



BOARD MEETING MINUTES

Wednesday, January 9, 2019, 5:00 pm
Pioneer Library System Headquarters, Canandaigua, NY

PLS Board Members present: Christine Ryan, Carolyn Bradstreet, Merton Bartels, Ellen Mitchell, Julie Gruendike, Matthew Sickles, and Ruby Morrison. Also in attendance, PLS Staff: Lauren Moore, Cindy Gardner, and Ron Kirsop. Excused Trustees: Jeffrey Clark, and Kathleen Hartness.

OATHS OF OFFICE:

Christine Ryan, President of the PLS Board, administered oaths of office to trustees Julie Gruendike, representing Wyoming County, serving a 5-year term beginning January 1, 2019 through December 31 2023; and Matthew Sickles, representing Ontario County serving a 5-year term beginning January 1, 2019 through December 31 2023.

CALL TO ORDER:

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

ADOPTION OF THE AGENDA

MOTION 01: Merton Bartels moved to adopt the January 9, 2019 agenda. Carolyn Bradstreet seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 02: Ruby Morrison moved to approve the December 14, 2018 minutes. Carolyn Bradstreet seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

MOTION 03: Carolyn Bradstreet moved to approve the cash activity report. Merton Bartels seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 04: Ellen Mitchell moved to approve warrants made on December 31, 2018 for the total amount of \$237,719.77; and January 9, 2019 for the total amount of \$111,978.37. Carolyn Bradstreet seconded and the motion carried.

2. Executive Director's Report: Lauren Moore

Lauren highlighted the 2019 NYLA Legislative Agenda, Year-End OverDrive statistics, and upcoming events.

3. Team Goal Report: Ron Kirsop

No report.

4. Central Library Budget Report: Cindy Gardner

MOTION 05: Ruby Morrison moved to approve the Central Library Budget Report. Merton Bartels seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Report in board packet.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

Under New Business.

Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

Policy Committee Report – Ruby Morrison, Chair

No report.

Audit Committee Report – Kathleen Hartness, Chair

No report.

NEW BUSINESS:

1. Approve 2019 Organizational Actions- Lauren Moore

- A. Designate Official Newspaper
- B. Appoint the Chief Financial Officer
- C. Appoint the Claims Auditor
- D. Appoint the External Auditor
- E. Appoint the Attorney
- F. Authorize the Executive Director to Certify Payroll
- G. Designate the Bank Depository
- H. Designation of the Authorized Signatories for Checks
- I. Authorization of Payments Between Board Meetings

MOTION 06: Carolyn Bradstreet moved to approve the 2019 Organizational Actions. Ruby Morrison seconded and the motion carried.

2. Approve 2019 Committee Assignments- Christine Ryan

MOTION 07: Ruby Morrison moved to approve the 2019 Committee Assignments. Merton Bartels seconded and the motion carried.

3. Approve the 2018 Year-End Report- Finance Committee

- A. Transfer \$53.03 General Operating Fund to the Library Advocacy Day Assigned Reserve Fund
- B. Transfer \$96,436.94 to the Annual Carryover Assigned Reserve Fund for purposes outlined in the 2018 Year End YTD Report.
- C. Transfer \$6,500 from the General Operating Fund – Bullet Aid to the Computer/Technology Assigned Reserve Fund
- D. Approve the 2018 Year-End Budget Report.

MOTION 08: Merton Bartels moved to approve the Transfer \$53.03 General Operating Fund to the Library Advocacy Day Assigned Reserve Fund. Ellen Mitchell seconded and the motion carried.

MOTION 09: Merton Bartels moved to approve the Transfer \$96,436.94 to the Annual Carryover Assigned Reserve Fund for purposes outlined in the 2018 Year End YTD Report. Ellen Mitchell seconded and the motion carried.

MOTION 10: Merton Bartels moved to approve the Transfer \$6,500 from the General Operating Fund – Bullet Aid to the Computer/Technology Assigned Reserve Fund. Ellen Mitchell seconded and the motion carried.

MOTION 11: Ruby Morrison moved to approve the Approve the 2018 Year-End Budget Report. Carolyn Bradstreet seconded and the motion carried.

4. Approve the 2019 Amended Budget- Finance Committee

- A. Transfer \$96,436.94 from the Annual Carryover Assigned Reserve Fund to the General Operating Fund
- B. Approve the 2019 Amended Budget

MOTION 12: Ruby Morrison moved to approve the Transfer \$96,436.94 from the Annual Carryover Assigned Reserve Fund to the General Operating Fund. Carolyn Bradstreet seconded and the motion carried.

MOTION 13: Ruby Morrison moved to approve the 2019 Amended Budget. Carolyn Bradstreet seconded and the motion carried.

5. Review Conflict of Interest Policy and Sign Annual Statement- Audit Committee

The Conflict of Interest Policy was distributed to PLS Trustees.

6. Review Whistleblower Policy and Sign Acknowledgement/Certification- Lauren Moore

The Whistleblower Policy was distributed to PLS Trustees.

7. Approve 2019 Salary Schedule – Lauren Moore

MOTION 14: Merton Bartels moved to approve the 2019 Salary Schedule. Carolyn Bradstreet seconded and the motion carried.

8. Approve the Personnel Change Report-Lauren Moore

MOTION 15: Ruby Morrison moved to approve the Personnel Change Report. Carolyn Bradstreet seconded and the motion carried.

9. Approve \$40,000 payment to Overdrive NF account

MOTION 16: Ruby Morrison moved to approve \$40,000 payment to Overdrive NF account. Carolyn Bradstreet seconded and the motion carried.

10. Approve payment to Van Bortel Ford for 2019 Transit Van

MOTION 17: Ruby Morrison moved to approve payment to Van Bortel Ford for 2019 Transit Van. Merton Bartels seconded and the motion carried.

11. Approve payment to Mango for 2019 Subscription \$13,742.32

MOTION 18: Ruby Morrison moved to approve payment to Mango for 2019 Subscription \$13,742.32. Carolyn Bradstreet seconded and the motion carried.

12. Approve Directors Overnight Travel Request

MOTION 19: Ruby Morrison moved to approve the Executive Director's Overnight Travel Request. Ellen Mitchell seconded and the motion carried.

13. Discuss Library Advocacy Day – Christine Ryan

Library Advocacy Day – February 27, 2018.

Next Meeting:

Wednesday, March 6, 2019, 5:00pm, PLSHQ

Reminders:

Digital Equity Summit, Monday, January 28, 11:00 am – 5:00 pm, Cracker Factory in Geneva, NY

Library Advocacy Day, Wednesday, February 27, 2018, Albany

MOTION 20: Ruby Morrison moved to adjourn the meeting. Merton Bartels seconded and the motion carried. The meeting adjourned at 5:53 pm.

Adjourn

Respectfully submitted,

Ron Kirsop

Approved on March 6, 2019.



BOARD MEETING MINUTES

Wednesday, March 6, 2019, 5:00 pm
Pioneer Library System Headquarters, Canandaigua, NY

PLS Board Members present: Christine Ryan, Jeffrey Clark, Kathleen Hartness, Carolyn Bradstreet, Merton Bartels, Ellen Mitchell, Julie Gruendike, and Matthew Sickles. Also in attendance, PLS Staff: Lauren Moore, Cindy Gardner, and Ron Kirsop. Excused Trustees: Ruby Morrison.

CALL TO ORDER:

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

ADOPTION OF THE AGENDA

MOTION 21: Ellen Mitchell moved to adopt the March 6, 2019 agenda. Carolyn Bradstreet seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 22: Merton Bartels moved to approve the January 9, 2019 minutes. Carolyn Bradstreet seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

MOTION 23: Ellen Mitchell moved to approve the cash activity report. Kathleen Hartness seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 24: Ellen Mitchell moved to approve warrants made on January 30, 2019 for the total amount of \$29,864.05; February 13, 2019 for the total amount of \$26,753.77; and February 27, 2019 for the total amount of \$17,732.36. Merton Bartels seconded and the motion carried.

MOTION 25: Ellen Mitchell moved to approve the Year to Date Report. Carolyn Bradstreet seconded and the motion Carried.

2. Executive Director's Report: Lauren Moore

Lauren reported on 2019 Advocacy Day, the 2020 Census, the January Digital Inclusion Summit, PLS headquarters repairs from a burst pipe in the staff kitchen, and OWWLAC changes.

3. Strategic Planning Report: Ron Kirsop

Ron updated the board on the activities for the current PLS Strategic Planning Process.

4. Central Library Budget Report: Cindy Gardner

MOTION 26: Jeffrey Clark moved to approve the Central Library Budget Report. Kathleen Hartness seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Report in board packet.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

No report.

Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

Policy Committee Report – Ruby Morrison, Chair

No report.

Audit Committee Report – Kathleen Hartness, Chair

No report.

NEW BUSINESS:

1. Approve 2018 Annual Report Assurances

MOTION 27: Merton Bartels moved to approve the 2018 Annual Report Assurances. Carolyn Bradstreet seconded and the motion carried.

2. Approve Continuing Education Scholarships

MOTION 28: Kathleen Hartness moved to approve the Continuing Education Scholarships. Carolyn Bradstreet seconded and the motion carried.

3. Approve State Aid for Library Construction Program Reallocation Amounts- Ron Kirsop

MOTION 29: Carolyn Bradstreet moved to approve the State Aid for Library Construction Program Reallocation Amounts. Merton Bartels seconded and the motion carried.

4. Discuss System Satisfaction Survey- Lauren Moore

Lauren reviewed the 2018 System Satisfaction Survey.

5. Create Part-time Executive Assistant Position- Personnel Committee

MOTION 30: Ellen Mitchell moved to create the Part-time Executive Assistant Position. Carolyn Bradstreet seconded and the motion carried.

6. Create Part-time Assistant Bookkeeper Position- Personnel Committee

MOTION 31: Ellen Mitchell moved to create the Part-Time Assistant Bookkeeper Position. Kathleen Hartness seconded and the motion carried.

7. Approve Personnel Change Form- Personnel Committee

MOTION 32: Carolyn Bradstreet moved to approve the Personnel Change Form. Jeffrey Clark seconded and the motion carried.

8. Approve the Executive Director's Overnight Travel Requests- Personnel Committee

MOTION 33: Ellen Mitchell moved to approve the Executive Director's Overnight Travel. Carolyn Bradstreet seconded and the motion carried.

9. Approve Bandwidth Quote

MOTION 34: Ellen Mitchell moved to approve matrix category one for the Bandwidth quote. Merton Bartels seconded and the motion carried.

10. Approve Technology Quote

MOTION 35: Merton Bartels moved to approve the Technology Quote. Carolyn Bradstreet seconded and the motion carried.

11. Approve Disposal & Sales of Surplus or Donated Items

MOTION 36: Ellen Mitchell moved to approve the Disposal & Sales of Surplus or Donated Items. Carolyn Bradstreet seconded and the motion carried.

12. Discuss Idea of putting together language that supports a "Fair Library Wage"

The Board discussed the idea of putting together language that supports a "Fair Library Wage".

Adjourn

Next Meeting:

Wednesday, April 10, 2019, 5:00pm, PLSHQ

MOTION 37: Merton Bartels moved to adjourn the meeting. Carolyn Bradstreet seconded and the motion carried. The meeting adjourned at 6:14 pm.

Adjourn



BOARD MEETING MINUTES

Wednesday, April 10, 2019, 5:00 pm
Pioneer Library System Headquarters, Canandaigua, NY

PLS Board Members present: Christine Ryan, Jeffrey Clark, Kathleen Hartness, Carolyn Bradstreet, Merton Bartels, Julie Gruendike, Ruby Morrison, and Matthew Sickles. Also in attendance, PLS Staff: Lauren Moore, Cindy Gardner, and Ron Kirsop. PLSDAC Liaison: Renate Goff. Strategic Planning Consultant: Karen Dworaczyk. Auditor: Tom Excused Trustees: Ellen Mitchell.

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:03 pm.

ADOPTION OF THE AGENDA

The Auditor's Report and Strategic Planning Report were moved to the top of the Agenda.

MOTION 38: Carolyn Bradstreet moved to adopt the April 10, 2019 agenda as amended. Merton Bartels seconded and the motion carried.

AUDITOR'S REPORT

MOTION 39: Kathleen Hartness moved to accept the Auditor's Report. Merton Bartels seconded and the motion carried.

MOTION 40: Kathleen Hartness moved to approve the 990. Carolyn Bradstreet seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 41: Merton Bartels moved to approve the March 6, 2019 minutes. Jeffrey Clark seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

MOTION 42: Ruby Morrison moved to approve the cash activity report. Carolyn Bradstreet seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 43: Ruby Morrison moved to approve warrants made on March 15, 2019 for the total amount of \$119,426.62; and April 2, 2019 for the total amount of \$23,317.99. Merton Bartels seconded and the motion carried.

MOTION 44: Carolyn Bradstreet moved to approve the Year to Date Report. Kathleen Hartness seconded and the motion Carried.

2. Executive Director's Report: Lauren Moore

Lauren gave updates on the State Budget, Census Commission, PLS office repairs, and the Net Inclusion conference.

3. Strategic Planning Report: Ron Kirsop

Strategic planning update given by Karen Dworaczyk at the beginning of the meeting.

4. Central Library Budget Report: Cindy Gardner

MOTION 45: Ruby Morrison moved to approve the Central Library Budget Report. Carolyn Bradstreet seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Report in board packet.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

No report.

Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

Policy Committee Report – Ruby Morrison, Chair

No report.

Audit Committee Report – Kathleen Hartness, Chair

Under New Business.

NEW BUSINESS:

1. Accept the Auditor's Report – Audit Committee

Accepted at the beginning of the meeting.

2. Approve the 990 – Audit Committee

Approved at the beginning of the meeting.

3. Approve Changes to Staff Policies Handbook – Personnel Committee

MOTION 46: The Personnel Committee moved to approve Changes to Staff Policies Handbook. Ruby Morrison seconded and the motion carried.

4. Approve Personnel Change Form – Personnel Committee

MOTION 47: Kathleen Hartness moved to approve the Personnel Change Form. Merton Bartels seconded and the motion carried.

5. Approve the Creation of the Outreach Intern Position – Personnel Committee

MOTION 48: Carolyn Bradstreet moved to approve the Personnel Change Form. Jeffrey Clark seconded and the motion carried.

6. Approve Executive Director's Overnight Travel Requests – Personnel Committee

MOTION 49: Ruby Morrison moved to approve the Executive Director's Overnight Travel Requests. Merton Bartels seconded and the motion carried.

7. Discuss Fine Free Resolution – Lauren Moore

Lauren updated the board on discussions regarding a Fine Free Resolution. Follow-up discussions will be scheduled.

8. Discuss Professional Standards for Library Workers and Directors – Lauren Moore

Lauren updated the board on discussions regarding Professional Standards for Library Workers and Directors. Follow-up discussions will be scheduled.

9. Strategic Plan Update

Strategic planning update given by Karen Dworaczyk at the beginning of the meeting.

Adjourn

Next Meeting:

Wednesday, May 8, 2019, 5:00pm, PLSHQ

MOTION 50: Carolyn Bradstreet moved to adjourn the meeting. Ruby Morrison seconded and the motion carried. The meeting adjourned at 6:34 pm.

Adjourn



BOARD MEETING MINUTES

Wednesday, June 12, 2019, 5:00 pm
Pioneer Library System Headquarters, Canandaigua, NY

PLS Board Members present: **Christine Ryan, Jeffrey Clark, Kathleen Hartness, Carolyn Bradstreet, Merton Bartels, Julie Gruendike, Ruby Morrison, and Matthew Sickles.** Also in attendance, PLS Staff: **Lauren Moore, Cindy Gardner, and Ron Kirsop.** PLSDAC Liaison: **Renate Goff.**

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:07 pm.

ADOPTION OF THE AGENDA

Ellen Mitchell asked to add an Executive Session to discuss the Executive Director position at the end of the agenda, and moving New Business #9 – Personnel Change form after the Executive Session.

MOTION 51: Kathleen Hartness moved to adopt the June 12, 2019 agenda as amended. Ellen Mitchell seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 52: Carolyn Bradstreet moved to approve the April 10, 2019 minutes. Merton Bartels seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

Jeffrey Clark noted the Bills paid 5/22/19 in the amount of \$106.52 should be dated 5/29/19.

MOTION 53: Kathleen Hartness moved to approve the cash activity report as amended. Carolyn Bradstreet seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 54: Carolyn Bradstreet moved to approve warrants made on 4/24/19 for the total amount of \$74,242.61; 5/7/19 for the total amount of \$30,379.25; 5/22/19 for the total amount of \$23,101.33; 5/29/19 for the total amount of \$106.52 and 6/12/19 for the total amount of \$60,585.72. Ellen Mitchell seconded and the motion carried.

MOTION 55: Merton Bartels moved to approve the April-May 2019 Year to Date Report. Ellen Mitchell seconded and the motion Carried.

2. Executive Director's Report: Lauren Moore

Lauren reported on the Evergreen upgrade, Linux installations, Tobacco-Free Libraries, NYS Construction Aid, Pioneer Awards, and Early Literacy Supplies Grant Awards.

3. Team Goal Report: Ron Kirsop

No report.

4. Central Library Budget Report: Cindy Gardner

MOTION 56: Ruby Morrison moved to approve the Central Library Budget Report. Carolyn Bradstreet seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Report in board packet.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

No report.

Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

Policy Committee Report – Ruby Morrison, Chair

Under New Business.

Audit Committee Report – Kathleen Hartness, Chair

No report.

NEW BUSINESS:

1. Approve Meeting Room Policy- Policy Committee

MOTION 57: Carolyn Bradstreet moved to approve the Meeting Room Policy. Merton Bartels seconded and the motion carried.

2. Approve Fine Resolution- Policy Committee

MOTION 58: Carolyn Bradstreet moved to approve the Fine Resolution. Merton Bartels seconded and the motion carried.

3. Approve Fair Compensation Policy – Policy Committee

Julie Gruendike suggested this should be a resolution rather than a policy.

MOTION 59: Kathleen Hartness moved to approve the renamed Resolution on the Importance of Fair Compensation. Merton Bartels seconded and the motion carried.

4. Approve Social Media Policy- Policy Committee

MOTION 60: Ellen Mitchell moved to approve the Social Media Policy. Carolyn Bradstreet seconded and the motion carried.

5. Approve Tobacco Use Policy- Policy Committee

MOTION 61: Ellen Mitchell moved to approve the Tobacco Use Policy. Merton Bartels seconded and the motion carried.

6. Approve \$51,800 payment to LIU- Lauren Moore

MOTION 62: Ruby Morrison moved to approve the \$51,800 payment to LIU. Carolyn Bradstreet seconded and the motion carried.

7. Approve \$29,035 payment to ProQuest- Lauren Moore

MOTION 63: Ruby Morrison moved to approve the \$29,035 payment to ProQuest. Ellen Mitchell seconded and the motion carried.

8. Appoint NYS Construction Aid Award Committee- Ron Kirsop

Committee Members:

1. Chris Ryan
2. Ruby Morrison
3. Merton Bartels

MOTION 64: Ellen Mitchell moved to appoint the NYS Construction Aid Award Committee. Carolyn Bradstreet seconded and the motion carried.

9. Approve Personnel Change Form- Personnel Committee

Moved to after Executive Session.

10. Approve Change to Staff Policy Handbook- Personnel Committee

MOTION 65: Ruby Morrison moved to approve the Changes to Staff Policy Handbook. Merton Bartels seconded and the motion carried.

11. Approve 2019-2022 Strategic Plan Goals- Executive Committee

MOTION 66: Ruby Morrison moved to approve the 2019-2022 Strategic Plan Goals. Jeffrey Clark seconded and the motion carried.

12. Approve Online Banking Policy Revisions – Policy Committee

MOTION 67: Carolyn Bradstreet moved to approve the Online Banking Policy Revisions. Merton Bartels seconded and the motion carried.

13. Designate Ron Kirsop as online administrator on Chase and Canandaigua National Bank Accounts

MOTION 68: Ruby Morrison moved to designate Ron Kirsop as online administrator on Chase and Canandaigua National Bank Accounts. Ellen Mitchell seconded and the motion carried.

14. Approve Pioneer Library System Program Assurances

MOTION 69: Ellen Mitchell moved to approve the Pioneer Library System Program Assurances. Carolyn Bradstreet seconded and the motion carried.

15. Approve Executive Director's Overnight Travel – Personnel Committee

MOTION 70: Ruby Morrison moved to approve the Executive Director's Overnight Travel. Ellen Mitchell seconded and the motion carried.

MOTION 71: Ellen Mitchell moved to enter Executive Session to discuss the Executive Director position. Kathleen Hartness seconded and the motion carried.

Upon exiting Executive Session, Ron Kirsop accepted the position of Executive Director.

MOTION 72: Ellen Mitchell moved to appoint Ronald Kirsop to the position of Executive Director of the Pioneer Library System effective July 18, 2019 pending written approval from Mark Schaming, Deputy Commissioner. The PLS Board authorizes the Personnel Committee of the board to convene and formally appoint Ron as Executive Director at a salary of \$92,000, retroactive to July 18, 2019. Carolyn Bradstreet seconded and the motion carried.

Next Meeting: August 7, 2019 5pm, PLS System Office

MOTION 73: Kathy Hartness moved to adjourn the meeting. Ellen Mitchell seconded and the motion carried. The meeting adjourned at 6:14 pm.

Adjourn



BOARD MEETING MINUTES

Wednesday, August 7, 2019, 5:00 pm
Pioneer Library System Headquarters, Canandaigua, NY

PLS Board Members present: Merton Bartels, Carolyn Bradstreet, Jeffrey Clark, Julie Gruendike, Kathleen Hartness, Ellen Mitchell, Ruby Morrison, Christine Ryan, and Matthew Sickles. Also in attendance, PLS Staff: Cindy Gardner and Ron Kirsop. PLSDAC Liaison: Renate Goff.

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:01 pm.

ADOPTION OF THE AGENDA

MOTION 74: Carolyn Bradstreet moved to adopt the August 7, 2019 agenda. Ruby Morrison seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 75: Ellen Mitchell moved to approve the June 12, 2019 minutes. Carolyn Bradstreet seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

MOTION 76: Ruby Morrison moved to approve the cash activity report. Merton Bartels seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 77: Carolyn Bradstreet moved to approve warrants made on June 26, 2019 for the total amount of \$12,530.22; July 10, 2019 for the total amount of \$25,964.23; July 26, 2019 for the total amount of \$96,787.51, and August 7, 2019 for the total amount of \$40,325.88. Ellen Mitchell seconded and the motion carried.

MOTION 78: Kathleen Hartness moved to approve the Year to Date Report. Merton Bartels seconded and the motion Carried.

2. Executive Director's Report: Ron Kirsop

Ron reported on the PULISDO conference in Ithaca; the new trustee education regulation from DLD; notification of approval of a 2 year \$50,000 grant to establish a Finger Lakes Digital Inclusion Coalition; upcoming PLS annual meeting plans; restoration of \$2M NYS Construction Aid; and procedural issues at the Red Jacket Community Library that are impacted by the updated Student Data Privacy Law.

He also notified the board of former board member Cornelia "Pic" Schade's passing in early July. Pic served on our board from 2010-2014; and as our claims auditor for 2 years following that. She will be greatly missed.

He asked Cindy to report on a BEAR audit regarding our E-rate refund relating to our Time Warner/Spectrum contract for bandwidth connections.

3. Strategic Planning Report: Ron Kirsop

Addressed under New Business

4. Central Library Budget Report: Cindy Gardner

MOTION 79: Ruby Morrison moved to approve the Central Library Budget Report. Carolyn Bradstreet seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Report in board packet.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

The Finance Committee met at 3:30 today. Items discussed are under new business.

Personnel Committee Report – Ellen Mitchell, Chair

The Personnel Committee met at 4:00 today. Items discussed are under new business.

Policy Committee Report – Ruby Morrison, Chair

The Policy Committee met at 4:30 today. Items discussed are under new business.

Audit Committee Report – Kathleen Hartness, Chair

No report.

NEW BUSINESS:

1. Receipt and Deposit of Funds Policy Revision: Policy Committee

MOTION 80: Ruby Morrison moved to approve the revised Receipt and Deposit of Funds Policy. Ellen Mitchell seconded and the motion carried.

2. Code of Conduct: Policy Committee

The proposed Code of Conduct Policy was discussed and will be brought up for approval at a later meeting.

3. Evergreen Confidentiality Statement: Policy Committee

The proposed Evergreen Confidentiality Policy was discussed and will be brought up for approval at a later meeting.

4. Create Part-time Digital Inclusion Coalition Coordinator Position: Personnel Committee

MOTION 81: Ellen Mitchell moved to create the Part-time Digital Inclusion Coalition Coordinator Position. Ruby Morrison seconded and the motion carried.

5. Health Insurance Rates: Personnel Committee

MOTION 82: Ellen Mitchell moved to accept the Health Insurance plan and rates as proposed for December 1, 2019 – November 30, 2020. Merton Bartels seconded and the motion carried.

6. Approve Personnel Change Report: Personnel Committee

MOTION 83: Ellen Mitchell moved to approve the Personnel Change Report. Ruby Morrison seconded and the motion carried.

7. Strategic Plan Revisions: Ron Kirsop

MOTION 84: Merton Bartels moved to approve the revisions to the Strategic Plan. Carolyn Bradstreet seconded and the motion carried.

8. Approve the 2019 Amended Budget: Finance Committee

MOTION 85: Ruby Morrison moved to approve the 2019 Amended budget. Ellen Mitchell seconded and the motion carried.

9. Move \$650 from Operating Budget - Vehicles (Senate Bullet Aid) to Assigned Reserves - Computer/Technology Senate Bullet Aid: Finance Committee.

MOTION 86: Ruby Morrison made a motion to Move \$650 from Operating Budget - Vehicles (Senate Bullet Aid) to Assigned Reserves - Computer/Technology Senate Bullet Aid. Carolyn Bradstreet seconded and the motion

10. Move \$20,000 from Operating Budget - Prof Fees DIC (Bullet Aid) to Assigned Reserves - Computer/Technology Bullet Aid for 2020 Other Grants - Equipment Category 2 NetGear: Finance Committee

MOTION 87: Ruby Morrison made a motion to Move \$20,000 from Operating Budget - Prof Fees DIC (Bullet Aid) to Assigned Reserves - Computer/Technology Bullet Aid for 2020 Other Grants - Equipment Category 2 NetGear. Carolyn Bradstreet seconded and the motion carried.

11. Move \$6,000 from Assigned Reserves - Comp/Tech - Senate Bullet Aid to Assigned Reserves - Comp/Tech - Email Archiving (Senate Bullet): Finance Committee

MOTION 88: Ruby Morrison made a motion to move \$6,000 from Assigned Reserves - Comp/Tech - Senate Bullet Aid to Assigned Reserves - Comp/Tech - Email Archiving (Senate Bullet). Ellen Mitchell seconded and the motion carried.

12. Move \$6,000 from Assigned Reserves - Comp/Tech - Email Archiving to Assigned Reserves - Comp/Tech - R&D: Finance Committee

MOTION 89: Ruby Morrison made a motion to move \$6,000 from Assigned Reserves - Comp/Tech - Email Archiving to Assigned Reserves - Comp/Tech - R&D. Ellen Mitchell seconded and the motion carried.

13. Approve Central Library Budget Amendments: Finance Committee

MOTION 90: Ruby Morrison moved to approve the 2019 Central Library Budget Amendments. Carolyn Bradstreet seconded and the motion carried.

14. Approve Disposal & Sales of Surplus or Donated Items: Cindy Gardner

MOTION 91: Ruby Morrison moved to approve the Disposal & Sales of Surplus or Donated Items. Merton Bartels seconded and the motion carried.

15. Appoint 2019 Pioneer Award Committee: Ron Kirsop

MOTION 92: Carolyn Bradstreet moved to appoint Ruby Morrison and Merton Bartels to the 2019 Pioneer Award Committee. Ellen Mitchell seconded and the motion carried.

16. Discuss New Trustees for the PLS Board: Ron Kirsop

17. Change Date of November 2019 Board Meeting: Ron Kirsop

MOTION 93: Kathleen Hartness moved to change the date of the November board meeting from the 13th to the 20th. Merton Bartels seconded and the motion carried.

Next Meeting:

Wednesday, September 11, 2019, 5:00pm, PLSHQ

Adjourn

MOTION 94: Carolyn Bradstreet moved to adjourn the meeting. Ellen Mitchell seconded and the motion carried. The meeting adjourned at 6:01 pm.

Respectfully submitted,
Cynthia Gardner

To be approved on September 11, 2019.



BOARD MEETING MINUTES

Wednesday, September 11, 2019, 5:00 pm
Pioneer Library System Headquarters, Canandaigua, NY

PLS Board Members present: Merton Bartels, Carolyn Bradstreet, Jeffrey Clark, Julie Gruendike, Kathleen Hartness, Ellen Mitchell, Ruby Morrison, and Christine Ryan. Also in attendance, PLS Staff: Cindy Gardner and Ron Kirsop. PLSDAC Liaison: Renate Goff. Trustee Matthew Sickles was excused.

CALL TO ORDER:

Christine Ryan called the meeting to order at 4:57 pm.

ADOPTION OF THE AGENDA

MOTION 95: Ruby Morrison moved to adopt the September 11, 2019 agenda as amended adding Carolyn Bradstreet's resignation at the end of New Business. Merton Bartels seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 96: Ellen Mitchell moved to approve the August 7, 2019 minutes. Carolyn Bradstreet seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

MOTION 97: Carolyn Bradstreet moved to approve the cash activity report. Ellen Mitchell seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 98: Ruby Morrison moved to approve warrants made on August 7, 2019 for the total amount of \$40,325.88; August 21, 2019 for the total amount of \$36,303.88; August 26, 2019 for the total amount of \$2,961.56, and September 11, 2019 for the total amount of \$132,801.47. Ellen Mitchell seconded and the motion carried.

MOTION 99: Kathy Hartness moved to approve the August 2019 Year to Date Report. Merton Bartels seconded and the motion carried.

2. Executive Director's Report: Ron Kirsop

Ron reported on the computer security updates at PLS; the Macmillan Publisher e-book embargo on libraries; OWWL Library System rebranding update; filling the Digital Inclusion Coordinator position; candidates for the PLS System Trustee positions; two additional Construction Grant bills awaiting the governor's signature, resolution of the E-rate BEAR audit releasing \$41,576.22 in 18-19 funds and changes to our dropbox account.

3. Strategic Planning Report: Ron Kirsop

Addressed under New Business

4. Central Library Budget Report: Cindy Gardner

MOTION 100: Ruby Morrison moved to approve the Central Library August 2019 YTD Budget Report. Merton Bartels seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Report in board packet.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

No report.

Personnel Committee Report – Ellen Mitchell, Chair

No report.

Policy Committee Report – Ruby Morrison, Chair

The Policy Committee met at 4:30 today. Items discussed are under new business.

Audit Committee Report – Kathleen Hartness, Chair

No report.

NEW BUSINESS:

1. Approve 2020 Central Library Budget: Cindy Gardner

MOTION 101: Ruby Morrison moved to approve the 2020 Central Library Budget. Kathy Hartness seconded and the motion carried.

2. 2020 OWWL Cost-Shares Estimate at 22% Subsidy: Cindy Gardner

MOTION 102: Carolyn Bradstreet moved to approve the 2020 OWWL Cost-Shares Estimate with a 22% PLS Subsidy. Merton Bartels seconded and the motion carried.

3. Accept Bid for 2020 Delivery Van: Cindy Gardner

MOTION 103: Ruby Morrison moved to accept the Shepard Ford bid in the amount of \$31,424.50 for a 2020 Delivery Van. Kathy Hartness seconded and the motion carried.

4. Approve Construction Grant Award Amounts: Ron Kirsop

MOTION 104: Ruby Morrison moved to approve the Construction Grant Award Amounts. Merton Bartels seconded and the motion carried.

5. Approve Updated Strategic Plan Timeline: Ron Kirsop

MOTION 105: Ellen Mitchell moved to approve the updated Strategic Plan timeline. Carolyn Bradstreet seconded and the motion carried.

6. Approve 2019 Pioneer Awards: Ruby Morrison

MOTION 106: Kathy Hartness moved to approve the 2019 Pioneer Awards. Merton Bartels seconded and the motion carried.

7. Approve Confidentiality of Library Records Policy: Ron Kirsop

The approval the Confidentiality of Library Records Policy is tabled until the October meeting.

8. Approve Director's Overnight Travel Requests: Ron Kirsop

MOTION 107: Ruby Morrison moved to approve the Director's Overnight Travel Requests. Carolyn Bradstreet seconded and the motion carried.

9. Approve PLS Insurance Evaluation 2019-2020: Cindy Gardner

MOTION 108: Ellen Mitchell made a motion to approve the 19-20 PLS Insurance Evaluation Report. Jeffrey Clark seconded and the motion carried.

10. Review Revised Meeting Room Use Policy: Policy Committee

Revisions to the Meeting Room Use Policy were discussed and are tabled until the October meeting.

11. Personnel Change Report: Ron Kirsop

MOTION 109: Kathy Hartness made a motion to accept the Personnel Change Report. Carolyn Bradstreet seconded and the motion carried.

12. Accept Carolyn Bradstreet's Resignation from the Board: Chris Ryan

MOTION 110: Ruby Morrison made a motion to regretfully accept Carolyn Bradstreet's resignation from the PLS Board of Trustees effective October 31, 2019. Ellen Mitchell seconded and the motion carried.

Next Meeting:

Wednesday, October 16, 2019, 8:00am, Belhurst Castle, Geneva, NY

Adjourn

MOTION 111: Ruby Morrison moved to adjourn the meeting. Ellen Mitchell seconded and the motion carried. The meeting adjourned at 6:15 pm.

Respectfully submitted,

Cynthia Gardner

To be approved on October 16, 2019.



BOARD MEETING MINUTES

Wednesday, October 16, 2019, 8:00 am
Belhurst Castle, Geneva, NY

PLS Board Members present: Merton Bartels, Carolyn Bradstreet, Jeffrey Clark, Kathleen Hartness, Ellen Mitchell, Christine Ryan, and Matthew Sickles. Also in attendance, PLS Staff: Cindy Gardner and Ron Kirsop, and in-coming trustee Subrata Paul. Julie Gruendike and Ruby Morrison were excused. PLSDAC Liaison Renate Goff was not present.

CALL TO ORDER:

Christine Ryan called the meeting to order at 8:00 am.

ADOPTION OF THE AGENDA

MOTION 112: Carolyn Bradstreet moved to adopt the October 16, 2019 agenda. Merton Bartels seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 113: Ellen Mitchell moved to approve the September 11, 2019 minutes, stipulating Carolyn Bradstreet's resignation date of October 31, 2019. Kathleen Hartness seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

MOTION 114: Carolyn Bradstreet moved to approve the cash activity report. Ellen Mitchell seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 115: Merton Bartels moved to approve warrants made on September 24, 2019 for the total amount of \$60,971.08; and October 9, 2019 for the total amount of \$114,882.30. Carolyn Bradstreet seconded and the motion carried.

MOTION 116: Ellen Mitchell moved to approve the September 2019 Year to Date Report. Kathleen Hartness seconded and the motion Carried.

2. Executive Director's Report: Ron Kirsop

Ron reported on the Livingston County Capital Improvement Grant; gave PLSDAC (Pioneer Library System Director's Advisory Council) and NYALS (New York Association of Library Systems) recaps; the September System meeting on Project Management; the Evergreen upgrade; Mini-Digipalooza held on September 26, 2019; completion of the PLA Inclusive Internship Initiative, and the upcoming Great Give-Back on October 19, 2019.

3. Strategic Planning Report: Ron Kirsop

No Report.

4. Central Library Budget Report: Cindy Gardner

MOTION 117: Carolyn Bradstreet moved to approve the Central Library September 2019 YTD Budget Report. Kathleen Hartness seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Report in board packet.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

No report.

Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

Policy Committee Report – Ruby Morrison, Chair

Under Old Business.

Audit Committee Report – Kathleen Hartness, Chair

No report.

OLD BUSINESS:

1. Approve Revised Meeting Room Use Policy – Ron Kirsop

MOTION 118: Kathleen Hartness moved to approve the Revised Meeting Room Use Policy. Carolyn Bradstreet seconded and the motion carried.

2. Update on Confidentiality of Library Records Policy: Ron Kirsop

The discussion on the Confidentiality of Library Records Policy continued.

NEW BUSINESS:

1. Approve 2020 Propose Salary Schedule: Ellen Mitchell

MOTION 119: Ellen Mitchell moved to approve the 2020 Proposed Salary Schedule. Kathleen Hartness seconded and the motion carried.

2. Personnel Change Report: Ellen Mitchell

MOTION 120: Ellen Mitchell made a motion to accept the Personnel Change Report. Carolyn Bradstreet seconded and the motion carried.

3. Approve Revised Automation Services Librarian Position Description

MOTION 121: Ellen Mitchell moved to approve the revised Automation Services Librarian Position Description. Carolyn Bradstreet seconded and the motion carried.

4. Approve Revised Catalog & E-Resources Specialist Position Description

MOTION 122: Ellen Mitchell moved to approve the revised Catalog & E-Resources Specialist Position Description. Carolyn Bradstreet seconded and the motion carried.

5. Approve Overdrive payment \$28,862.50: Ron Kirsop

MOTION 123: Merton Bartels moved to approve the Overdrive payment, ck#28447, dated 9/11/19 in the amount of \$28,862.50. Carolyn Bradstreet seconded and the motion carried.

6. Approve Overdrive payment \$41,290.28: Ron Kirsop

MOTION 124: Carolyn Bradstreet moved to approve the Overdrive payment, ck#28477, dated 9/24/19 in the amount of \$41,290.28. Jeffrey Clark seconded and the motion carried.

7. Approve Equinox payment \$63,808.00: Ron Kirsop

MOTION 125: Ellen Mitchell moved to approve the Equinox payment, ck#28436, dated 9/11/19 in the amount of \$63,808.00. Merton Bartels seconded and the motion carried.

Next Meeting:

RRLC Legislative Breakfast, Friday, October 25, 2019, 8:30am, Henrietta Public Library

Next Board Meeting, Wednesday, November 20, 2019, 5:00pm, Pioneer Library System HQ, Canandaigua, NY

Adjourn

MOTION 126: Carolyn Bradstreet moved to adjourn the meeting. Merton Bartels seconded and the motion carried. The meeting adjourned at 8:32 am.



BOARD MEETING MINUTES

Wednesday, November 20, 2019, 5:00 pm
PLS Headquarters, Canandaigua, NY

PLS Board Members present: Jeffrey Clark, Julie Gruendike, Kathleen Hartness, Subrata Paul, Christine Ryan, and Matthew Sickles. Also in attendance, Incoming Trustee Virginia Keenan; PLS Staff: Cindy Gardner and Ron Kirsop; and PLSDAC Liaison: Renate Goff. Ellen Mitchell and Ruby Morrison were excused, and Merton Bartels was absent.

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:01 pm.

OATH OF OFFICE:

President Christine Ryan administered the oath of office to Subrata Paul, filling an unexpired term vacated by Carolyn Bradstreet ending December 31, 2022.

ADOPTION OF THE AGENDA

MOTION 126: Kathleen Hartness moved to adopt the November 20, 2019 agenda. Jeffrey Clark seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 127: Jeffrey Clark moved to approve the October 16, 2019 minutes. Kathleen Hartness seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Jeffrey Clark

Approve Cash Activity Report

MOTION 128: Kathleen Hartness moved to approve the cash activity report. Matthew Sickles seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 129: Julie Gruendike moved to approve warrants made on October 22, 2019 for the total amount of \$12,934.38; November 5, 2019 for the total amount of \$22,234.17; and November 19, 2019 for the total amount of \$89,624.08. Kathleen Hartness seconded and the motion carried.

MOTION 130: Julie Gruendike moved to approve the October 2019 Year to Date Report. Kathleen Hartness seconded and the motion carried.

2. Executive Director's Report: Ron Kirsop

Ron reported on the October 25 Legislative Breakfast; filling the Automated Services Librarian position; PLSDAC (Pioneer Library System Directors' Advisory Council) Updates regarding a Census Taskforce, the Confidentiality of Records Policy, changes to OWWL2go Selection Committee, an Overdrive pilot program, and the Macmillan Publisher e-book embargo; the NYLA Conference; and a First Book Marketplace grant.

3. Strategic Planning Report: Ron Kirsop

An updated copy of the 2020-2022 Strategic Plan was provided.

4. Central Library Budget Report: Cindy Gardner

MOTION 131: Kathleen Hartness moved to approve the Central Library October 2019 YTD Budget Report. Jeffrey Clark seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

Report in board packet.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

Under New Business.

Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

Policy Committee Report – Ruby Morrison, Chair

No report.

Audit Committee Report – Kathleen Hartness, Chair

No report.

OLD BUSINESS:

1. Approve Confidentiality of Library Records Policy: Ron Kirsop

MOTION 132: Kathleen Hartness moved to approve the Confidentiality of Library Records Policy. Julie Gruendike seconded and the motion carried.

NEW BUSINESS:

1. Approve Assistant Director Position Description: Ron Kirsop

MOTION 133: Jeffrey Clark moved to approve the Assistant Director Position Description. Kathleen Hartness seconded and the motion carried.

2. Discuss Executive Director Evaluation Process: Christine Ryan

The process was discussed and the Personnel Committee will meet December 11, 2019 at 4:30pm to complete the review.

3. Approve 2020 Proposed Budget: Jeffrey Clark

MOTION 134: Kathleen Hartness moved to approve the 2020 Proposed Budget. Julie Gruendike seconded and the motion carried.

4. Approve the 2020 Board Meeting Schedule: Ron Kirsop

MOTION 135: Jeffrey Clark moved to approve the 2020 Board Meeting Schedule. Julie Gruendike seconded and the motion carried.

5. Approve the Reallocated Construction Funds: Ron Kirsop

MOTION 136: Jeffrey Clark moved to approve the Reallocated Construction Funds as proposed. Kathleen Hartness seconded and the motion carried.

6. Appoint Nominating Committee for 2020 Slate of Officers: Christine Ryan

MOTION 137: Jeffrey Clark moved to approve Kathleen Hartness and Matthew Sickles to the Nominating Committee for 2020 Slate of Officers. Julie Gruendike seconded and the motion carried.

7. Discuss 2020 Committee Assignments: Christine Ryan

Christine asked that trustees let her know of committee preferences prior to the December 11, 2019 meeting.

8. Discuss a Resolution in Support of Fair Access to Digital Content: Ron Kirsop

MOTION 138: Matthew Sickles moved to pass a Resolution in Support of Fair Access to Digital Content as proposed. Kathleen Hartness seconded and the motion carried.

9. Discuss Sexual Harassment Training for Board Members: Ron Kirsop

Sexual Harassment Training for the Board is tentatively scheduled for the January 15, 2020 board meeting.

10. Discuss December Board Meeting Snack Sign-up: Ron Kirsop

A Snack Sign-up sheet was shared with Trustees.

11. Discuss Trustee Travel Claims: Cindy Gardner

Trustee Travel Claim sheets were distributed.

12. Approve NYS Retirement 2020 payment \$73,794.00: Ron Kirsop

MOTION 139: Kathleen Hartness moved to approve the NYS Retirement 2020 Annual payment, ck#28573, dated 11/20/19 in the amount of \$73,794.00. Jeffrey Clark seconded and the motion carried.

13. Approve Sale of 2013 Ford Econoline 250 Silver Van: Ron Kirsop

MOTION 140: Kathleen Hartness moved to approve the intent to sell the 2013 Ford Econoline 250 Silver Van using a closed bid process. Jeffrey Clark seconded and the motion carried.

14. Approve Personnel Change Report: Ron Kirsop

MOTION 141: Kathleen Hartness moved to approve the Personnel Change Report. Jeffrey Clark seconded and the motion carried.

Next Meeting:

Next Board Meeting, Wednesday, December 11 , 2019, 5:00pm, Pioneer Library System HQ, Canandaigua, NY

Adjourn

MOTION 142: Kathleen Hartness moved to adjourn the meeting. Julie Gruendike seconded and the motion carried. The meeting adjourned at 6:13 pm.

Respectfully submitted,

Cynthia Gardner

Approved on December 11, 2019.



BOARD MEETING MINUTES

Wednesday, December 11, 2019, 5:00 pm
PLS Headquarters, Canandaigua, NY

PLS Board Members present: Merton Bartels, , Julie Gruendike, Kathleen Hartness, Ellen Mitchell, Subrata Paul, and Christine Ryan. Also in attendance, PLS Staff: Cindy Gardner and Ron Kirsop; PLSDAC Liaison: Renate Goff; and Incoming 2020 Trustee: Virginia Keenan. Jeffrey Clark, Ruby Morrison and Matthew Sickles were excused.

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:08 pm.

ADOPTION OF THE AGENDA

MOTION 141: Kathleen Hartness moved to adopt the December 11, 2019 agenda. Ellen Mitchell seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 142: Merton Bartels moved to approve the November 20, 2019 minutes. Subrata Paul seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Financial Report: Cindy Gardner

Approve Cash Activity Report

MOTION 143: Kathleen Hartness moved to approve the cash activity report. Julie Gruendike seconded and the motion carried.

Approve Warrants (List of Bills Paid)

MOTION 144: Ellen Mitchell moved to approve warrants made on December 4, 2019 for the total amount of \$9,733.00; and December 4, 2019 for the total amount of \$26,663.74. Merton Bartels seconded and the motion carried.

MOTION 145: Merton Bartels moved to approve the November 2019 Year to Date Report. Kathleen Hartness seconded and the motion Carried.

2. Executive Director's Report: Ron Kirsop

Ron reported on the Evergreen Auto-Renewals; updates on filling the Automated Services Librarian position and the Assistant Director position; Updates regarding a Census Taskforce, the Macmillan Publisher e-book embargo, and the RRLC 2018-2019 Member Value Report.

3. Strategic Planning Report: Ron Kirsop

No report.

4. Central Library Budget Report: Cindy Gardner

MOTION 146: Kathleen Hartness moved to approve the Central Library December 11, 2019 YTD Budget Report. Ellen Mitchell seconded and the motion carried.

5. PLSDAC Liaison's Report: Renate Goff

No report.

6. Committee reports -

Finance Committee Report – Jeffrey Clark, Chair

No report.

Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

Policy Committee Report – Ruby Morrison, Chair

No report.

Audit Committee Report – Kathleen Hartness, Chair

No report.

OLD BUSINESS:

NEW BUSINESS:

1. Approve 2020 Fees and Grants Document: Ron Kirsop

MOTION 147: Julie Gruendike moved to approve the 2020 Fees and Grants Document. Merton Bartels seconded and the motion carried.

2. Approve 2020 Slate of Officers: Nominating Committee – Kathleen Hartness

MOTION 148: Kathleen Hartness moved to approve the 2020 Slate of Officers naming Christine Ryan-President, Jeffrey Clark-Vice President, Julie Gruendike-Treasurer, and Ellen Mitchell-Secretary. Subrata Paul seconded and the motion carried.

3. Approve the 2020 Committee Assignments: Chris Ryan

MOTION 149: Ellen Mitchell moved to approve the 2020 Committee Assignments naming Julie Gruendike, chair, Virginia Keenan and Jeffrey Clark with Chris Ryan, ex-officio to the Finance Committee; Ellen Mitchell, chair, Kathy Hartness and Judith McKinney with Chris Ryan, ex-officio to the Personnel Committee; Matt Sickles, chair, Virginia Keenan and Subrata Paul with Chris Ryan, ex-officio to the Policy Committee; and Kathy Hartness, chair with Chris Ryan, ex-officio to the Audit Committee. Merton Bartels seconded and the motion carried.

4. Approve Revised Fixed Assets Capitalization Policy: Cindy Gardner

The revised Fixed Assets Capitalization Policy effective 1/1/20 is tabled until the January 15, 2020 meeting.

5. Distribute the 2020 Board Meeting Schedule: Ron Kirsop

The 2020 Board Meeting Schedule approved at the November 20, 2019 meeting was distributed.

6. Approve the Disposal and Sale of Surplus or Donated Items Report: Cindy Gardner

MOTION 150: Kathleen Hartness moved to approve the Disposal and Sale of Surplus or Donated Items Report. Subrata Paul seconded and the motion carried.

7. Discuss Executive Director Evaluation: Ellen Mitchell

MOTION 151: Christine Ryan moved to go into Executive Session to discuss the Executive Director's evaluation. Merton Bartels seconded and the motion carried.

MOTION 152: Ellen Mitchell moved to come out of Executive Session. Subrata Paul seconded and the motion carried.

Christine Ryan and the Board thanked Out-going Board Member, Merton Bartels for his dedicated work serving on the Pioneer Library System Board for the last five years.

Next Meeting:

Next Board Meeting, Wednesday, January 15, 2020, 5:00pm, Pioneer Library System HQ, Canandaigua, NY

Finance Committee Meeting: January, 2020

Personnel Committee Meeting: January, 2020

Adjourn

MOTION 153: Ellen Mitchell moved to adjourn the meeting. The motion carried. The meeting adjourned at 6:10 pm.

Respectfully submitted,
Cynthia Gardner

Approved on January 15, 2020