

**Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, February 12, 2014
Pioneer Library System, Canandaigua, New York**

PLS Board members: Mary Ellen Darling, Pat Edwards, John Lester, Carolyn Lyons, Carolyn Meisel, Christine Ryan, Pic Schade, Joanna Whelan; Excused: Anne Mancilla. Also in attendance PLS staff: Cassie Guthrie, Lauren Moore, and Cindy Gardner; Sandra Hylen, PLSDAC liaison.

PLS Board President Carolyn Meisel called the meeting to order at 5:00 p.m.

Carolyn Meisel asked if there were any additions to the agenda. She requested the addition of New Business item #4, "Board Packet via Email."

MOTION 9: Carolyn Lyons moved to adopt the agenda as amended. Joanna Whelan seconded and the motion carried.

Carolyn Meisel asked if there were any additions or corrections to the minutes. She requested the following corrections and additions:

- New Business #1: Christine Ryan, of Avon in Livingston County, was named by the library system board of trustees to fill the unexpired term of Pat Lind until the next annual election.
- New Business #6: 36 libraries participated in the System Satisfaction Survey.
- Directors' Reports: As reported in Lauren Moore's Activity Report, an extra \$26,250 in NYS Construction Aid funds were made available to PLS

Carolyn Meisel also requested the following language when reporting Board actions, "Trustee X moved to Trustee Y seconded, and the motion carried."

MOTION 10: Chris Ryan moved to approve the minutes of the January 8, 2014 meeting as corrected. Joanna Whelan seconded and the motion carried.

Communications and reports:

1. Financial report

Cindy Gardner reported that PLS received and distributed 2014 Wayne and Ontario County Funding.

MOTION 11: Pat Edwards moved to accept the financial report as submitted. Pic Schade seconded and the motion carried.

2. Directors' reports

Cassie Guthrie presented her Director's report in its new format, which lists activities relating to PLS team goals as approved by the PLS Board at its January 2014 meeting.

She reported that the Advocacy Day bus is almost full. This year, New York libraries are advocating for the legislature to restore the governor's proposed 4% cut to library funding.

Some of the furniture for the PLS collaborative workspace, funded by a portion of the Budget Aid Senator Nozzolio secured for the System, arrived today. The space will be available for meetings of member library staff, member library staff / trustee consultations, and other collaborative system activities.

Cassie was a speaker at the Ontario Library Association Super Conference and was able to participate in valuable workshops which will enhance PLS training for its member libraries.

Cassie has been distributing flash drives loaded with Jerry Nichols' webinars to library trustees during Roles and Responsibilities of Library Trustees consultation sessions.

Cindy Gardner and Lauren Moore hosted an Annual Report workshop, which received positive evaluations.

Lauren Moore reported that PLS is seeking quotes from contractors to install audio/visual equipment in the large meeting room and board room so that PLS trainings and meetings can be filmed and streamed.

3. PLSDAC Liaison's report

Sandra Hylan had no additional report.

4. Committee reports- see New Business

5. Other (none)

Old Business: (none)

New Business:

1. Approve 2013 Budget Amendments and Year End Report

Pic Schade, Chair of the Finance Committee, delivered the report of the February 12, 2014 Finance Committee meeting. The Finance Committee recommended the approval of 2013 Budget Amendments and Year End Report and the 2014 Amended Budget.

The 2014 budget assumes flat funding. There was a discussion about the 58% cash flow reserve which ensures the availability of operating funds until state aid is received.

***Pioneer Library System Mission:
To improve and expand library service through
leadership, education, advocacy and enhanced resource sharing***

MOTION 12: Pic Schade moved to approve the 2013 Budget Amendments and accept the 2013 Actual Year-to-Date Report. John Lester seconded, and the motion carried.

2. Approve 2014 Amended Budget

MOTION 13: Pic Schade moved to approve the 2014 Amended Budget. Joanna Whelan seconded, and the motion carried.

3. Approve 2014 Coordinated Outreach Services Advisory Council (COSAC) Appointments

COSAC is a council of community members representing the needs of targeted outreach populations. The council helps decide how System outreach funds are spent. Debra Tuckerman has been named to begin her second three-year term.

MOTION 14: Carolyn Lyons moved to approve 2014 COSAC Appointments. John Lester seconded, and the motion carried.

4. Board Packet via Email

Mary Ellen Darling suggested that Board documents could be distributed via an electronic method to save time and funds. DropBox was suggested as an appropriate tool and the Board agreed. Next month's Board packet will be distributed in paper and electronically. PLS staff will offer DropBox training at the March meeting.

Other:

Board Development:

Lauren Moore presented information about the Impact Survey and the Edge Initiative.

Next regular meeting:

The next regular meeting is Wednesday, March 19, 2014 at 5 p.m. at PLS Headquarters, Canandaigua.

The Personnel Committee will meet Friday, February 28th at 2 p.m. in Avon or Lima.

MOTION 15: Joanna Whelan moved to adjourn the meeting. The meeting was adjourned at 5:51p.m.

Respectfully submitted,

Lauren Moore
Approved March 19, 2014