



Pioneer Library System

BOARD MEETING MINUTES
Wednesday, April 13, 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, Suzanne Macaulay (PLS Staff); Stacey Wicksall (PLSDAC Liaison).

Call to Order

Christine Ryan called the meeting to order at 5:00 PM.

Public Comment Period

There was no public comment.

Adoption of the Agenda

MOTION 46: Ellen Mitchell moved to adopt the April 13, 2022 Agenda. Judith McKinney seconded and the motion carried.

Approval of the Minutes

MOTION 47: Judith McKinney moved to approve the Minutes of the March 9, 2022 Meeting. Subrata Paul seconded and the motion carried.

Finance Reports

MOTION 48: Julie Gruendike moved to approve the Cash Activity Report. Jennifer Tessendorf seconded and the motion carried.

MOTION 49: Julie Gruendike moved to approve the Warrants from March 10, 2022 in the amount of \$70,956.96; March 28, 2022 for the amount of \$38,847.65; and April 6, 2022 for the amount of \$8,804.29. Subrata Paul seconded and the motion carried.

MOTION 50: Julie Gruendike moved to approve the March 31, 2022 YTD Report and Balance Sheet. Ellen Mitchell seconded and the motion carried.

Central Library Report

MOTION 51: Julie Gruendike moved to approve the Central Library Report. Virginia Keenan seconded and the motion carried.

Executive Director's Report

Ron Kirsop reviewed the Executive Director Report.

PLSDAC Liaison Report

Stacey Wicksall reviewed the PLSDAC Liaison Report.

Old Business

MOTION 52: Subrata Paul moved to approve the Selection and Reconsideration Policy. Elizabeth Smith-Rossiter seconded and the motion carried.

MOTION 53: Subrata Paul moved to approve the Freedom to Read Resolution. Elizabeth Smith-Rossiter seconded and the motion carried.

New Business

MOTION 54: Ellen Mitchell moved to approve the COSAG Appointments. Judith McKinney seconded and the motion carried.

MOTION 55: Ellen Mitchell moved to approve the COSAG Bylaws. Virginia Keenan seconded and the motion carried.

MOTION 56: Ellen Mitchell moved to approve the Program Director Job Description. Judith McKinney seconded and the motion carried.

MOTION 57: Ellen Mitchell moved to approve the Promotion of Suzanne Macaulay to the position of Program Director. Judith McKinney seconded and the motion carried.

MOTION 58: Ellen Mitchell moved to approve the Eliminate the Position of Deputy Director. Judith McKinney seconded and the motion carried.

MOTION 59: Ellen Mitchell moved to approve the Updated Employee Handbook. Judith McKinney seconded and the motion carried.

MOTION 60: Subrata Paul moved to revoke the Stand Alone Staff Vehicle Use Policy. Virginia Keenan seconded and the motion carried.

MOTION 61: Subrata Paul moved to revoke the Stand Alone Conference and Travel Policy. Virginia Keenan seconded and the motion carried.

MOTION 62: Subrata Paul moved to approve the System Policy Manual. Virginia Keenan seconded and the motion carried.

The following Policies were amended in the System Policy Manual:

- a) Conflict of Interest Policy, pg. 9
- b) Freedom of Information Law Policy, pg. 17
- c) Interlibrary Loan Policy to Correctional Facilities, pg. 21
- d) Records Retention Policy, pg. 23
- e) Assigned Reserves Policy, pg. 39
- f) Cash Management Investment Policy and Procedures, pg. 41
- g) Claims Auditing Policy, pg. 45
- h) Credit Card, Store, and Gas Charge Account Policy, pg. 47
- i) Financial Integrity and Accountability Policy, pg. 49
- j) Financial Reports Policy, pg. 50
- k) Gifts and Donations Policy, pg. 53
- l) Meals and Refreshments Policy, pg. 54
- m) Online Banking Policy, pg. 55
- n) Payment of Bills Policy, pg. 56
- o) Petty Cash Policy, pg. 57
- p) Receipt and Deposit of Funds Policy, pg. 62
- q) Treasurer's Responsibilities Policy, pg. 64
- r) Systems Access and Confidentiality of Library Records Policy, pg. 72
- s) Technology Disaster Recovery Plan, pg. 86
- t) Pandemic Response Plan, pg. 93
- u) Resolution on Monetary Library Fines and Fees as a Form of Social Inequity, pg. 111

MOTION 63: Julie Gruendike moved to approve the Updated System Attorney in the 2022 Organizational Actions. Jennifer Tessororf seconded and the motion carried.

The organizational action amended the System Attorney to Stephanie Cole Adams as a result of the recent Request for Proposal process outlined in the System's Procurement Policy.

MOTION 64: Julie Gruendike moved to approve the Executive Director's Overnight Travel Requests. Ellen Mitchell seconded and the motion carried.

MOTION 65: Judith McKinney moved to approve the Continuing Education Scholarship Awards. Virginia Keenan seconded and the motion carried.

Adjourn

MOTION 66: Virginia Keenan moved to adjourn the meeting. Subrata Paul seconded and the motion carried.

The meeting was adjourned at 5:56 PM.

Next Meeting

Wednesday, May 11, 2022 at 5:00 PM.

Respectfully submitted,

Ronald Kirsop