

**Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, March 19, 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, Ron Kirsop, Lauren Moore, and Cindy Gardner; Leah Hamilton, PLSDAC liaison; Chris Finger, Central Library

Call to order

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

Carolyn Meisel asked if there were any additions to the agenda. She requested that New Business #1 be moved to just after Approval of Minutes of the February 12th meeting to accommodate the auditor.

MOTION 16: Mary Ellen Darling 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. There were none.

MOTION 17: Joanna Whelan moved to approve the minutes of the February 12, 2014 meeting. Pat Edwards seconded and the motion carried.

New Business:

1. Approve Auditor's Report & 990

Missy Empey, of Bonn, Dioguardi & Ray, LLP, presented the results of PLS's 2013 audit. There were no findings, and results were consistent with 2012.

The tax return (990) accurately reflects the System's 2013 financial statement.

MOTION 18: Joanna Whelan moved to approve Independent Auditors' Report as of December 31, 2013 with 2012 comparable figures. John Lester seconded and the motion carried.

MOTION 19: Chris Ryan moved to approve the Pioneer Library System's Form 990 for 2013. Carolyn Lyons seconded and the motion carried.

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

Communications and reports:

Financial report

Cindy Gardner reported that on February 25, 2014, PLS paid the 8 month arrear invoices to Time Warner (\$48,000); the arrears were due to inaccurate invoicing by Time Warner. Time Warner invoices are now appropriate and payable. March expenditures also include pass-through funds paid to OverDrive.

MOTION 20: Mary Ellen Darling moved to accept the financial report as submitted. Joanna Whelan seconded, and the motion carried.

2. Directors' reports

Cassie Guthrie presented her Director's Report in its new format, which includes an executive summary and team reporting.

Several PLS staff members attended the Public Library Association Conference in Indianapolis and participated in workshops with direct applicability to our work with member libraries.

Chris Finger reported on Central Library activities. He has created seven instructional videos to assist patrons in downloading materials through Owwl2Go. The videos are available on YouTube.

3. PLSDAC Liaison's report

Leah Hamilton reported that on February 19th, the Phelps Library opened its STEAM (Science, Technology, Engineering, Arts, and Math) Lab. The space includes a 3d printer, scanner, mat cutter, easels, laptops, tablets, scientific equipment, sewing machines, and more. The space was funded with \$10,000 in Bullet Aid from Senator Nozzolio. The library is using the space to support the school curriculum, collaborate with community groups to offer Teen Arts programming, and is currently involving local enthusiasts to develop a program series for adults.

4. Committee reports- see New Business

5. Other (none)

Old Business: (none)

New Business:

2. Assurance for 2013 System Annual Report ("Projected 2014 Budget Summary")

Cassie Guthrie presented the financial segment of the Pioneer Library System's 2013 Annual Report. Figures in projected budget match the 2014 Amended Budget approved at the February board meeting.

Cindy explained the total miscellaneous expenses line (\$104,000) and the repeating groups figure.

MOTION 21: Mary Ellen Darling moved to assure the review and acceptance of the Pioneer Library System's Annual Report Budget Summary for 2014. Pic Schade seconded, and the motion carried.

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

3. Assurance for 2013 System Annual Report

The assurance document explains the work PLS has done in support of its Plan of Service.

MOTION 22: Joanna Whelan moved to assure the Pioneer Library System operated under its current Plan of Service and the 2013 Annual Report was reviewed and accepted. Pat Edwards seconded, and the motion carried.

4. Personnel Committee Report/Changes to PLS Staff Policies Handbook

Committee Chair Carolyn Lyons reported that the Personnel Committee met on February 28, 2014 to discuss proposed revisions and updates to the Pioneer Library System Staff Policies Handbook. Revisions were suggested by HR Works, the firm hired by PLS to provide updates to employment-related policies. The PLS staff Personnel Committee reviewed and approved the changes.

MOTION 23: The Personnel Committee recommends that the board approve the revisions to the Pioneer Library System Policies Handbook. Mary Ellen Darling seconded, and the motion carried.

Other:

Board Development:

Ron Kirsop helped trustees use Dropbox to access future board packets.

Next regular meeting:

The next regular meeting is Wednesday, June 11, 2014 at 5 pm at the Stevens Memorial Library, Attica, NY.

MOTION 24: Joanna Whelan moved to adjourn the meeting. The meeting was adjourned at 6:01.

Respectfully submitted,
Lauren Moore
Approved June 11, 2014