

**Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, June 11, 2014
Stevens Memorial Library, Attica, New York**

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

Library Director, Nancy Burns, gave a tour of the Stevens Memorial Library and shared architectural plans to expand the library building.

Call to order

PLS Board President Carolyn Meisel called the meeting to order at 5:10pm.

Carolyn Meisel asked if there were any additions to the agenda. Cassie Guthrie clarified that under New Business #2, the agenda should state "Review cash management investment policy." She also indicated that Sharon Stanley has been appointed the new PLSDAC Liaison.

MOTION 25: Joanna Whelan moved to adopt the agenda as amended. Carolyn Lyons seconded and the motion carried.

Carolyn Meisel asked if there were any additions or corrections to the minutes. She stated that under Financial Report, the minutes should make clear that arrears were due to inaccurate invoicing by Time Warner.

MOTION 26: Joanna Whelan moved to approve the minutes of the March 19, 2014 meeting as corrected. Pat Edwards seconded and the motion carried.

Communications and reports:

1. Financial report: Cindy Gardner

Cindy Gardner referred to the First Quarter Year to Date Budget Summary. PLS is waiting for Livingston County funding which will be distributed to Livingston County libraries. In response to a question, she clarified that PLS carries an operating fund balance to cover the funding delay during the first months of the calendar year.

In response to a request for clarification, Cindy Gardner explained that Form 471 refers to E-Rate reimbursement. The FCC partially reimburses the cost of telephone and internet service to schools and libraries. PLS files the E-Rate reimbursement forms on behalf of the 42 member libraries for internet service. The rebate offsets OWWL costs.

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Cindy Gardner distributed flash drives containing a PDF of the 2014 PLS Budget Kit.

MOTION 27: Pic Schade moved to accept the financial report as submitted. Mary Ellen Darling seconded, and the motion carried.

2. Director's report: Cassie Guthrie

Cassie Guthrie shared that voters approved all 21 proposed library budget increases.

Ron Kirsop reported on the progress of the System-wide rollout of the Impact Survey. Ron Kirsop developed an advertising kit to help libraries promote the survey and designed Facebook ads that were targeted to reach community members in PLS's four counties. Every library in the System is participating. So far, almost 600 people have completed the survey.

Lauren Moore reported that last year's New York State Construction Aid recipients received official notice this morning from the Division of Library Development that their grant applications were approved by the Dormitory Authority of the State of New York. This year's grant applications will be due on August 16th. Ten libraries have indicated their intent to apply for construction grants this year.

Cassie Guthrie invited trustees to the Pioneer Library System's Open House on July 17th. The event will include tours of facility, including the collaborative workspace, a chance to meet staff, and have your picture taken with PLS Mascot, Booker.

Cassie Guthrie briefly reviewed her assessment of the library system's mid-year progress toward 2014 team goals as approved by the Pioneer Library System Board of Trustees on January 8, 2014. She noted that the Communication Team was able to work with library consultant Sandra Nelson in May to meet the "evaluate current communication methods" goal.

3. Central Library report: Chris Finger

Chris Finger reported on a Central Library pilot project to expand Central Library training to include computer basics and social media instruction. The Central Library Advisory Committee selected five libraries, Clyde, Victor, Warsaw, Red Jacket, and Wadsworth, to serve as host sites for the project.

4. PLSDAC Liaison's report: Sharon Stanley

Sharon Stanley was appointed PLSDAC Liaison on June 6th. She reported on the events of three libraries not included in the Liaison's report. Livonia is selecting an architect for an upcoming renovation project expected to begin in 2015; Bristol Library raised funds and solicited community feedback at the Bristol Fun Day; and the Sodus Community Library completed a six-week Digital Literacy course for beginning computer users in collaboration with the Literacy Volunteers of Wayne County and the Sodus Central School District.

5. Committee reports- see New Business

6. Other (none)

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Old Business: (none)

New Business:

1. Approve Free Direct Access Plan

Cassie Guthrie explained that the Free Direct Access Plan is part of PLS's Plan of Service. The plan had not been updated since 1999. The draft was reviewed by the PLS Board in June 2013, by library directors at the August 2013 System Meeting, and by OWWLAC in August 2013. The plan was then distributed to member library boards for approval; 40 of 42 member library boards approved the plan.

The "serious inequities and hardship" provision would give member library boards the ability to restrict some services to residents of municipalities that do not provide financial support to the library and represent more than 10% of the library's use statistics. Within the Pioneer Library System, only two libraries are currently experiencing such usage.

MOTION 28: Chris Ryan made a motion to approve the Free Direct Access Plan. Pic Schade seconded, and the motion carried.

2. Policy Inventory

Lauren Moore reported on the Administration Team's efforts to inventory System policies, identifying which should be reviewed, revised, and revoked. She recommended that the Cooperative Collection Development Plan and Last Copy Policy be revoked because they do not reflect current System practices and are unenforceable. She also recommended that the Board revoke the Acceptable Use/Internet Safety Policy because it refers to the public's use of public access computers, and the System does not provide public access computing. The System does adhere to all CIPA filtering requirements for E-Rate reimbursement.

MOTION 29: Joanna Whelan made a motion to revoke the Cooperative Collection Development Plan, Last Copy Policy, and Acceptable Use/Internet Safety Policy. Mary Ellen Darling seconded and the motion carried.

Lauren Moore provided a brief overview of the Cash Investment Management Policy and the Conflict of Interest Policy which were revised and adopted under the advisement of the auditor in 2009. She also shared the Confidentiality of System Records Policy which acknowledges the System's obligation to adhere to New York Civil Practice Law section 4509, pertaining to library circulation records. She recommends that the Board review these three policies and approve them with any necessary revisions in September.

3. Discussion of Annual Dinner Sites

Cassie Guthrie provided an update on the PLS Annual Meeting which will be held on October 8, 2014 in Ontario County this year. She investigated a tent at the New York Wine and Culinary Center as a possible option, but determined that the space will not be practical for an event of this size in October. She is also exploring the possibility of hosting the event at Bristol Harbor. In the meantime, Inn on the Lake has reserved the date for us.

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Other:

Next regular meeting:

The next regular meeting is Wednesday, September 17, 2014 at 5pm at PLS Headquarters, Canandaigua, NY.

MOTION 30: Chris Ryan moved to adjourn the meeting. The meeting was adjourned at 5:57.

Respectfully submitted,

Lauren Moore

Approved September 17, 2014