

**Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, September 17, 2014
Pioneer Library System, Canandaigua, New York**

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

Call to order

PLS Board President Carolyn Meisel called the meeting to order at 5:02 pm.

Carolyn Meisel asked if there were any changes to the agenda. There were none.

MOTION 35: Joanna Whelan moved to adopt the agenda. Pat Edwards seconded and the motion carried.

Carolyn Meisel asked if there were additions or corrections to the June 11, 2014 minutes.

Carolyn Meisel clarified that the date indicating the next board meeting was listed as September 19, 2014 and should be changed to September 17, 2014.

MOTION 36: John Lester moved to approve the minutes of the June 11, 2014 meeting as corrected. Christine Ryan seconded and the motion carried.

Carolyn Meisel asked if there were additions or corrections to the special June 25, 2014 board meeting. There were none.

MOTION 37: Christine Ryan moved to approve the minutes of the special June 25, 2014 meeting as corrected. Joanna Whelan seconded and the motion carried.

Communications and reports:

1. Financial report: Cindy Gardner

Cindy Gardner reported on the cash activity from June 4 through September 10, 2014. PLS has received all state aid minus 10% of LSA funds. The final 10% is contingent on any variances being filed. These funds should be available by the end of 2014.

The 90% of LSA funds received have been distributed to member libraries. The final 10% will be paid to libraries once it is received by PLS.

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Cindy Gardner asked for questions regarding the six months year to date report. There were none.

MOTION 38: Joanna Whelan moved to accept the financial report as submitted. Carolyn Lyons seconded, and the motion carried.

2. Interim Director's report: Lauren Moore

Lauren Moore asked for comments regarding the Team Reports. Carolyn Meisel had a spelling correction for Annie Chwiecko's name.

Lauren Moore reported on the Fall Support Staff workshop that was held Friday, September 12, 2014. The workshop, Moore commented, went very well and had over 50 participants. Several email messages from member libraries were sent to PLS commenting on the success of the workshop. These messages have been added to the board packet. Christine Ryan also commented that staff from the Avon Free Library had an excellent time at the event.

Ron Kirsop reported on the September System Meeting topic, User Experience for Every Library, its relation to user research, and the increased requests from member libraries in the assistance in the development and implementation of community surveys since the presentation.

Lauren Moore thanked all system staff for their amazing work during the last few months when PLS has been short-staffed. Moore also commented that there have been no reports from member libraries noticing a disruption in service.

Lauren Moore mentioned that PLS has found a potential Ontario County trustee for the PLS board and a Wayne County trustee is still needed. Pic Schade commented that Patricia Baynes has a list of four names for possible Wayne County trustees. Moore will follow up with Baynes regarding the list.

3. Central Library report: Chris Finger

Finger reported on the Central Library's pilot computer class project and the classes taking place in Red Jacket, Clyde, Warsaw, Victor, and Wadsworth. Four classes are offered at each location. The classes have been going well and have been receiving encouraging feedback. Finger hopes to continue and expand the training project.

Cindy Gardner reported on the slight increase in state aid to the Central Library budget. The discussion needed regarding those funds was originally scheduled for the August CLAC meeting; however, there was not a quorum at that meeting. Discussions have been tabled until the next CLAC meeting.

4. PLSDAC Liaison's report: Sharon Stanley

Sharon Stanley reported appreciation from member libraries in having the Family Literacy Grant paid programming provided by PLS that Pat Finnerty coordinated.

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Stanley also praised PLS for the availability of Adam Keuer to visit libraries and support their technology needs. Stanley commented on how the libraries have wanted this service for a long time and are happy that PLS created this position giving them an opportunity to receive expert assistance.

5. Committee reports- see New Business

6. Other (none)

Old Business: (none)

New Business:

1. Accept the resignation of Anne Mancilla

Carolyn Meisel asked if the board has the ability to Skype trustees into a meeting for participation. Joanna Whelan answered this question by stating that the Geneva board had a similar question and attorney Bob Schofield stated it is a breach of open meetings law and while a trustee may observe the meeting taking place they would not be able to cast a legal vote.

MOTION 39: Carolyn Lyons made a motion to accept the resignation of Anne Mancilla. Pat Edwards seconded, and the motion carried.

2. Appoint Secretary to complete Anne Mancilla's 2014 term

Carolyn Meisel asked for a volunteer to complete Anne Mancilla's 2014 term as Secretary. Chris Ryan volunteered to take on Secretary responsibilities.

MOTION 40: Joanna Whelan made a motion to appoint Christine Ryan as Secretary to complete Anne Mancilla's 2014 term. John Lester seconded, and the motion carried.

3. Approve Family Literacy Grant Report

Lauren Moore outlined the Family Literacy Grant from NYS which was administered by Pat Finnerty from PLS. The funds were used to secure performers for summer reading events. PLS is currently in the second year of this three year grant.

MOTION 41: Joanna Whelan made a motion to approve the Family Literacy Grant report. Christine Ryan seconded, and the motion carried.

4. Approve Adult Literacy Grant Report

Lauren Moore outlined how the Adult Literacy Grant funds a portion of the JOBNOW database. This database provides support for adult education, resume writing, and cover letter review.

MOTION 42: Carolyn Lyons made a motion to approve the Adult Literacy Grant Report. Pic Schade seconded, and the motion carried.

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5. Approve the 2015-2016 Holiday Schedule

Lauren Moore reported that the approval is for the 2015-2016 holiday schedules. Staff were able to discuss and agree upon the floating holidays included in this schedule.

MOTION 43: Pic Schade made a motion to approve the 2015-2016 Holiday Schedule. Pat Edwards seconded, and the motion carried.

6. Facilities Committee Report from John Lester, Chair Construction Grant Award Recommendations

John Lester discussed the details of the Facilities Committee meeting. Allens Hill withdrew their application due to lack of funds. Six libraries were awarded funding. Bliss and Clifton Springs were awarded the full amount of their requests because they do not have a recent history of receiving construction grant funds. The remaining funds were distributed proportionally among Geneva, Palmyra, Wadsworth, and Wood, which have all been recent recipients of construction grant funds.

Christine Ryan commented that the title of this committee report needs to be changed from "Personnel Committee" to "Facilities Committee."

Lauren Moore said that all libraries have submitted the appropriate paperwork and it will be submitted Thursday, September 18, 2014.

MOTION 44: Carolyn Lyons made a motion to accept the Construction Grant award recommendations from the Facilities Committee. Pic Schade seconded, and the motion carried.

7. Search Committee Report from Carolyn Meisel, Chair Appoint PLS Executive Director

Carolyn Meisel commented on her enjoyment with working on the search committee for the next PLS Executive Director. Joanna Whelan thanks Cindy for assisting in the search.

The Search Committee happily announced their selection of Lauren Moore as the next Executive Director of the Pioneer Library System. Carolyn Meisel read the letter from the State Library approving Lauren Moore's credentials for appointment as the PLS Executive Director.

MOTION 45: Joanna Whelan made a motion to appoint Lauren Moore to the position of Executive Director. Pic Schade seconded, and the motion carried.

8. Finance Committee Report from Pic Schade, Chair Approve 2014 Budget Amendments

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Pic Schade reported increases in 2014 revenues of \$10,000 state aid and a \$40,000 member item grant from Senator Nozzolio. NYS Construction funds received in 2014 were for 2013 expenses. A savings of \$27,000 in the NYS Retirement budget line will also be realized due to two staff retirements at the end of 2013.

The proposed major amendments are \$55,000 to replenish the Capital Reserve that was depleted last year with the roof and HVAC Construction; increasing the Vehicle Reserve to \$58,000 toward van replacements for 2016, 2018, 2019, and 2020; and Increasing Computer Replacement Reserve to \$84,500. The final reserve will allow PLS to invest in onsite Evergreen servers in 2017 and locally managed Sonic Walls for member libraries in 2016, in accordance with PLS's newly revised Technology Plan.

Lauren Moore explained that the maintenance of Sonic Walls can be more efficiently handled in-house than contracting with an outside vendor.

MOTION 46: Joanna Whelan made a motion to adopt the budget amendments for 2014. Christine Ryan seconded, and the motion carried.

Approve 2015 OWWL Subsidy Recommendation

Pic Schade reported on the Finance Committee's recommendation to keep the PLS subsidy at 25%.

MOTION 47: John Lester made a motion to approve the 2015 OWWL Subsidy Recommendation. Carolyn Lyons seconded, and the motion carried.

9. Personnel Committee Report from Carolyn Lyons, Chair

Approve 2015 Personnel Budget Line Recommendation

Carolyn Lyons reported on the Personnel Committee's recommendation to increase the overall PLS salary budget line for 2015 up to \$31,368.

Lyons also reported that Adam Keuer was promoted to Systems Analyst.

Approve Recommended Health Insurance Plans and Contribution Model

Cindy Gardner explained that the health insurance policy renews on December 1, 2014 and that PLS is required to adopt newly structured plans due to the Affordable Care Act. Our insurance broker, Bond Financial provided options for plan coverage that are similar to the existing coverage PLS offers. The Personnel Committee recommends the proposal for a 90% employer contribution for single plan premiums and a 50% employer contribution for family plan premiums. Additionally, all employees who choose the HDHP will receive a \$1,300 annual contribution from PLS to their Health Savings Account.

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Lauren Moore commented that changing this model is important for employee retention. Carolyn Lyons commented that this is something prospective hires look for when applying.

MOTION 48: Joanna Whelan made a motion to accept all parts of the Personnel Committee report. Christine Ryan seconded, and the motion carried.

10. Approve Variance Request for Sodus Community Library

Lauren Moore explained that this variance is necessary because the Sodus Community Library does not currently meet the minimum standard dictating the required education level of the director based on community size. When Sodus became a School District Public Library its chartered to serve population increased to a point where they are required to employ a director with an MLS degree.

The letter requesting the variance highlighted Carol Garland as an asset to the library and the community. The board is aware that they will have to hire an MLS librarian once Garland retires.

MOTION 49: Carolyn Lyons made a motion to approve the variance request for the Sodus Community Library. Pic Schade seconded, and the motion carried.

Other:

Next regular meeting:

Next regular meeting: Wednesday, October 8th, 4:00pm at Bristol Harbour Resort, 5410 Seneca Point Road, Canandaigua, NY. Followed by the PLS Annual Meeting at 5:00pm.

Reminders:

Legislative Thank You Breakfast, Friday, October 24, 2014, 8:30am at the Henrietta Public Library, 455 Calkins Road, Rochester NY

Fall Trustee/Director Workshop, "Financial Accountability for Library Trustees," Tuesday, October 28, 2014, 5:30pm at PLS Headquarters, Canandaigua, NY

MOTION 50: Joanna Whelan moved to adjourn the meeting. The meeting was adjourned at 5:48pm.

Respectfully submitted,

Ron Kirsop

Approved October 8, 2014

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