

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

PLS Board members: Mary Ellen Darling, Pat Edwards, Carolyn Lyons, Carolyn Meisel, Christine Ryan, Pic Schade, Joanna Whelan, Excused: John Lester; Also in attendance PLS staff: Lauren Moore (via GoToMeeting), 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 4:05pm.

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

**MOTION 51:** Joanna Whelan moved to adopt the agenda. Carolyn Lyons seconded and the motion carried.

**Amendments to September 17, 2014 Meeting Minutes**

Mary Ellen Darling was not present at the September 17 meeting and needs to be taken off of the attendance list.

Pic Schade's name was spelled incorrectly at one point in the September 17 meeting minutes and needs to be corrected.

**MOTION 52:** Christine Ryan moved to approve the minutes of the September 17, 2014 meeting as corrected. Pic Schade seconded and the motion carried.

**Communications and reports:**

**1. Financial report: Cindy Gardner**

Cindy Gardner reported that the Financial Report was clear cut, only one set of bills were paid. No questions were raised.

**MOTION 53:** Joanna Whelan moved to accept the financial report as presented. Mary Ellen Darling seconded, and the motion carried.

**2. Executive Director's Report: Lauren Moore**

Lauren Moore reported that although it has been an interesting couple of weeks, everything is continuing to move forward at PLS and everyone is continuing to perform very well.

Lauren continued her report by displaying a receipt printer script, developed by Lindsay Stratton, that allows libraries to add automatically generated text to the bottom of patron receipts that displays the value of the materials the patron checked out. Naples Library is currently using the script.

Pat Edwards asked if there have been any reports from the Naples libraries on patron thoughts regarding the receipts. Lauren will follow up at next month's meeting with comments.

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Chris Ryan asked if this script was going to be available for other libraries to use. Lauren responded that any library with a receipt printer can start using this script at any time. The only obstacle is not owning a receipt printer.

Ron Kirsop reported that PLS is working with the company Albatross to develop the new PLS and OWWL websites. The PLS Website Team includes Lauren Moore, Lindsay Stratton, Bob Wicksall, and Ron Kirsop. The soft launch of the website is scheduled for October 20, this will be a version of the site that can be used for in-house testing prior to the actual launch. There is not a set date for the official launch, the working plan is early to mid November.

Ron Kirsop also displayed examples of the new logo and website mockup. Both sites are designed to be streamlined and simplified. Pictures of all 42 libraries will circulate around pages on both sites. Navigation has been improved and outdated information has been removed.

The new logo was described as an evolution of the existing OWWL. Carolyn Lyons asked about the logo colors, the colors of the logo will be a different shade of blue and green than what currently exists. Both colors will be used on the OWWL site, but only the blue on the PLS site.

Albatross has been a great company to work with, they are based out of Brooklyn and San Francisco.

Lauren Moore reported that Bob Wicksall has been holding interviews for the Systems Tech position. He has had three separate interviews for three separate candidates with the final interview on Thursday, October 9.

Cindy Gardner has hired a custodian that will start on October 22, 2014.

### **3. Team Board Report: Lauren Moore**

Lauren Moore asked for comments on the Team Board Report. There were none.

### **4. Central Library report: Chris Finger**

Chris Finger reported that the budget and 9 month year-to-date report was included with the board packet.

Geneva has been continuing the expanded training project. Classes in Warsaw are finished and people are asking how they can request similar classes.

There were remaining funds from the project due to an overestimate on salaries. The funds have been allocated to OverDrive materials.

### **5. PLSDAC Liaison's report: Sharon Stanley**

Sharon Stanley took a virtual tour of all the member libraries to prepare for this report and found it to be interesting, entertaining, and educational.

Sharon also commented on how member libraries rely heavily on the services offered by PLS.

### **6. Committee reports- see New Business**

#### **New Business:**

#### **1. Finance Committee Report**

Pic Schade reviewed the 2014 9-Month YTD report.

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Lauren Moore and Cindy Gardner developed the 2015 Budget. It was built conservatively using 2013 state funding levels.

The 2015 estimated OWWL cost-shares is comparable to 2014.

Long Rang Planning cash grants are no longer necessary, System staff will facilitate this process in 2015.

PLS will continue to offer continuing education grants to member libraries, as well as other grants to be determined.

Lauren Moore is excited about potential speakers for directors and staff in 2015.

**MOTION 54:** Pic Schade moved to accept the 2015 Budget. Christine Ryan seconded, and the motion carried.

**MOTION 55:** Pic Schade moved to accept the 2014 9-month YTD report. Carolyn Lyons seconded, and the motion carried.

## **2. Establishment of Nominating Committee for 2015 Officers- Carolyn Meisel, Board President**

Carolyn Meisel nominated Pic Schade to chair the Nominating Committee, aided by Mary Ellen Darling and Pat Edwards. All trustees agreed to serve on the committee.

Lauren Moore said the Nominating Committee could wait to report at the December board meeting if needed.

**MOTION 56:** Joanna Whelan moved to approve the Nominating Committee for 2015 Officers. Christine Ryan seconded, and the motion carried.

### 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

**Sustainable Funds for the Future with John Chrastka**, Thursday, October 9, 2014, 9:00am at PLS Headquarters, Canandaigua, NY

**Next Board Meeting:** Wednesday, November 12, 2014, 5:00pm at PLS Headquarters, Canandaigua, NY

**MOTION 57:** Joanna Whelan moved to adjourn the meeting Mary Ellen Darling seconded. The meeting was adjourned at 4:28pm.

Respectfully submitted,

Ron Kirsop

Approved November 12, 2014

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