

**Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday, November 13, 2013
Pioneer Library System, Canandaigua, New York**

PLS Board members Sandra Kushner, John Lester, Patricia Lind, Carolyn Lyons, Carolyn Meisel, Pic Schade, Joanna Whelan; excused: Anne Mancilla; absent: Joe Wilson. Also in attendance PLS staff Cassie Guthrie, Cindy Gardner and Lauren Moore; Chris Finger, Central Library Representative, and Sandra Hylan, PLSDAC liaison.

PLS Board President Sandy Kushner called the meeting to order at 5:00 p.m.

Sandy asked if there were any additions to the agenda. Lauren requested the addition of the Executive Director's Evaluation to New Business.

MOTION 47: Carolyn Meisel made a motion to adopt the agenda with addition. Pic Schade seconded and the motion passed unanimously.

Sandy asked if there were any additions or corrections to the minutes of the October 9, 2013 meeting. Carolyn Meisel added clarification regarding the variance for the Sodus Library Director's minimum education requirements; the variance was granted with the understanding that the future director will be required to meet educational requirements.

MOTION 48: Carolyn Lyons made a motion to approve the October 9, 2013 minutes with revisions. John Lester seconded and the motion passed unanimously.

Communications and Reports:

1. Financial Report

Cindy referred to the cash report ending October 31, 2013. PLS is still waiting for final 10% of LSA funds. They are likely to arrive by the end of the year and depend upon the filing of variances.

MOTION 49: Joanna Whelan made a motion to accept the financial report as submitted. Pic Schade seconded and the motion passed unanimously.

2. Directors' Reports

Cassie welcomed new Assistant Director Lauren Moore and announced that Adam Keuer, Library Systems Tech, also began work this week. Ron Kirsop will begin December 16, 2013 as Library Consultant.

Cindy provided an update on the Time Warner excise tax dispute. After speaking with its tax accountant, Time Warner agrees that PLS does not owe excise tax. For purposes of e-rate reimbursement, it is important that Time Warner invoices PLS accurately.

Carolyn Meisel and Joanna Whelan reported that Libby Post's Library Campaign Training Institute for library trustees was "spectacular." Cassie said that the program was well-received and that evaluations were positive.

There was discussion about library services to homeschooling families and questions about the email etiquette presentation at last month's System Meeting. Cassie will distribute the email etiquette information to interested trustees.

Chris Finger, Central Library representative, reported that the Central Library has begun JobNow training for library staff. Cassie added that JobNow advertising is underway, including van wraps, billboards, and bus advertising. Information about JobNow will also be included in the Community Connections publication for ex-offenders.

3. PLSDAC Liaison's Report

Sandra Hysten, PLSDAC liaison, referred to the PLSDAC report in the packet and drew special attention to the lovely mural in the Clifton Springs Library designed by local girl scouts.

4. Committee Reports - see New Business #2

5. Other (none)

Old Business: (none)

New Business:

1. Personnel & Finance Committee Reports- Proposed 2014 Budget

Carolyn Lyons presented the Personnel Committee report, which recommends that the same health insurance plans be offered in 2014 as in 2013 and that overall personnel expenditures be increased by 1.4% in 2014.

Johanna Whelan presented the Finance Committee report, which recommends that the PLS Board of Trustees adopts the proposed 2014 budget. The 2014 budget assumes flat funding levels. Some noteworthy adjustments to the coming year's budget include: member library cost-share contributions will decrease slightly; new budget line for member library conference grants and long range planning grants; increased allowances for mileage to accommodate reimbursement of PLS staff at the IRS reimbursement rate; speaker fees to hire Jerry Nichols and Sandra Nelson for staff development.

MOTION 50: Carolyn Meisel made a motion to accept the Personnel Committee report. Joanna Whelan seconded and the motion passed unanimously.

MOTION 51: Carolyn Lyons made a motion to accept the Finance Committee's report. John Lester seconded and the motion passed unanimously.

MOTION 52: Johanna Whelan made a motion to pass the proposed 2014 budget. Pic Schade seconded and the motion passed unanimously.

2. Establishment of Nominating Committee for 2014 Officers

Joe, Anne, and Sandra were selected to serve on the Nominating Committee for 2014 Officers.

3. Board Holiday Reception

In December, a Board holiday reception will be held to welcome new trustees Mary Ellen Darling and Pat Edwards and to thank outgoing trustees for their service to PLS. Trustees were asked to sign up to bring a dish to share at the event.

4. Director's Evaluation

Lauren presented information about Executive Director's evaluation which will occur on December 11th at a meeting of the Personnel Committee. Prior to that meeting, Lauren will distribute evaluation forms to PLS Trustees and will seek input from library directors and PLS staff. All evaluation forms will be delivered confidentially to Carolyn Lyons, Chair of the Personnel Committee.

Other:

Annual Meeting evaluations revealed attendees' disappointment with the venue's poor service. This feedback has been shared with the venue.

Board Development:

Reminders:

Next Regular Meeting:

The next regular meeting is December 11, 2013 at PLS Headquarters, Canandaigua.

The Personnel Committee will meet December 11, 2013 at 4 p.m. at PLS Headquarters.

MOTION 53: John Lester made a motion to adjourn, and the meeting was adjourned at 5:36 p.m.

Respectfully submitted,

Lauren Moore
Approved December 11, 2013