

**Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, January 8, 2014
Pioneer Library System, Canandaigua, New York**

PLS Board members Mary Ellen Darling, Pat Edwards, John Lester, Carolyn Lyons, Anne Mancilla, Carolyn Meisel, Christine Ryan, Pic Schade, Joanna Whelan. Also in attendance PLS staff Cassie Guthrie, Lauren Moore, Cindy Gardner, and Ron Kirsop; Chris Finger, Central Library Representative, and Sandra Hylan, PLSDAC liaison.

PLS Board President Carolyn Meisel called the meeting to order at 5:03 p.m. She then administered Oaths of Office to new trustees Mary Ellen Darling and Pat Edwards.

Carolyn asked if there were any additions to the revised agenda distributed before the meeting. The revised agenda added two new business items: 1) the appointment of Christine Ryan to the PLS Board and 2) Continuing Education Grant.

MOTION 1: Joanna Whelan made a motion to adopt the revised agenda. Anne Mancilla seconded and the motion passed unanimously.

Carolyn asked if there were any additions or corrections to the minutes of the December 11, 2013 meeting. There were none.

MOTION 2: Joanna Whelan made a motion to approve the December 11, 2013 minutes. Pic Schade seconded and the motion passed unanimously.

Communications and Reports:

1. Financial Report

Cindy Gardner referred to the cash report ending December 31, 2013. The end of the year cash balance is higher than expected because some of the budget lines were not expended, including Time Warner, website consultant fees, and the Senator Nozzolio Grant. Cindy is in the process of finalizing 2013 budget carryovers and the year-end budget report.

MOTION 3: Carolyn Lyons made a motion to accept the financial report as submitted. Pic Schade seconded and the motion passed unanimously.

2. Directors' Reports

Cassie Guthrie reported that she and Lauren Moore having been working to develop the new PLS team structure.

Lauren Moore reported that extra NYS Construction Aid funds were made available to PLS and were distributed to Wood Library and Geneva Public Library, as per the PLS Facilities Committee's 2013 recommendation for distribution should this occur.

Chris Finger, Central Library representative, reported that the Central Library has been spending down 2013 CLDA and CBA funds and wrapping up the Central Library's year-end reporting.

3. PLSDAC Liaison's Report

Sandra Hysten, PLSDAC liaison, had no additional report.

4. Committee Reports - see New Business #5

5. Other (none)

Old Business: (none)

New Business:

1. Appointment of Christine Ryan to PLS Board

Christine Ryan, of Avon in Livingston County, was appointed by the library system board of trustees to fill the unexpired term of Pat Lind until the next annual election (10/8/14).

MOTION 4: Anna Mancilla made a motion to appoint Christine Ryan to the PLS Board of Trustees. Joanna Whelan seconded and the motion passed unanimously.

Carolyn Meisel administered the Oath of Office to Christine Ryan.

2. Continuing Education/Conference Grant Committee

Ron Kirsop, PLS Consultant Librarian, presented information about the 2014 PLS Continuing Education Grant, which will make \$20,000 in conference grants available to PLS member library staff. Grants will be awarded by a committee consisting of Ron Kirsop, a PLS Trustee, and a member library director. Carolyn Lyons volunteered to join the Continuing Education Grant Committee.

3. Approve 2014 Central Library Budget

Cassie Guthrie noted that the 2014 Central Library Budget has already been approved by the Central Library Advisory Committee (CLAC) and the Geneva Public Library Board. The final step in the process is PLS Board approval. Chris Finger reported that the 2014 budget includes reduced funding to print non-fiction and reference and increased e-book funding.

MOTION 5: Joanna Whelan made a motion to approve the 2014 Central Library Budget. Chris Ryan seconded and the motion passed unanimously.

MOTION 6: Joanna Whelan made a motion to accept the 2013 Central Library Year-to-Date Report. The motion was seconded and passed unanimously.

4. Conflict of Interest Policy Statement

Signed 2014 Conflict of Interest Policy Statements were collected from each PLS Trustee.

5. Updates for 2014 Trustee Bios

Trustees were asked to submit any changes in their biographies to Cassie.

6. Results of the 2013 System Satisfaction Survey

Lauren Moore presented the results of the 2013 System Satisfaction Survey, which gives member library directors the opportunity to provide feedback about PLS's progress toward

the goals outlined in its 2012-2016 Plan of Service. Results were predominantly favorable and generally consistent with 2012 results.

There was discussion about several areas of the survey, including ways in which it might be made clearer for respondents in the future.

7. Draft PLS 2014 Goals and Objectives

Cassie Guthrie distributed a chart representing PLS Teams and 2014 Goals. Each of the six teams (Administration, PR & Advocacy, Public Library Development, Library Technology, Communication, and Staff and Program Development) has developed goals for 2014, and accompanying measurable objectives are currently under development. Cassie predicts that the Communication Team will play an especially important role in 2014 to make sure that all teams work effectively to deliver quality services.

MOTION 7: Anne Mancilla made a motion to approve the 2014 PLS Goals. Chris Ryan seconded and the motion passed unanimously.

Other:

Board Development:

Reminders:

Next Regular Meeting:

The next regular meeting is Wednesday, February 12, 2014 at 5 p.m. at PLS Headquarters, Canandaigua.

The Finance Committee will meet Wednesday, February 12, 2014 at 4 p.m. at PLS Headquarters.

MOTION 8: John Lester made a motion to adjourn, and the meeting was adjourned at 5:56 p.m.

Respectfully submitted,

Lauren Moore
Approved February 12, 2014