

**Minutes of the Pioneer Library System  
Board of Trustees Meeting  
Wednesday, November 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; 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 5:03pm.

Carolyn Meisel asked if there were any changes to the agenda.

Lauren Moore had one correction pertaining to the document number corresponding with the new business item #5, appointment of Matthew Kominiarek, Doc 1411-12.

**MOTION 58:** Joanna Whelan moved to adopt the agenda as amended. Pic Schade seconded and the motion carried.

**Amendments to October 8, 2014 Meeting Minutes**

Pat Edwards questioned the following sentence in the October minutes:

“...Bob Wicksall has been interviewing candidates for the System Tech position. He has three interviews with the final one on Thursday, October 9.”

Clarification: Bob Wicksall held three separate interviews for three separate candidates with the final interview on Thursday, October 9. Amendments will be reflected in the approved minutes.

**MOTION 59:** Joanna Whelan moved to approve the minutes of the October 8, 2014 meeting as corrected. Mary Ellen Darling seconded and the motion carried.

**Communications and reports:**

**1. Financial report: Cindy Gardner**

Cindy Gardner reported the largest receipt in the cash activity was the Bullet Aid on October 30 for \$193,300, of which \$153,300 was paid out to 28 member libraries.

Cindy noted the final 10% of LSA is the only outstanding state aid and is usually received at the end of the year.

**MOTION 60:** Christine Ryan moved to accept the financial report as presented. Pat Edwards seconded, and the motion carried.

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

Lauren Moore reported on the 28 libraries who received Bullet Aid; all three sectors in the region received Bullet Aid. We, as a system, also received \$40,000 dollars from Senator Nozzolio. These funds were used to install AV equipment in the large meeting room which will allow PLS to stream and record system meetings

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and other continuing education workshops. These funds were also used to help supplement mini-grants available through PLS.

The variance request for the Sodus Community Library director has been approved.

PLS received \$7,000 from the Friends of the Rochester Public Library to host a mini-version of a Harwood Institute Innovators Lab. This will be a single all-day event open to 20 individuals who will learn skills aimed at empowering people to facilitate conversations in their community.

The Legislative Thank You Breakfast was an impressive event with over 120 individuals in attendance. It was a positive experience to see the Legislators and community speakers.

PLS received news last week that a New York State library system is currently being audited by the OSC. This news prompts PLS to make a strong effort to ensure that we are on the right track in regards to Risk Management Policies and Procedures.

PLS would also like to lead by example by having these policies in place and providing them as a template for our member libraries.

Lauren recommended creating a Claims Auditor Position to approve expenditures prior to payment. Lauren also recommended the creation of a policy committee that would start reviewing current policies and recognizing missing policies in January 2015. PLS should also evaluate procedures to make sure that every action by the board is compliant with Open Meetings Laws.

### **3. Team Board Report: Ron Kirsop**

Ron Kirsop reported on the successful presentation Financial Accountability Workshop with Kevin Verbese, Director of the Suffolk County Library System, on October 28, 2014.

The PLS and OWWL websites were successfully launched on November 5, 2014. Bob Wicksall was instrumental in setting up the servers for the site migration. We are still in the process of working out various launch bugs, which was to be expected.

Pat Finnerty and Jeanne Hayes have completed the Fall Pathfinder; it has been sent to the printer and should be available for release next week.

Pat Finnerty has also been meeting with libraries to complete a community asset analysis training from the state. The training is designed to assist libraries in gathering information regarding early literacy.

Ron reported that he has been traveling to libraries for continuing education trainings. Recently he has visited Red Jacket, Newark, Wood, Geneva, and the Ramapo Catskill Library System on topics ranging from User Experience to Customer Service.

Ron is also working on the final two Long Range Planning sessions with Jennifer Morris. Long Range Planning support will continue in 2015 through the streamlined approach developed by PLS.

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

Chris Finger reported on finishing the Expanded Training Pilot Project; the last scheduled workshop is Friday in Wadsworth.

There are three open positions on the Central Library Advisory Committee (CLAC). Chris is looking to fill these spots.

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

Sharon Stanley reported on recent news from seven libraries. Sharon also asked if there were any topics that the PLS Board would like to pass along to PLSDAC. Pat Edwards said it would be nice to hear from more libraries, the board enjoys reading the information they provide.

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

### **New Business:**

#### **1. Non-Profit Revitalization Act Requirements: Lauren Moore**

Lauren Moore reported on the Non-Profit Revitalization Act, which took effect July 1, 2014. The Division of Library Development issued a statement highlighting the applicable points of the law that have significant impact on libraries. The two main areas of focus are the need for a Conflict of Interest and Whistleblower policy. PLS is required to have both policies.

Neither the current PLS Conflict of Interest nor Whistleblower policy is sufficient for the requirements under the act. The lawyer sent new versions of both policies that will be included in the discussion at the December board meeting.

The Whistleblower Policy is currently in the PLS Policy Handbook. Once the new Whistleblower policy is adopted it will replace the current policy in the handbook.

These policies will be released to member libraries to be used as templates once they are approved.

Lauren reported that incorporated Friends Groups are also required to have a Conflict of Interest Policy.

#### **2. Creation of PLS Claims Auditor Position: Lauren Moore**

Lauren Moore included a draft of the Claims Auditor job description. This position could be a trustee, but it does not have to be. Lauren would like this position to start in January 2015.

**MOTION 61:** Joanna Whelan moved to approve the creation of a PLS Claims Auditor Position. Mary Ellen Darling seconded, and the motion carried.

#### **3. Appointment of PLS Claims Auditor for the 2015 Term: Carolyn Meisel**

Carolyn Meisel approached Pic Schade to ask if she would be willing to be the PLS Claims Auditor. Pic Schade agreed.

**MOTION 62:** Mary Ellen Darling moved to appoint Pic Schade as the PLS Claims Auditor for the 2015 Term. Joanna Whelan seconded, and the motion carried.

#### **4. Amend Previous Resolution – Appointment of Lauren Moore, Executive Director**

Lauren Moore reported that the proper procedure for appointing new staff members is to have the board approve the following wording for each appointment.

“Appoint Lauren Moore to the position of Executive Director and establish an annual salary of \$85,000, effective September 17, 2014.”

**MOTION 63:** Carolyn Lyons moved to amend the previous resolution (Motion #45 from the September 17, 2014 board minutes) to appoint Lauren Moore to the position of Executive Director and establish an annual salary of \$85,000, effective September 17, 2014. Joanna Whelan seconded, and the motion carried.

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## **5. Appointment of Matthew Kominiarek, System Tech: Lauren Moore**

Matthew Kominiarek was hired November 3, 2014 and has taken the position of Library Systems Tech.

**MOTION 64:** Christine Ryan moved to appoint Matthew Kominiarek to the position of Library Systems Tech and establish an annual salary of \$35,000, effective November 3, 2014. Pat Edwards seconded, and the motion carried.

## **6. Executive Session to discuss matters pertaining to the employment of a particular person: Carolyn Meisel.**

**MOTION 65:** Mary Ellen Darling moved for the board to enter executive session to discuss matters pertaining to the employment of a particular person. Pic Schade seconded and the motion carried.

## **7. Appointment of Ron Kirsop, Assistant Director: Carolyn Meisel**

**MOTION 66:** Mary Ellen Darling moved to appoint Ron Kirsop to the position of Assistant Director and establish an annual salary of \$64,000, effective November 21, 2014. Christine Ryan seconded, and the motion carried.

## **8. Plans for December Board Holiday Reception**

The next board meeting will be the holiday reception. Board members will provide snacks.

Reminders:

**Bridges Out of Poverty Workshop**, Friday, November 21, 2014, 9:00am at PLS Headquarters

**Next Board Meeting:** Wednesday, December 10, 2014, 5:00pm at PLS Headquarters

**MOTION 67:** John Lester moved to adjourn the meeting. Joanna Whelan seconded and the motion carried. The meeting was adjourned at 5:59pm.

Respectfully submitted,  
Ron Kirsop

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