

**Minutes of the Pioneer Library System  
Board of Trustees Meeting  
Wednesday, September 11, 2013  
Pioneer Library System, Canandaigua, New York**

PLS Board members Sandra Kushner, John Lester, Carolyn Lyons, Anne Mancilla, Carolyn Meisel, Pic Schade and Joanna Whelan were present; excused: Patricia Lind; absent: Joe Wilson. Also in attendance PLS staff Cassie Guthrie, Cindy Gardner and Betsy Morris; and Sandra Hylan, PLSDAC liaison.

PLS Board President Sandy Kushner called the meeting to order at 5:02 p.m.

Sandy asked if there were any additions or corrections to the minutes of the May 8, 2013 meeting. There were none.

**MOTION 35:** Joanna Whelan made a motion to approve the May 8, 2013 minutes as presented. Pic Schade seconded and the motion passed unanimously.

As Sandy asked if there were any additions or corrections to the minutes of the June 12, 2013 meeting, it was pointed out that there was not a quorum of members who were present at the June meeting to vote to approve the minutes from that meeting. Therefore, the approval of the June 12, 2013 minutes was tabled until the next meeting.

**Communications and Reports:**

**1. Financial Report**

Cindy referred to the cash report which was distributed at the meeting, noting the receipt of Basic and Supplemental State Aid at the end of August. Also distributed were the Six-month Summary and detailed Year-to-dates, and a 2013 State Aid chart reflecting the restoration over 2012 aid. She asked if there were any questions. There were none.

**MOTION 36:** Anne Mancilla made a motion to accept the financial report as submitted. Joanna Whelan seconded and the motion passed unanimously.

**2. Directors' Reports**

Cassie was asked about the FOIL request mentioned in her Director's report. She explained that FOIL stands for Freedom of Information Law, and that while cooperative public library systems are not required to comply with FOIL requests, most do. She also highlighted the Legislative Thank You Breakfast scheduled at the Henrietta Public Library on October 25<sup>th</sup> from 8:30-10am and encouraged trustees to attend.

Betsy added to her written report that her recent activity has been directed toward the final review of the Construction Grants that will be discussed later in the meeting.

Chris Finger, Central Library representative referred to the Central Library reports distributed in the packet asking if there were any questions. There were none.

**3. PLSDAC Liaison's Report**

Sandra Hylen, PLSDAC liaison referred to the PLSDAC report in the packet.

**4. Committee Reports - see New Business #2**

**5. Other (none)**

**Old Business: (none)**

**New Business:**

**1. Approve PLS NYS Construction Grant Application**

Cindy referred to the narrative in the packet describing a Construction Grant application to upgrade the HVAC units and replace the roof at the PLS office. The project total is \$79,190 with the grant request at 50% or \$39,595. John Lester reported the facilities committee's recommendation to approve the NYS Construction Grant for this project as written.

**MOTION 37:** Carolyn Meisel made a motion to approve the PLS NYS Construction Grant application as proposed. Joanna Whelan seconded and the motion passed unanimously.

**2. NYS Construction Grants Recommendations**

John Lester reported on the facilities committee meeting at 4:00pm today regarding the NYS Construction Grant applications. The Committee made their recommendations using these criteria: Applicants who had not received awards in the recent past would be recommended at the full % match for which they qualify. Therefore, Avon, Bristol, Pioneer, and Victor are recommended for a 50% match, and Newark and Wadsworth are recommended for a 75% match. The two previous award sites, Geneva and Wood, are recommended at 60% for Geneva, with the remainder of funds from the \$377,532 pool to go to Wood. The dollar values for the awards are: Avon-\$17,366, Bristol-\$4,799, Geneva-\$46,065, Newark-\$165,581, Pioneer-\$39,595, Victor-\$19,323, Wadsworth-\$61,853, and Wood-\$22,950.

**MOTION 38:** Joanna Whelan made a motion to approve the award recommendations of the PLS Board Facilities Committee as proposed. Carolyn Lyons seconded and the motion passed unanimously.

**3. System Staffing Update**

Cassie reported on her work with Sandra Nelson toward the new staffing structure at PLS. A revised organizational chart was included in the board packet. Some changes to the responsibilities of the Assistant Director position were made, and the number of library assistants was reduced from 3 to 2 in part by automating reception duties. Our phones will be automated next week, and a door buzzer system was installed. A Library Systems Tech position has been created and the 12<sup>th</sup> position is not yet defined. We are currently advertising for the Assistant Director and Library Systems Tech positions. Cassie also noted that during this process all the position descriptions were reworked using the same template making them all uniform in structure. She has since shared the template with several member libraries.

**Other:**

**Board Development:**

**Reminders:**

The Finance Committee members in attendance were asked if they could meet prior to the October 9<sup>th</sup> Board Meeting.

**Next Regular Meeting:**

The Finance Committee is scheduled to meet at 3:30pm prior to the 4:00pm Board meeting on October 9<sup>th</sup> at the Valley Oak Event Center in Geneseo.

We then toasted as Cassie read a letter thanking Betsy Morris upon her retirement Friday. Sandy Kushner gave her a gift as well as thanks and good wishes on behalf of the Board, and Betsy graciously expressed her joy serving public libraries at the system level.

**MOTION 39:** Carolyn Meisel made a motion to adjourn, and the meeting was adjourned at 5:48 p.m.

Respectfully submitted,

Cindy Gardner

Approved, October 9, 2013