



Pioneer Library System

BOARD MEETING MINUTES
Wednesday, February 9, 2022
ONLINE MEETING VIA ZOOM

Attendance

PLS Board Members Present: Julie Gruendike, Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, Elizabeth Smith-Rossiter, and Jennifer Tessendorf

Also in Attendance: Ron Kirsop, Kelly Nemitz, Suzanne Macaulay (PLS Staff); Stacey Wicksall (PLSDAC Liaison)

Call to Order

Christine Ryan called the meeting to order at 5:04 PM.

Public Comment Period

There was no public comment.

Adoption of the Agenda

MOTION 01: Judith McKinney moved to adopt the February 9, 2022 Agenda. Virginia Keenan seconded and the motion carried.

Approval of the Minutes

The Board Minutes of December 8, 2021 were missing information. The approval was tabled until the March 9, 2022 meeting.

Oath of Office

Christine Ryan administered Oaths of Office to Jennifer Tessendorf (Ontario County) and Elizabeth Smith-Rossiter (Livingston County) for trustee terms beginning January 1, 2022 and ending December 31, 2024.

Christine Ryan also administered the Oath of Office to Ronald Kirsop, Executive Director of Pioneer Library System.

Finance Reports

MOTION 02: Julie Gruendike moved to approve the Cash Activity Report. Ellen Mitchell seconded and the motion carried.

MOTION 03: Julie Gruendike moved to approve the Warrants from December 16, 2021 for a total of \$126,88781; December 23, 2021 for a total of \$11,631.69; December 30, 2021 for a total of \$1,273.71; December 30, 2021 for a total of \$3,127.11; January 13, 2022 for a total of \$13,134.76; and January 27, 2022 for a total of \$95.088.09. Judith McKinney seconded and the motion carried.

MOTION 04: Julie Gruendike moved to approve the December 31, 2021 YTD Report. Ellen Mitchell seconded and the motion carried.

Central Library Report

MOTION 05: Judith McKinney moved to approve the December 31, 2021 Central Library Report. Ellen Mitchell seconded and the motion carried.

MOTION 06: Ellen Mitchell moved to approve the January 31 2022 YTD Central Library Report. Subrata Paul seconded and the motion carried.

Executive Director's Report

Ron Kirsop reported on the progress of System goals, legislative meetings, Advocacy Day 2022, and upcoming projects.

PLSDAC Liaison Report

Stacey Wicksall reviewed the PLSDAC Liaison Report.

Old Business

MOTION 07: Ellen Mitchell moved to approve the 2022 Organizational Actions Corrections. Judith McKinney seconded and the motion carried.

MOTION 08: Julie Gruendike moved to approve the Charter Amendment Petition for the System Name Change. Subrata Paul seconded and the motion carried.

MOTION 09: Judith McKinney moved to approve the Charter Amendment Resolution for the System Name Change. Virginia Keenan seconded and the motion carried.

MOTION 10: Julie Gruendike moved to approve the 2022-2024 Strategic Plan. Elizabeth Smith-Rossiter seconded and the motion carried.

MOTION 11: Christine Ryan moved to approve the Trustee Sexual Harassment Compliance Training. Subrata Paul seconded and the motion carried.

New Business

MOTION 12: Julie Gruendike moved to approve the Assigned Reserves Transfers as of 12.31.2021. Jennifer Tessendorf seconded and the motion carried.

MOTION 13: Judith McKinney moved to approve the OverDrive Fiction Invoice for \$39,936.50. Ellen Mitchell seconded and the motion carried.

MOTION 14: Ellen Mitchell moved to approve the OverDrive Non-Fiction Invoice for \$41,000.00. Subrata Paul seconded and the motion carried.

MOTION 15: Subrata Paul moved to approve the Updated 2022 Holiday Schedule. Elizabeth Smith-Rossiter seconded and the motion carried.

MOTION 16: Ellen Mitchell moved to approve the Updated Construction Awards. Virginia Keenan seconded and the motion carried.

MOTION 17: Ellen Mitchell moved to approve the 2022 Employee Handbook. Judith McKinney seconded and the motion carried.

MOTION 18: Subrata Paul moved to approve the System Policy Updates. Virginia Keenan seconded and the motion carried.

- Annual Audit Policy
- Budget Policy
- Construction Aid Policy
- Procurement Policy
- Reduced Match Eligibility Policy
- System Speaker Agreement
- Whistleblower Policy

MOTION 19: Ellen Mitchell moved to approve the Technology Services Librarian Job Description. Judith McKinney seconded and the motion carried.

Christine Ryan discussed the Conflict of Interest and Whistleblower Policy Annual Statements.

MOTION 20: Ellen Mitchell moved to appoint Subrata Paul as Application Reviewer for ARPA Funding. Virginia Keenan seconded and the motion carried.

MOTION 21: Christine Ryan moved to enter into Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Ellen Mitchell seconded and the motion carried.

MOTION 22: Julie Gruendike moved to exit Executive Session. Subrata Paul seconded and the motion carried.

MOTION 23: Ellen Mitchell moved to approve the Personnel Change Report. Judith McKinney seconded and the motion carried.

MOTION 24: Julie Gruendike moved to approve the 2022 Proposed Modified Cash Basis Budget. Ellen Mitchell seconded and the motion carried.

MOTION 25: Julie Gruendike moved to approve the 2022 Proposed Budgeted Fixed Asset Purchases. Jennifer Tessendorf seconded and the motion carried.

MOTION 26: Julie Gruendike moved to approve the January 31, 2022, Balance Sheet. Judith McKinney seconded and the motion carried.

MOTION 27: Julie Gruendike moved to approve the January 31, 2022, YTD Modified Cash Basis Financial Report. Ellen Mitchell seconded and the motion carried.

Adjourn

MOTION 28: Judith McKinney moved to adjourn the meeting. Elizabeth Smith-Rossiter seconded and the motion carried. The meeting adjourned at 6:30 PM.

Next Meeting

Wednesday, March 9, 2022 at 5:00 PM.

Respectfully submitted,
Ronald Kirsop