



BOARD MEETING MINUTES

Wednesday, December 14, 2016, 5:00pm
Pioneer Library System, Canandaigua, NY

PLS Board Members present: Carolyn Lyons, John Lester, Merton Bartels, Mary Ellen Darling, Kathleen Hartness, Ruby Morrison, Christine Ryan, and Joanna Whelan. Pat Edwards was excused. Also in attendance, PLS staff: Lauren Moore, Ron Kirsop, and Cindy Gardner; PLSDAC Liaison, Melissa Correia.

CALL TO ORDER:

Carolyn Lyons called the meeting to order at 5:04pm.

ADOPTION OF THE AGENDA

MOTION 125: Christine Ryan moved to adopt the December 14, 2016 agenda. Merton Bartels seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 126: Joanna Whelan moved to approve the November 9, 2016 Board Minutes. Merton Bartels seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Joanna Whelan

Approve Cash Activity Report

MOTION 127: Merton Bartels moved to approve the cash activity report. Joanna Whelan seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 128: Kathleen Hartness moved to approve warrants made on November 30, 2016 for the total amount of \$115,621.82, and December 14, 2016 for the total amount of \$104,766.22. Christine Ryan seconded and the motion carried.

Approve YTD Budget Reports

MOTION 129: Kathleen Hartness moved to approve the YTD Budget Report. Ruby Morrison seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

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Lauren reported that PLS awarded over \$22,000 in grants to member libraries to purchase innovative technology that will enable libraries to offer a new service or experience to their patrons.

Lauren also mentioned the in-district legislative visits with Assemblyman Errigo, Oaks, Gallivan, and Kolb. So far they have all gone well.

3. Team Goal Report: Ron Kirsop

Ron reported on the team progress in the areas of local history, training, and library planning. Although 2016 is coming to a close, many of these projects will continue in 2017.

4. Central Library Budget Report: Lauren Moore

MOTION 130: Ruby Morrison moved to approve the November 30, 2016 YTD Central Library Budget Report. John Lester seconded and the motion carried.

5. PLSDAC Liaison's Report: Melissa Correia

Melissa highlighted library news from Walworth, Wood, Caledonia, Arcade, Bloomfield, Perry, and Clifton Springs.

6. Committee reports -

Finance Committee Report - Joanna Whelan, Chair

Discussion.

Personnel Committee Report - Mary Ellen Darling, Chair

No report.

Policy Committee Report - Chris Ryan, Chair

No report.

Audit Committee Report - John Lester, Chair

No report.

Construction Grant Committee Report

No report.

LTA Liaison Report

No report.

OLD BUSINESS:

NEW BUSINESS:

1. Accept Resignation of Pat Edwards

MOTION 131: Ruby Morrison moved to accept the resignation of Pat Edwards. Christine Ryan seconded and the motion carried.

2. Approve the Executive Director's Overnight Travel Requests

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MOTION 132: Ruby Morrison moved to approve the Executive Director's overnight travel requests. Mary Ellen Darling seconded and the motion carried.

3. Approve the 2017 Central Library Budget

MOTION 133: Mary Ellen Darling moved to approve the 2017 Central Library Budget. Merton Bartels seconded and the motion carried.

4. Approve Payment to EBSCO

MOTION 134: Ruby Morrison moved to approve payment to EBSCO. Christine Ryan seconded and the motion carried.

5. Approve Payment to NYSLRS

MOTION 135: Ruby Morrison moved to approve payment to NYSLRS. Merton Bartels seconded and the motion carried.

6. Approve 2017 Meeting Schedule

MOTION 136: John Lester moved to approve 2017 meeting schedule. Christine Ryan seconded and the motion carried.

7. Approve 2017 Grants and Fees Document

MOTION 137: Mary Ellen Darling moved to approve 2017 Grants and Fees document. Merton Bartels seconded and the motion carried.

8. Discuss 2017 Committee Requests

Board members will submit committee requests to Christine Ryan, and she will assign committees at the January 2017 board meeting.

9. Outreach Coordinator Position

Pat Finnerty resigned from her position as Outreach and Youth Services Coordinator effective December 29, 2016. The position will now be changed to Library Outreach and Training Coordinator. Lauren is working on developing a job posting and will be interviewing for the position in early January.

MOTION 138: Ruby Morrison moved to approve the Outreach and Training Coordinator Position. Christine Ryan seconded and the motion carried.

10. Amend Plan of Service

Two small amendments have been made to the Plan of Service in the areas of Adult Literacy and communication from the system to member libraries.

MOTION 139: John Lester moved to amend the Plan of Service. Merton Bartels seconded and the motion carried.

Next Meeting:

PLS Board Meeting - Wednesday, January 11, 2017, 5:00pm, PLSHQ

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Reminders:

Meeting with Senator Gallivan- Monday, January 3, 2017, Livingston County Office Building

Meeting with Assemblyman Kolb- Thursday, January 12, 2017, Geneva District Office

Board Basics- Thursday, February 9, 2017, Newark Public Library

Board Basics- Monday, February 13, 2017, Lima Public Library

Library Advocacy Day- Wednesday, March 1, 2017, Albany (February 28th NYLA CE Opportunities & NYLIBS-PAC Gala)

MOTION 140: Ruby Morrison moved to adjourn the meeting. Christine Ryan seconded and the motion carried. The meeting was adjourned at 5:52pm.

Respectfully submitted,

Ron Kirsop

Approved on January 11, 2017.

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