded and the motion carried.

**4. Approve the Amended Personnel Handbook- Personnel Committee**

**MOTION 124:** Mary Ellen Darling moved to approve the amended Personnel Handbook. Jeffrey Clark seconded and the motion carried.

**5. Approve the Amended Retention and Disposition of Records Policy- Policy Committee**

**MOTION 125:** Kathleen Hartness moved to amend the Retention and Disposition of Records Policy. Ruby Morrison seconded and the motion carried.

**6. Approve the ILL to Correctional Facilities Policy- Policy Committee**

**MOTION 126:** Ruby Morrison moved to approve the ILL to Correctional Facilities Policy. Jeffrey Clark seconded and the motion carried.

**7. Approve the Amended Audit Policy- Audit and Policy Committees**

**MOTION 127:** Ruby Morrison moved to approve the amended Audit Policy. Merton Bartels seconded and the motion carried.

**8. Approve the Amended Procurement Policy- Audit and Policy Committees**

**MOTION 128:** Ruby Morrison moved to approve the amended Procurement Policy. Merton Bartels seconded and the motion carried.

**9. Accept the Bid of Raymond F. Wager, CPA- Audit Committee**

**MOTION 129:** Merton Bartels moved to accept the bid of Raymond F. Wager, CPA. Mary Ellen Darling seconded and the motion carried.

**10. Accept the 2018 Slate of Officers- Nominating Committee**

President: Christine Ryan

Vice President: Ruby Morrison

Treasurer: Jeffrey Clark

Secretary: Mary Ellen Darling

**MOTION 130:** John Lester moved to accept Slate of Officers. Ruby Morrison seconded and the motion carried.

**11. Discuss 2018 Committee Requests- Christine Ryan**

Trustees should email Christine Ryan with the committees they are interested in serving on in 2018.

**12. Approve the 2018 Meeting Schedule**

The January 10, 2018 meeting will be postponed until January 17, 2018.

The board would like to meet on July 11, 2018 rather than in August.

**MOTION 131:** Ruby Morrison moved to approve the 2018 Meeting Schedule. Jeffrey Clark seconded and the motion carried.

**13. Approve the 2018 Grants and Fees Document**

**MOTION 132:** Ruby Morrison moved to approve the 2018 Grants and Fees Document. Jeffrey Clark seconded and the motion carried.

**14. Approve the Updated 2018 Insurance Evaluation**

**MOTION 133:** Kathleen Hartness moved to approve the Updated 2018 Insurance Evaluation. Merton Bartels seconded and the motion carried.

**15. Approve Advantage Companies Inv#24287, \$15,195.00**

**MOTION 134:** John Lester moved to approve Advantage Companies Inv#24287 for the total amount of \$15,195.00. Ruby Morrison seconded and the motion carried.

**Next Meeting:**

**PLS Board Meeting- January 17, 2018**

**Finance Committee Meeting-**

**Reminders:**

Present Senator Helming with Outstanding Support for Libraries Award- Friday, December 15, 2017, 11:00 am, PLSHQ

Send-Off Party and Potluck Luncheon for Heidi Jensen- Friday, December 15, 2017, 12:00 pm, PLSHQ

Senator Young- Thursday, January 11, 2018, Young's Olean Office

Senator Funke- Tuesday, January 16, 2018, 12:00 pm, Victor-Farmington Library

Assemblyman Kolb-Thursday, January 18, 2018, 1:00 pm, Kolb's Geneva Office

Friends Workshop: Getting Started- Friday, January 19, 2018, 12:30 pm, PLSHQ

Senator Gallivan-Thursday, February 8, 12:00 pm, Warsaw Public Library

Chamber Mixer- Tuesday, February 13, 2018, 5:00 pm, PLSHQ

Library Advocacy Day- Wednesday, February 28, 2018, Albany (February 27th NYLA CE Opportunities & NYLIBS-PAC Gala)

Poverty Simulation- Thursday, March 8, 2018, Wayne-Finger Lakes BOCES, Newark, NY, 8:45 am - noon

**MOTION 135:** John Lester moved to adjourn the meeting. Merton Bartels seconded and the motion carried. The meeting was adjourned at 6:02pm.

### **Adjourn**

Respectfully submitted,

Ron Kirsop

Approved on January 17, 2018.