



## BOARD MEETING MINUTES

Wednesday, January 15, 2020, 5:00 pm  
PLS Headquarters, Canandaigua, NY

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

### **OATH OF OFFICE:**

Christine Ryan administered the Oath of Office to Judith McKinney to a five-year term beginning January 1, 2020 and expiring December 31, 2024.

### **CALL TO ORDER:**

Christine Ryan called the meeting to order at 5:05 pm.

### **ADOPTION OF THE AGENDA**

**MOTION 154:** Kathleen Hartness moved to adopt the January 15, 2020 agenda. Ellen Mitchell seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 155:** Kathleen Hartness moved to approve the December 11, 2019 minutes. Ellen Mitchell seconded and the motion carried.

### **COMMUNICATIONS AND REPORTS:**

#### **1. Financial Report: Julie Gruendike**

##### **Approve Cash Activity Report**

**MOTION 156:** Kathleen Hartness moved to approve the cash activity report. Judith McKinney seconded and the motion carried.

##### **Approve Warrants (List of Bills Paid)**

**MOTION 157:** Ellen Mitchell moved to approve warrants made on December 18, 2019 for the total amount of \$32,865.69; December 31, 2019 for the total amount of \$44,613.48, and January 15, 2020 for the total amount of \$175,878.10. Subrata Paul seconded and the motion carried.

##### **Approve December 31, 2019 YTD Report**

**MOTION 158:** Ellen Mitchell moved to approve the December 2019 Year to Date Report. Kathleen Hartness seconded and the motion Carried.

**2. Executive Director's Report: Ron Kirsop**

Ron reported on the Advocacy efforts; Trustee Education Legislation; Trustee Newsletter Update, and Strategic Planning.

**3. Strategic Planning Report: Ron Kirsop**

Included in the Executive Director's Report.

**4. Central Library Budget Report: Cindy Gardner**

**MOTION 159:** Judith McKinney moved to approve the Central Library December 31, 2019 YTD Budget Report. Julie Gruendike seconded and the motion carried.

**5. PLSDAC Liaison's Report: Renate Goff**

The report is included in the packet.

**6. Committee reports -**

Finance Committee Report – Julie Gruendike, Chair

Under New Business.

Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

Policy Committee Report – Matthew Sickles, Chair

No report.

Audit Committee Report – Kathleen Hartness, Chair

No report.

**OLD BUSINESS:**

**1. Approve Revised Fixed Assets Capitalization Policy: Cindy Gardner**

**MOTION 160:** Ellen Mitchell moved to approve the revised Fixed Assets Capitalization Policy effective 1/1/20. Kathleen Hartness seconded and the motion carried.

**NEW BUSINESS:**

**1. Approve 2020 Organizational Actions: Ron Kirsop**

- 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 161:** Judith McKinney moved to approve the 2020 Organizational Actions. Julie Gruendike seconded and the motion carried.

## **2. Approve Personnel Change Report: Personnel Committee – Ellen Mitchell**

**MOTION 162:** Ellen Mitchell moved to approve the Personnel Change Report. Kathleen Hartness seconded and the motion carried.

**MOTION 163:** Ellen Mitchell moved to approve the Financial & Administrative Assistant Position Description. Judith McKinney seconded and the motion carried.

## **3. Approve the Director's Overnight Travel Request: Chris Ryan**

**MOTION 164:** Subrata Paul moved to approve the Director's Overnight Travel Request. Ellen Mitchell seconded and the motion carried.

## **4. Approve 2019 Year-End Report: Finance Committee – Julie Gruendike**

**MOTION 165** Julie Gruendike moved to Transfer \$157.43 from Assigned Reserves-Library Advocacy Day to Operating Budget .900 Other Miscellaneous- Advocacy Day. Ellen Mitchell seconded and the motion carried.

**MOTION 166:** Julie Gruendike moved to Transfer \$46,932.28 to the Annual Carryover Assigned Reserve Fund for purposes outlined in the 2019 Year End YTD Report. Kathleen Hartness seconded and the motion carried.

**MOTION 167:** Julie Gruendike moved to Approve 2019 Amended Budget. Ellen Mitchell seconded and the motion carried.

## **5. Approve 2019 Amended Budget: Finance Committee – Julie Gruendike**

**MOTION 168:** Julie Gruendike moved to Transfer \$46,932.28 from the Annual Carryover Assigned Reserve Fund to the General Operating Fund. Ellen Mitchell seconded and the motion carried.

**MOTION 169:** Julie Gruendike moved to transfer \$1,150 from Assigned Reserves - Senate Bullet Aid to Operating Budget for Vehicles (Senate Bullet Aid). Judith McKinney seconded and the motion carried.

**MOTION 170:** Julie Gruendike moved to transfer \$20,000 from Assigned Reserves - 2020 Cat2 netGear(Senate) to Operating Budget for Other Grants - Member Library Technology Upgrades. Ellen Mitchell seconded and the motion carried.

**MOTION 171:** Julie Gruendike moved to transfer \$6,000 from Assigned Reserves - Comp/Tech - In-House Hosting to Assigned Reserves - Comp/Tech -R&D. Kathleen Hartness seconded and the motion carried.

**MOTION 172:** Julie Gruendike moved to Approve 2020 Amended Budget. Kathleen Hartness seconded and the motion carried.

**6. Approve the Revised 2020 Salary Schedule: Personnel Committee – Ron Kirsop**

**MOTION 173:** Julie Gruendike moved to approve the Revised 2020 Salary Schedule. Ellen Mitchell seconded and the motion carried.

**7. Approve Overdrive Payment: Julie Gruendike**

**MOTION 174:** Judith McKinney moved to approve the Overdrive payment in the amount of \$60,000. Subrata Paul seconded and the motion carried.

**8. Approve Shepard Ford Payment: Julie Gruendike**

**MOTION 175:** Judith McKinney moved to approve the Shepard Ford payment in the amount of \$31,424.50. Ellen Mitchell seconded and the motion carried.

**9. Approve Teracai Payment: Julie Gruendike**

**MOTION 176:** Ellen Mitchell moved to approve the Teracai payment in the amount of \$37,215.57. Subrata Paul seconded and the motion carried.

**10. Approve Revised Purchase Order Procedures: Cindy Gardner**

**MOTION 177:** Kathleen Hartness moved to approve the revised Purchase Order Procedures. Ellen Mitchell seconded and the motion carried.

**11. Approve Revised Receipt and Deposit of Funds Policy: Cindy Gardner**

**MOTION 178:** Ellen Mitchell moved to approve the revised Receipt and Deposit of Funds Policy. Subrata Paul seconded and the motion carried.

**12. Reminder of Sexual Harassment Training: Christine Ryan**

The Sexual Harassment Training will be offered to trustees on March 11, 2020 at 4:00 pm.

**Next Meeting:**

**Next Board Meeting, Wednesday, March 11, 2020, 5:00pm, Pioneer Library System HQ, Canandaigua**

**Reminders: Advocacy Day, February 25, 2020**

**Adjourn**

**MOTION 179:** Ellen Mitchell moved to adjourn the meeting. Julie Gruendike seconded and the motion carried. The meeting adjourned at 6:02 pm.

Respectfully submitted,  
Cynthia Gardner

To be approved on March 11, 2020



## BOARD MEETING MINUTES

Wednesday, March 11, 2020, 5:00 pm  
PLS Headquarters, Canandaigua, NY

The following attended the Preventing Sexual Harassment Training for Supervisors and Managers at 3.45 pm: Cindy Gardner, Ron Kirsop, Jeffrey Clark, Kathleen Hartness, Judith McKinney, Subrata Paul, and Christine Ryan.

PLS Board Members present: Jeffrey Clark, Kathleen Hartness, Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, and Christine Ryan. Also in attendance, PLS Staff: Cindy Gardner and Ron Kirsop. Excused: Julie Gruendike and Matthew Sickles.

Christine Ryan administered the Oath of Office to Virginia Keenan to a five-year term beginning January 1, 2020 and expiring December 31, 2024.

### **CALL TO ORDER:**

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

### **ADOPTION OF THE AGENDA**

**MOTION 179:** Kathleen Hartness moved to adopt the March 11, 2020 agenda. Jeffrey Clark seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 180:** Ellen Mitchell moved to approve the January 15, 2020 minutes. Judith McKinney seconded and the motion carried.

### **COMPLIANCE TRAINING**

**MOTION 181:** Kathleen Hartness moved to acknowledge the Compliance Training prior to the meeting as well as the confirmation of training done off-site by Julie Gruendike, Virginia Keenan, Ellen Mitchell, and Matthew Sickles. Ellen Mitchell seconded and the motion carried.

### **COMMUNICATIONS AND REPORTS:**

#### **1. Financial Report: Julie Gruendike**

##### **Approve Cash Activity Report**

**MOTION 182:** Ellen Mitchell moved to approve the cash activity report. Subrata Paul seconded and the motion carried.

Approve Warrants (List of Bills Paid)

**MOTION 183:** Jeffrey Clark moved to approve warrants made on January 28, 2020 for the total amount of \$9,013.74; February 11, 2020 for the total amount of \$28,626.46, February 26, 2020 for the total amount of \$104,544.91 and March 11, 2020 for the total amount of \$21,122.83. Kathleen Hartness seconded and the motion carried.

Approve January/February YTD Report

**MOTION 184:** Jeffrey Clark moved to approve the January/February Year to Date Report. Kathleen Hartness seconded and the motion carried.

**2. Executive Director's Report: Ron Kirsop**

Ron reported on filling the Assistant Director position, Advocacy Day; 2020 Trustee Workshop Schedule; Updates to Minimum Standards, and the Coronavirus in Libraries.

**3. Strategic Planning Report: Ron Kirsop**

No Report.

**4. Central Library Budget Report: Cindy Gardner**

**MOTION 185:** Jeffrey Clark moved to approve the Central Library December 31, 2019 YTD Budget Report. Kathleen Hartness seconded and the motion carried.

**5. PLSDAC Liaison's Report: Renate Goff**

News from Stevens Memorial and Marion Library was included in the packet.

**6. Committee reports -**

Audit Committee Report – Kathleen Hartness, Chair

No report.

Finance Committee Report – Julie Gruendike, Chair

No Report.

Personnel Committee Report – Ellen Mitchell, Chair

Under New Business.

Policy Committee Report – Matthew Sickles, Chair

Under New Business.

**OLD BUSINESS:**

**NEW BUSINESS:**

**1. Approve System Annual Report and Assurances: Ron Kirsop  
System Annual Report Financials: Cindy Gardner**

**MOTION 186:** Kathleen Hartness moved that The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this “Annual Report” was reviewed and accepted by the System Board/Council on 3/11/2020. Judith McKinney seconded and the motion carried.

**2. Approve Personnel Change Report: Personnel Committee – Ellen Mitchell**

**MOTION 187:** Ellen Mitchell moved to approve the Personnel Change Report. Virginia Keenan seconded and the motion carried.

**3. Approve Revised Salary Schedule: Personnel Committee – Ellen Mitchell**

**MOTION 188:** Jeffrey Clark moved to approve the Revised Salary Schedule. Ellen Mitchell seconded and the motion carried.

**4. Approve 2020 Continuing Education Scholarship Winners – Ron Kirsop**

**MOTION 189:** Ellen Mitchell moved to approve the 2020 Continuing Education Scholarship Winners. Virginia Keenan seconded and the motion carried.

**5. Approve Disposal and Sales of Surplus or Donated Items – Cindy Gardner**

**MOTION 190:** Ellen Mitchell moved to approve resale of Surplus Items as attached using a bid process. Jeffrey Clark seconded and the motion carried.

**6. Approve Executive Director’s Overnight Travel Request: Chris Ryan**

**MOTION 191:** Jeffrey Clark moved to approve the Director’s Overnight Travel Request. Subrata Paul seconded and the motion carried.

**7. Discuss Policy Committee Items: Policy Committee – Ron Kirsop**

**8. Discuss the 2019 System Satisfaction Survey – Ron Kirsop**

**Next Meeting:**

**Next Board Meeting, Wednesday, April 8, 2020, 5:00pm, Pioneer Library System HQ, Canandaigua, NY**

**Policy Committee Mtg, Wed., April 8, 2020, 4:00pm , Pioneer Library System HQ, Canandaigua, NY**

**Finance Committee Mtg, Wed., April 8, 2020, 4:00pm , Pioneer Library System HQ, Canandaigua, NY**

**Reminders:**

**Adjourn**

**MOTION 192:** Ellen Mitchell moved to adjourn the meeting. The motion carried. The meeting adjourned at 5:52 pm.

Respectfully submitted,  
Cynthia Gardner  
To be approved on April 8, 2020





## SPECIAL BOARD MEETING MINUTES

Wednesday, March 25, 2020, 5:00 pm  
GoToMeeting – Per Executive Order 202.1

PLS Board Members present: Jeffrey Clark, Julie Gruendike, Kathleen Hartness, Virginia Keenan, Judith McKinney, Subrata Paul, Christine Ryan, and Matthew Sickles. Also in attendance, PLS Staff: Cindy Gardner, Ron Kirsop, and Suzanne Macaulay. Excused: Ellen Mitchell

### **CALL TO ORDER:**

Christine Ryan called the meeting to order at 5:02 pm.

### **ADOPTION OF THE AGENDA**

**MOTION 193:** Julie Gruendike moved to adopt the March 25, 2020 agenda. Matthew Sickles seconded and the motion carried.

### **EXECUTIVE DIRECTOR'S REPORT**

Ron introduced the new Assistant Director, Suzanne Macaulay.

Ron reviewed PLS's response to the ongoing COVID-19 crisis and compliance with all Executive Orders issued. He also provided an update on the status of system services and member libraries.

PLS is working to increase access to online resources, including the addition of Ancestry.com from home. Member libraries have pledged approximately \$40,000 to increase digital book purchasing, and PLSDAC approved turning on digital library cards in Overdrive so people in our service area without library cards can access ebooks, audiobooks, and magazines online.

Ron commended the PLS staff on their hard work during this transition and their response to member libraries.

### **STAFF WORKING FROM HOME UNDER EXECUTIVE ORDER 202.6**

**MOTION 194:** Kathleen Hartness moved to permit PLS staff to continue working from home to comply with Governor Cuomo's Executive Order 202.6 and supersede PLS'S Work from Home Policy. Subrata Paul seconded and the motion carried.

### **TEMPORARY PLAN FOR DELIVERY DRIVERS AND CUSTODIAN:**

**MOTION 195:** Julie Gruendike moved to keep delivery drivers and custodian on the payroll through April 8, 2020 when a long-term plan will be decided. Kathleen Hartness seconded and the motion carried.

## **LONG-TERM PLAN FOR DELIVERY DRIVERS AND CUSTODIAN**

Discussion

### **NEXT MEETING**

Next Board Meeting, Wednesday, April 8, 2020 at 5:00 pm, Pioneer Library System HQ, Canandaigua, NY

Policy Committee Meeting, Wednesday, April 8, 2020 at 4:00 pm, Pioneer Library System HQ, Canandaigua, NY

Finance Committee Meeting, Wednesday, April 8, 2020 at 4:00 pm, Pioneer Library System HQ, Canandaigua, NY

### **ADJOURN**

**MOTION 196:** Kathleen Hartness moved to adjourn the meeting. Jeff Clark seconded and the motion carried. The meeting adjourned at 5:48 pm.

Respectfully submitted,  
Suzanne Macaulay  
To be approved on April 8, 2020



## BOARD MEETING MINUTES

Wednesday, April 8, 2020, 5:00 pm  
GoToMeeting – Per Executive Order 202.1

PLS Board Members present: Jeffrey Clark, Julie Gruendike, Kathleen Hartness, Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, and Matthew Sickles. Also in attendance: PLS Staff Cindy Gardner, Ron Kirsop, and Suzanne Macaulay; Tom Zuber.

### **CALL TO ORDER:**

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

### **ADOPTION OF THE AGENDA**

**MOTION 197:** Kathleen Hartness moved to adopt the April 8, 2020 Agenda. Jeff Clark seconded and the motion carried.

### **2019 FINANCIAL AUDIT REPORT**

Tom Zuber reviewed the 2019 Financial Audit Documents and 990.

**MOTION 198:** Kathleen Hartness move to accept the 2019 Financial Audio Documents and 990 as presented. Jeff Clark seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 199:** Ellen Mitchell moved to accept the Minutes from the March 11, 2020 Board Meeting. Kathleen Hartness seconded and the motion carried.

**MOTION 200:** Kathleen Hartness moved to accept the Minutes from the March 25, 2020 Special Board Meeting. Jeff Clark seconded and the motion carried.

### **FINANCE REPORT**

Julie Gruendike reviewed the Cash Activity Report.

**MOTION 201:** Kathleen Hartness moved to accept the Cash Activity Report. Subrata Paul seconded and the motion carried.

Julie Gruendike reviewed the Warrants (list of bills paid). Cindy Gardner noted that there will be some monies credited back for cancelled conference registration and travel.

**MOTION 202:** Jeff Clark moved to accept the Warrants. Christine Ryan seconded and the motion carried.

Julie Gruendike reviewed the 3/31/20 YTD Report.

**MOTION 203:** Ellen Mitchell moved to accept the 2/31/20 YTD Report. Christine Ryan seconded and the motion carried.

### **EXECUTIVE DIRECTOR'S REPORT**

Ron Kirsop commended the PLS Staff for continuing to work efficiently from home.

Ron reviewed several service enhancement PLS has provided the member libraries including access to Ancestry.com from home and Overdrive Digital Cards.

Andrea Snyder has been hosting weekly OWWL Library Virtual Staff Gatherings to promote programming, training, and resource sharing. Following a discussion at PLSDAC on April 3, 2020 Ron will begin hosting weekly gatherings for system Directors to discuss administrative issues related to COVID-19 and libraries.

Ron and Suzanne Macaulay hosted a virtual Trustee/Director Workshop on April 7, 2020 on Updates to Minimum Standards. There were 42 people in attendance.

Ron reviewed the State Budget and Library Funding. The State approved \$94.1 million for libraries, which was only a slight decrease, but that amount could be reduced later in the year if the state cannot recoup lost revenue. Construction Aid took a significant cut.

### **CENTRAL LIBRARY REPORT**

Cindy Gardner reviewed the 2020 Central Library Budget through 3/31/20.

**MOTION 204:** Judith McKinney moved to accept the 2020 Central Library Budget. Julie Gruendike seconded and the motion carried.

### **DISPOSAL AND SALES OF SURPLUS OR DONATED ITEMS**

Ron discussed the 21 prepaid cell phones that were to be used by member libraries during the 2020 Census and recommended they be donated at the conclusion of the project.

**MOTION 205:** Kathleen Hartness moved that the cell phones be donated. Ellen Mitchell seconded and the motion carried.

### **FINANCIAL PLAN FOR DRIVERS:**

Ron presented the Finance Committee's recommendation to continue to pay the drivers 100% of their hourly rate for hours scheduled through April 9, 2020. The Committee recommended that beginning April 10, 2020 the drivers would be paid at 66% of their hourly rate for hours regularly scheduled and could supplement with Vacation Time to receive their full rate of pay until May 14, 2020. The Finance Committee and Board will reevaluate this plan at the May 13, 2020 Board Meeting.

**MOTION 206:** Kathleen Hartness moved that the terms of MOTION 195 be extended through April 9, 2020. Judith McKinney seconded and the motion carried. (MOTION 195: Julie Gruendike moved to keep delivery drivers and custodian on the payroll through April 8, 2020 when a long-term plan will be decided. Kathleen Hartness seconded and the motion carried.)

**MOTION 207:** Christine Ryan moved that the Board adopt the Finance Committee's recommendation to pay the drivers at 66% of their hourly rate for regular hours scheduled to be reevaluated at the May 13, 2020 Board Meeting. Kathleen Hartness seconded and the motion carried.

**NEXT MEETING**

Wednesday, May 13, 2020 at 5:00 pm, Pioneer Library System HQ, Canandaigua, NY

**ADJOURN**

**MOTION 208:** Ellen Mitchell moved to adjourn the meeting. Kathleen Hartness seconded and the motion carried. The meeting adjourned at 5:38 pm.

Respectfully submitted,  
Suzanne Macaulay  
To be approved on May 13, 2020



## **BOARD MEETING MINUTES**

Wednesday, May 13, 2020, 5:00 pm  
GoToMeeting – Per Executive Order 202.1

PLS Board Members present: Jeffrey Clark, Julie Gruendike, Kathleen Hartness, Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, and Christine Ryan. Excused: Matthew Sickles.

Also in attendance: PLS Staff Cindy Gardner, Ron Kirsop, and Suzanne Macaulay.

### **CALL TO ORDER:**

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

### **ADOPTION OF THE AGENDA**

**MOTION 209:** Kathleen Hartness moved to adopt the May 13, 2020 Agenda. Ellen Mitchell seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 210:** Jeff Clark moved to accept the Minutes from the April 8, 2020 Board Meeting. Kathleen Hartness seconded and the motion carried.

### **FINANCE REPORT**

Julie Gruendike reviewed the Cash Activity Report.

**MOTION 211:** Judith McKinney moved to accept the Cash Activity Report. Kathleen Hartness seconded and the motion carried.

Julie Gruendike reviewed the Warrants (list of bills paid) from April 22, April 29, and May 13, 2020.

**MOTION 212:** Ellen Mitchell moved to accept the Warrants. Jeff Clark seconded and the motion carried.

Julie Gruendike reviewed the 4/8/20 YTD Report. Cindy Gardner noted that an additional column had been added for a working/contingency budget in anticipation of cuts in State Aid to the System. This column represents a 25% reduction in funding.

**MOTION 213:** Ellen Mitchell moved to accept the 4/8/20 YTD Report. Subrata Paul seconded and the motion carried.

## **EXECUTIVE DIRECTOR'S REPORT**

Ron Kirsop commended the PLS Staff for continuing to work efficiently from home. Much of the system work has transitioned to developing reopening plans in coordination with the Governor's Phased approach.

Ron reviewed the State Budget and Library Funding. Projected cuts are between 15-25%.

## **CENTRAL LIBRARY REPORT**

Cindy Gardner reviewed the 2020 Central Library Budget through 4/30/20.

**MOTION 214:** Kathleen Hartness moved to accept the 2020 Central Library Budget. Julie Gruendike seconded and the motion carried.

## **PROQUEST INVOICE**

Ron and Cindy reviewed the ProQuest Invoice. ProQuest is the vendor who provides Ancestry Library Edition to the system.

**MOTION 215:** Ellen Mitchell moved to approve and pay the ProQuest Invoice. Judith McKinney seconded and the motion carried.

## **SYSTEM HEADQUARTERS REOPENING PLAN**

Ron presented the System Headquarters Reopening Plan.

The System would fall under the Governor's Phase 2 (Administrative Support). Staff could begin reporting back to work in the building with a capacity of 25%, with the possibility of increasing 25% every two weeks.

Adam Keuer will resume installing e-rate equipment in the member library buildings beginning June 1, 2020. The installations will be made by appointment only and when there is no other staff present inside the buildings.

**MOTION 216:** Jeff Clark moved to approve the System Headquarters Reopening Plan. Subrata Paul seconded and the motion carried.

## **SYSTEM-WIDE REOPENING PLAN**

Ron presented the System-Wide Reopening Plan.

Under the Governor's Phased approach member library staff could start reporting during Phase 2 to prepare the buildings for reopening. Among the concerns are sourcing enough PPE to comply with CDC and OSHA requirements, where and how to quarantine library materials, and developing modified services. Modified services, such as Contactless Checkout, is not recommended to start until Phase 4 with a slow increase in services through the fall/winter.

To facilitate the libraries' reopening efforts, the System developed Library Reopening Toolkit that includes templates for a reopening plan, policies, and procedures member libraries can adopt locally to reopen in compliance with the Governor's Executive Orders and the mandates in NY Forward.

Suzanne Macaulay applied for FEMA Funding to help offset the cost of PPE for PLSHQ and the member libraries. The application is still pending approval.

**MOTION 217:** Judith McKinney moved that the Board supports the System-Wide Reopening Plan. Ellen Mitchell seconded and the motion carried.

#### **REVISION TO PLS STAFF POLICIES HANDBOOK**

The Personnel Committee recommended the Board approve the revisions to the PLS Staff Policies Handbook pending the following edits:

- The phrase "the company" was not omitted and replaced in all instances
- Add "domestic partner" back to Leave Entitlement section
- Punctuation correction on pages 12 and 43

**MOTION 218:** Ellen Mitchell moved to accept the Personnel Committee's recommendation. Subrata Paul seconded and the motion carried.

#### **FINANCIAL PLAN FOR DRIVERS**

The Personnel Committee recommended to the Board to continue paying the Drivers at 66% of their hourly rate for hours regularly scheduled with the option to supplement with Vacation Time to receive their full rate of pay through June 10, 2020. The Board will reevaluate this plan at the June 10 Board Meeting. If a Driver reports to work for a "clean-up" run before June 10, they would be compensated at their full rate of pay.

**MOTION 219:** Ellen Mitchell moved to accept the Personnel Committee's recommendation. Kathleen Hartness seconded and the motion carried.

#### **NEXT MEETING**

Wednesday, June 10, 2020 at 5:00 pm, Pioneer Library System HQ, Canandaigua, NY

#### **ADJOURN**

**MOTION 220:** Julie Gruendike moved to adjourn the meeting. Subrata Paul seconded and the motion carried. The meeting adjourned at 6:06 pm.

Respectfully submitted,  
Suzanne Macaulay  
To be approved on June 10, 2020





## **BOARD MEETING MINUTES**

Wednesday, June 10, 2020, 5:00 pm  
GoToMeeting – Per Executive Order 202.1

PLS Board Members present: Julie Gruendike, Kathleen Hartness, Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, and Christine Ryan. Excused: Matthew Sickles.

Also in attendance: Cindy Gardner, Ron Kirsop, and Suzanne Macaulay (PLS Staff); Stacey Wicksall (PLSDAC Liaison)

### **CALL TO ORDER:**

Christine Ryan called the meeting to order at 5:02 pm.

### **REAPPOINTMENTS/RESIGNATIONS**

**MOTION 221:** Judith McKinney moved to reappoint Virginia Keenan to the Pioneer Library System Board of Trustees. Julie Gruendike seconded and the motion carried.

**MOTION 222:** Ellen Mitchell moved to accept the resignation of Jeffrey Clark from the Pioneer Library System Board of Trustees. Judith McKinney seconded and the motion carried.

### **ADOPTION OF THE AGENDA**

**MOTION 223:** Julie Gruendike moved to adopt the June 10, 2020 Agenda. Kathleen Hartness seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 224:** Judith McKinney moved to accept the Minutes from the May 13, 2020 Board Meeting pending revision of the typographical error in Motion 217. Ellen Mitchell seconded and the motion carried.

### **FINANCE REPORT**

Julie Gruendike reviewed the Cash Activity Report.

**MOTION 225:** Ellen Mitchell moved to accept the Cash Activity Report. Judith McKinney seconded and the motion carried.

Julie Gruendike reviewed the Warrants (list of bills paid) from May 27 and June 10, 2020.

**MOTION 226:** Kathleen Hartness moved to accept the Warrants. Virginia Keenan seconded and the motion carried.

Julie Gruendike reviewed the 5/31/20 YTD Report.

**MOTION 227:** Ellen Mitchell moved to accept the 5/31/20 YTD Report. Virginia Keenan seconded and the motion carried.

### **EXECUTIVE DIRECTOR'S REPORT**

The PLSHQ Staff have been returning to the building according to the System Reopening Plan and the mandates in NY Forward. Ron has been conducting weekly staff meetings via GoToMeeting which has helped everyone stay connected. Ron once again commended the staff for continuing to work efficiently during this time.

Ron and Cindy Gardner have been coordinating temporary delivery runs to the member libraries to clear up the items that have been "In Transit" since March 14. Each library must attest that their items have been quarantined for 72 hours before they are placed on the delivery schedule.

The Intent to Apply for NYS Construction Aid is due June 30. The Board will need to appoint a Construction Committee at the July 8 meeting.

### **CENTRAL LIBRARY REPORT**

Cindy reviewed the 2020 Central Library Budget through 5/31/20.

**MOTION 228:** Kathleen Hartness moved to accept the 2020 Central Library Budget. Julie Gruendike seconded and the motion carried.

### **PLSDAC LIASON REPORT**

Stacey Wicksall from the Macedon Public Library is the new PLSDAC Liaison. She will serve a 2 year term.

Stacey reported that the last PLSDAC Meeting was held June 5. There was a lot of discussion, engagement, and collaboration to make decisions about Evergreen as library services resume.

Stacey reported that Sandra Hylen from the Ontario Public Library commended Ron Kirsop, Suzanne Macaulay, and the PLSHQ Staff for all their help and guidance as libraries worked to navigate COVID-19.

Stacey reported that the Wadsworth Library is currently undergoing an interior renovation.

### **REAPPROVE 2020 MOTION NUMBERS 187 & 189**

**MOTION 229:** Ellen Mitchell moved to reapprove Motions 187 and 189.

*MOTION 187: Ellen Mitchell moved to approve the Personnel Change Report. Virginia Keenan seconded and the motion carried.*

*MOTION 189: Ellen Mitchell moved to approve the 2020 Continuing Education Scholarship Winners. Virginia Keenan seconded and the motion carried.*

Kathleen Hartness seconded and the motion carried.

### **SIX-MONTH PROGRESS REPORT ON GOALS**

Ron reviewed the progress on the PLS Strategic Plan, including:

#### **Area 1: Library Development**

- PLS is working with member libraries to ensure they are in compliance with the updated Minimum Standards by January 1, 2021.
- Suzanne and Hope Decker have been working with libraries to develop and update policies to comply with Minimum Standards.
- Adam Keuer and Suzanne are working to make sure each library has a website in compliance with Minimum Standards. Adam has been updating the prefabricated website that 17 of the member libraries currently use.

#### **Area 3: Investigate Diversifying Funding**

- Ron and Suzanne have started working on a plan and will present at a future Board meeting.

#### **Area 4: Enhance Technology Systems**

- Bob Wicksall has been installing updates to Active Directory.
- Adam and Matthew Kominiarek have started to install updated E-Rate equipment at member libraries.

#### **Area 6: Outreach to Communities**

- Andrea Snyder applied for an IMLS grant with the Digital Inclusion Coalition.
- Andrea has started work on the development of Change Team.

### **ANNUAL MEETING PLANNING & 2020 PIONEER AWARDS**

Ron led a discussion regarding the feasibility of planning the Annual Meeting and the related awards in light of the current health crisis. Ron and Suzanne will discuss options with the PLSHQ Staff and PLSDAC Executive Committee before the next Board Meeting.

### **COSAC APPOINTMENTS**

**MOTION 230:** Judith McKinney moved to approve the system's Coordinated Outreach Services Advisory Group appointments for 2020. Kathleen Hartness seconded and the motion carried.

### **REALLOCATED FY 2020 CONSTRUCTION AWARD AMOUNTS**

**MOTION 231:** Judith McKinney moved to approve the Reallocated FY 2020 Construction Award Amounts. Kathleen Hartness seconded and the motion carried.

### **FINANCIAL PLAN FOR DRIVERS**

**MOTION 232:** Judith McKinney moved to extend the Financial Plan for Drivers through July 9, 2020. Kathleen Hartness seconded and the motion carried.

**NEXT MEETING**

Wednesday, July 8, 2020 at 5:00 pm, Pioneer Library System HQ, Canandaigua, NY

**ADJOURN**

**MOTION 233:** Ellen Mitchell moved to adjourn the meeting. Kathleen Hartness seconded and the motion carried. The meeting adjourned at 5:49 pm.

Respectfully submitted,  
Suzanne Macaulay  
To be approved on July 8, 2020



## **BOARD MEETING MINUTES**

Wednesday, July 8, 2020, 5:00 pm  
GoToMeeting – Per Executive Order 202.1

PLS Board Members present: Julie Gruendike, Kathleen Hartness, Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, and Matthew Sickles.

Also in attendance: Cindy Gardner, Ron Kirsop, and Suzanne Macaulay (PLS Staff); Stacey Wicksall (PLSDAC Liaison)

### **CALL TO ORDER:**

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

### **ADOPTION OF THE AGENDA**

On behalf of the Personnel Committee, Ellen Mitchell requested Executive Session be added to the July 8, 2020 Agenda.

**MOTION 234:** Kathleen Hartness moved to adopt the July 8, 2020 Agenda with the addition of an Executive Session. Ellen Mitchell seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 235:** Judith McKinney moved to accept the Minutes from the June 10, 2020 Board Meeting. Ellen Mitchell seconded and the motion carried.

### **FINANCE REPORT**

Julie Gruendike reviewed the Cash Activity Report.

**MOTION 236:** Kathleen Hartness moved to accept the Cash Activity Report. Ellen Mitchell seconded and the motion carried.

Julie Gruendike reviewed the Warrants (list of bills paid) from June 24 and July 8, 2020. Cindy Gardner noted that the \$46,000 paid to Overdrive was additional funds pledged by and collected from Member Libraries to increase the digital collection during COVID-19.

**MOTION 237:** Ellen Mitchell moved to accept the Warrants. Judith McKinney seconded and the motion carried.

Julie Gruendike reviewed the 6/30/20 YTD Report.

**MOTION 238:** Kathleen Hartness moved to accept the 6/30/20 YTD Report. Virginia Keenan seconded and the motion carried.

#### **EXECUTIVE DIRECTOR'S REPORT**

There has been no update on State Aid.

Member Libraries are gradually implementing services such as curbside/contactless pick-up. These modified services are a little different at each library due variables such as staffing levels and availability of safety equipment.

Patrons are currently able to place holds on local items only. Cindy Gardner continues to organize clean-up runs to help return items that were checked-out to patrons prior to NY Pause to their home libraries.

PLSHQ is up to 50% staff in the building at one time. Ron Kirsop once again commended the staff for continuing to work efficiently during this time, whether at home or in the office.

#### **CENTRAL LIBRARY REPORT**

Cindy Gardner reviewed the 2020 Central Library Budget through June 30, 2020.

**MOTION 239:** Ellen Mitchell moved to accept the 2020 Central Library Budget. Kathleen Hartness seconded and the motion carried.

#### **PLSDAC LIASON REPORT**

Stacey Wicksall highlighted "Conversations on Race and Racism," an online program collaboration of 15 Member Libraries. Facilitated by Petra Page-Mann and Rebekah Williams, this 3-part series invites community members to explore race and racism through active listening and open communication.

#### **CONSTRUCTION GRANT AWARD COMMITTEE**

**MOTION 240:** Ellen Mitchell moved appoint Judith McKinney, Subrata Paul, and Chris Ryan to the 2020 Construction Grant Award Committee. Kathleen Hartness seconded and motion carried.

#### **HOLIDAY SCHEDULE 2020-2021**

**MOTION 241:** Kathleen Hartness moved to approve the Holiday Schedule for 2020-2021. Ellen Mitchell seconded and the motion carried.

#### **PERSONNEL CHANGE REPORT**

Stacey Martin, Finger Lakes Digital Inclusion Coordinator, will be increasing her hours from 16/week to 24/week effective July 10, 2020. Ron Kirsop noted that Stacey's salary and benefits are paid through the IMLS Finger Lakes Digital Inclusion Grant.

**MOTION 242:** Julie Gruendike moved to approve the increase in Stacey Martin's weekly hours. Ellen Mitchell seconded and the motion carried.

#### **FINANCIAL PLAN FOR DRIVERS**

**MOTION 243:** Judith McKinney moved to extend the Financial Plan for Drivers through September 17, 2020. Julie Gruendike seconded and the motion carried.

#### **ANNUAL MEETING PLANNING & 2020 PIONEER AWARDS UPDATE**

Ron Kirsop updated the Board on the plans for the Annual Meeting and the related awards in light of the current health crisis. This year's event will be held virtually on October 14, 2020. More details to come.

#### **EXECUTIVE SESSION**

**MOTION 244:** Ellen Mitchell made the following motion, "I move we enter Executive Session for 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." Kathleen Hartness seconded and the motion carried.

**MOTION 245:** Ellen Mitchell moved to come out of Executive Session. Julie Gruendike seconded and the motion carried.

#### **OTHER BUSINESS**

**MOTION 246:** Kathleen Hartness moved to approve the FY 2020 Retirement Option. Subrata Paul seconded and the motion carried.

#### **ADJOURN**

**MOTION 247:** Ellen Mitchell moved to adjourn the meeting. Kathleen Hartness seconded and the motion carried. The meeting adjourned at 6:00 pm.

#### **NEXT MEETING**

Wednesday, September 16, 2020 at 5:00 pm, Pioneer Library System HQ, Canandaigua, NY

Respectfully submitted,

Suzanne Macaulay

Approved on September 16, 2020



## **BOARD MEETING MINUTES**

Wednesday, September 9, 2020, 5:00 pm  
GoToMeeting – Per Executive Order 202.1

**PLS Board Members present:** Julie Gruendike, Kathleen Hartness, Virginia Keenan, Judith McKinney, Subrata Paul, Christine Ryan.

**PLS Board Members excused:** Ellen Mitchell, Matthew Sickles

**Also in attendance:** Cindy Gardner, Ron Kirsop, Suzanne Macaulay, Kelly Nemitz (PLS Staff); Stacey Wicksall (PLSDAC Liaison)

### **CALL TO ORDER:**

Christine Ryan called the meeting to order at 5:02 pm.

### **ADOPTION OF THE AGENDA**

**MOTION 248:** Kathleen Hartness moved to adopt the September 9, 2020 Agenda. Julie Gruendike seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 249:** Kathleen Hartness moved to accept the Minutes from the July 8, 2020 Board Meeting. Julie Gruendike seconded and the motion carried.

### **FINANCE REPORT**

Julie Gruendike reviewed the Cash Activity Report.

**MOTION 250:** Kathleen Hartness moved to accept the Cash Activity Report. Judith McKinney seconded and the motion carried.

Julie Gruendike reviewed the Warrants (list of bills paid) from July 22, August 12, August 26, and September 9, 2020. Cindy Gardner noted some larger expenses included Health Insurance, Property Insurance, Auto Insurance, Equinox renewal, and repairs to the backdoor.

**MOTION 251:** Kathleen Hartness moved to accept the Warrants. Subrata Paul seconded and the motion carried.

Julie Gruendike reviewed the 8/31/20 YTD Report. Cindy Gardner gave an update on State and Categorical Aid.



**MOTION 252:** Kathleen Hartness moved to accept the 8/31/20 YTD Report. Virginia Keenan seconded and the motion carried.

### **EXECUTIVE DIRECTOR'S REPORT**

Ron Kirsop gave an update on system services. PLSHQ continues to operate under all NY Forward safety mandates in its phased approach to delivery/moving materials between libraries.

All in-person advocacy events, including the Annual Legislative Breakfast, have been cancelled for 2020 and early 2021.

Ron has been asked to Chair the Rochester Regional Library Council (RRLC) Advisory Committee.

Ron is also part of a PULISDO-formed committee to determine how CARES Act funding will be distributed to NYS library systems.

### **CENTRAL LIBRARY REPORT**

Cindy Gardner reviewed the 2020 Central Library Budget through August 31, 2020.

**MOTION 253:** Julie Gruendike moved to accept the 2020 Central Library Budget. Kathleen Hartness seconded and the motion carried.

### **PLSDAC LIASON REPORT**

The OWWL libraries continue to think of creative ways to connect with their communities during ongoing public health concerns. Stacey Wicksall highlighted several services and events being offered including outdoor programming and virtual fundraising. Arcade, Caledonia, and Wadsworth are currently updating/renovating their libraries.

### **PERSONNEL CHANGE REPORT**

**MOTION 254:** Judith McKinney moved approve the Personnel Change Report. Julie Gruendike seconded and motion carried.

### **2021 SALARY SCHEDULE**

**MOTION 255:** Kathleen Hartness moved to approve the 2021 Salary Schedule. Julie Gruendike seconded and the motion carried.

### **FINANCIAL PLAN FOR DRIVERS**

**MOTION 256:** Kathleen Hartness moved to extend the Financial Plan for Drivers through October 15, 2020. Subrata Paul seconded and the motion carried.

### **2021 HEALTH INSURANCE RATES**

**MOTION 257:** Judith McKinney moved to approve the 2021 Health Insurance Rates. Virginia Keenan seconded and the motion carried.

### **2020 POLICY UPDATES**

**MOTION 258:** Julie Gruendike moved to approve the following as presented by the Policy Committee:

- Annual Audit Policy
- Assigned Reserves Policy
- Budget Policy
- Cash Management Investment Policy
- Claims Auditor Policy
- Conference and Travel Policy
- Construction Grant Policy
- Credit Card and Store Charge Policy
- Disposal and Sales of Surplus or Donated Items Policy
- Financial Integrity and Accountability Policy
- Financial Reports Policy
- Fixed Assets Capitalization Policy
- Freedom of Information Law Policy
- Fund Balance Policy
- Gifts and Donations Policy
- Means and Refreshments Policy
- Online Banking Policy
- Payment of Bills Policy
- Petty Cash Policy
- Procurement Policy
- Receipt and Deposit of Funds Policy
- Records Retention Policy
- Social Media Policy
- Treasurer's Responsibilities Policy
- Vehicle Use Policy

Kathleen Hartness seconded and the motion carried.

#### **REVISED RESOLUTION ON MONETARY LIBRARY FINES AND FEES**

**MOTION 259:** Judith McKinney moved to approve the revised Resolution on Monetary Library Fines and Fees. Virginia Keenan seconded and the motion carried.

#### **CONSTRUCTION GRANT AWARD RECOMMENDATIONS**

**MOTION 260:** Judith McKinney moved to approve the FY 2021 Construction Grant Award Recommendations as presented by the Construction Aid Committee. Kathleen Hartness seconded and the motion carried.

#### **ADJOURN**

**MOTION 261:** Kathleen Hartness moved to adjourn the meeting. Judith McKinney seconded and the motion carried. The meeting adjourned at 5:52 pm.

#### **NEXT MEETING**

Wednesday, October 14, 2020 at 5:00 pm followed by the PLS 31<sup>st</sup> Annual Meeting at 6pm.

Respectfully submitted,  
Suzanne Macaulay  
To be approved on October 14, 2020



## **BOARD MEETING MINUTES**

Wednesday, October 14, 2020, 5:00 pm  
GoToMeeting – Per Executive Order 202.1

**PLS Board Members present:** Julie Gruendike, Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan.

**PLS Board Members excused:** Kathleen Hartness, Matthew Sickles

**Also in attendance:** Cindy Gardner, Ron Kirsop, Suzanne Macaulay, Kelly Nemitz (PLS Staff); Stacey Wicksall (PLSDAC Liaison)

### **CALL TO ORDER:**

Christine Ryan called the meeting to order at 5:02 pm.

### **ADOPTION OF THE AGENDA**

**MOTION 262:** Judith McKinney moved to adopt the October 14, 2020 Agenda. Ellen Mitchell seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 263:** Ellen Mitchell moved to accept the Minutes from the September 9, 2020 Board Meeting. Judith McKinney seconded and the motion carried.

### **FINANCE REPORT**

Julie Gruendike reviewed the Cash Activity Report.

**MOTION 264:** Ellen Mitchell moved to accept the Cash Activity Report. Virginia Keenan seconded and the motion carried.

Julie Gruendike reviewed the Warrants from September 30 and October 14, 2020.

**MOTION 265:** Judith McKinney moved to accept the Warrants. Ellen Mitchell seconded and the motion carried.

Julie Gruendike reviewed the 9/30/20 YTD Report.

**MOTION 266:** Ellen Mitchell moved to accept the 9/30/20 YTD Report. Subrata Paul seconded and the motion carried.

## **EXECUTIVE DIRECTOR'S REPORT**

Ron Kirsop gave an update on system services. PLSHQ continues to operate under all NY Forward safety mandates with a building occupancy of 75% or below.

2021 Advocacy efforts will prioritize local elected officials and initiatives.

\$38,000 has been made available to the Pioneer Library System through CARES Act funding. Ron has reached out to Directors to suggest possible qualifying projects.

## **CENTRAL LIBRARY REPORT**

Cindy Gardner reviewed the 2020 Central Library Budget through September 30, 2020. Due to cuts in State Aid, the CLA Budget will be amended and presented at the November Board Meeting.

**MOTION 267:** Ellen Mitchell moved to accept the 2020 Central Library Budget. Judith McKinney seconded and the motion carried.

## **PLSDAC LIASON REPORT**

Stacey Wicksall highlighted several member libraries including:

- Wadsworth Library construction is almost completed
- Ontario Public Library held Voter Registration Drive on National Voter Registration Day
- Stevens Memorial Library is beginning a community composting project
- Palmyra Community Library hosted a Virtual Arts Festival
- Macedon is hosting a Halloween event in partnership with the Literacy Volunteers of Wayne County

## **NEW BUSINESS**

**MOTION 268:** Judith McKinney moved to approve the payment to Equinox. Ellen Mitchell seconded and the motion carried.

**MOTION 269:** Judith McKinney moved to approve the payment to Overdrive. Ellen Mitchell seconded and the motion carried.

**MOTION 270:** Julie Gruendike moved to approve the Construction Grant Assurances. Ellen Mitchell seconded and motion carried.

**MOTION 271:** Ellen Mitchell moved to approve the updated FY 2020 Construction Grants. Julie Gruendike seconded and the motion carried.

**MOTION 272:** Judith McKinney moved to approve the updated FY 2021 Construction Grants. Julie Gruendike seconded and the motion carried.

**MOTION 273:** Julie Gruendike moved to accept the Pro Audio Bid for the deaccessioned AV equipment. Ellen Mitchell seconded and the motion carried.

FY 2020 Amended Budget tabled until the November 2020 Board Meeting.

**MOTION 274:** Ellen Mitchell moved to approve the OWWL Cost Shares Subsidy Percentage. Subrata Paul seconded and the motion carried.

**MOTION 275:** Judith McKinney moved to extend the Driver COVID Pay Proposal through November 19, 2020. Subrata Paul seconded and the motion carried.

**MOTION 276:** Ellen Mitchell moved to approve the Personnel Change Report. Subrata Paul seconded and the motion carried.

### **CHARTER AND BYLAWS**

Ron Kirsop discussed possible changes to the Pioneer Library System Charter and Bylaws. The Policy Committee will meet in November to review.

### **STAFF RECOGNITION**

**MOTION 277:** Chris Ryan made a motion to “recognize the devotion, hard work, knowledge, and compassion that Cindy Gardner has displayed during her tenure at the Pioneer Library System; furthermore, it was a privilege to work with her over the years and she will be greatly missed.” Ellen Mitchell seconded and the motion carried.

### **ADJOURN**

**MOTION 278:** Ellen Mitchell moved to adjourn the meeting. Virginia Keenan seconded and the motion carried. The meeting adjourned at 5:48 pm.

### **NEXT MEETING**

Wednesday, November 18, 2020 at 5:00pm.

Respectfully submitted,

Suzanne Macaulay

Approved on November 18, 2020



## **BOARD MEETING MINUTES**

Wednesday, November 18, 2020, 5:00 pm  
GoToMeeting – Per Executive Order 202.1

**PLS Board Members present:** Julie Gruendike, Kathleen Hartness, Virginia Keenan, Judith McKinney, Subrata Paul, Christine Ryan.

**PLS Board Members excused:** Ellen Mitchell, Matthew Sickles

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

### **CALL TO ORDER:**

Christine Ryan called the meeting to order at 5:02 pm.

### **ADOPTION OF THE AGENDA**

**MOTION 279:** Kathleen Hartness moved to adopt the November 18, 2020 Agenda. Virginia Keenan seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 280:** Judith McKinney moved to accept the Minutes from the October 14, 2020 Board Meeting. Subrata Paul seconded and the motion carried.

### **FINANCE REPORT**

Julie Gruendike reviewed the Cash Activity Report.

**MOTION 281:** Kathleen Hartness moved to accept the Cash Activity Report. Subrata Paul seconded and the motion carried.

Julie Gruendike reviewed the Warrants from 10/28/2020 (\$94,324.01), 10/30/2020 (\$575.15), and 11/11/2020 (\$92,521.92).

**MOTION 282:** Judith McKinney moved to accept the Warrants. Subrata Paul seconded and the motion carried.

Julie Gruendike reviewed the 10/31/2020 YTD Report.

**MOTION 283:** Kathleen Hartness moved to accept the 10/31/2020 YTD Report. Subrata Paul seconded and the motion carried.

#### **EXECUTIVE DIRECTOR'S REPORT**

Ron Kirsop gave an update on system services. PLSHQ continues to operate under all NY Forward safety mandates.

2021 Advocacy efforts will prioritize local elected officials and initiatives.

\$38,000 has been made available to the Pioneer Library System through CARES Act funding.

PLS received approval for our assurances indicating that all member libraries are in compliance with Minimum Standards.

#### **CENTRAL LIBRARY REPORT**

Kelly Nemitz reviewed the 2020 Central Library Budget through October 31, 2020.

**MOTION 284:** Julie Gruendike moved to accept the 2020 Central Library Budget. Kathleen Hartness seconded and the motion carried.

#### **PLSDAC LIASON REPORT**

Stacey Wicksall highlighted several member libraries and their recent construction projects, programs, and community partnerships.

#### **NEW BUSINESS**

**MOTION 285:** Julie Gruendike moved to approve the 2021 Central Library Budget. Kathleen Hartness seconded and the motion carried.

**MOTION 286:** Kathleen Hartness moved to approve the 2021 PLS Budget. Julie Gruendike seconded and the motion carried.

**MOTION 287:** Judith McKinney moved to approve the Annual New York State Retirement Invoice. Kathleen Hartness seconded and the motion carried.

**MOTION 288:** Judith McKinney moved to approve the amended FY 2020 Construction Grants. Kathleen Hartness seconded and the motion carried.

**MOTION 289:** Christine Ryan moved to form a Nominating Committee for the 2021 Slate of Officers with Judith McKinney and Kathleen Hartness. Julie Gruendike seconded and the motion carried.

**MOTION 290:** Judith McKinney moved to accept the 2021 Board Meeting Schedule pending one change (January 21 meeting moved to February 10, 2021). Julie Gruendike seconded and the motion carried.

The Board also discussed 2021 Committee Assignments, the Executive Director Evaluation Process, Sexual Harassment Training for Trustees, the Pandemic Response Plan, and PLS Bylaws and Charter Revisions.



## **EXECUTIVE SESSION**

**MOTION 291:** Chris Ryan made a motion to enter Executive Session to discuss personnel and organizational matters. Kathleen Hartness seconded and the motion carried.

**MOTION 292:** Chris Ryan made a motion to exit Executive Session. Kathleen Hartness seconded and the motion carried.

## **ADJOURN**

**MOTION 293:** Kathleen Hartness moved to adjourn the meeting. Virginia Keenan seconded and the motion carried. The meeting adjourned at 6:18pm.

## **NEXT MEETING**

Wednesday, December 9, 2020 at 5:00pm.

Respectfully submitted,

Suzanne Macaulay

Approved on December 9, 2020



## **BOARD MEETING MINUTES**

Wednesday, November 18, 2020, 5:00 pm  
GoToMeeting – Per Executive Order 202.1

**PLS Board Members present:** Kathleen Hartness, Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan.

**PLS Board Members excused:** Julie Gruendike, Matthew Sickles

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

### **CALL TO ORDER:**

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

### **ADOPTION OF THE AGENDA**

**MOTION 294:** Ellen Mitchell moved to adopt the December 9, 2020 Agenda. Kathleen Hartness seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 295:** Judith McKinney moved to accept the Minutes from the November 18, 2020 Board Meeting. Kathleen Hartness seconded and the motion carried.

### **FINANCE REPORT**

Kelly Nemitz reviewed the Cash Activity Report.

**MOTION 296:** Ellen Mitchell moved to accept the Cash Activity Report. Kathleen Hartness seconded and the motion carried.

Kelly Nemitz reviewed the Warrants from 11/23/2020 (\$13,310.76) and 12/04/2020 (\$4,352.70).

**MOTION 297:** Judith McKinney moved to accept the Warrants. Kathleen Hartness seconded and the motion carried.

Kelly Nemitz reviewed the 11/30/2020 YTD Report.

**MOTION 298:** Kathleen Hartness moved to accept the 11/30/2020 YTD Report. Ellen Mitchell seconded and the motion carried.

## **EXECUTIVE DIRECTOR'S REPORT**

Ron Kirsop gave an update on Executive Order 202.1 related to Open Meetings Law.

Ron reviewed the system's progress in 2020 and revisions to the Strategic Plan due to COVID-19.

Ron reviewed the system's Plan of Service will expire at the end of 2021.

## **CENTRAL LIBRARY REPORT**

Kelly Nemitz reviewed the 2020 Central Library Budget through November 30, 2020.

**MOTION 299:** Judith McKinney moved to accept the 2020 Central Library Budget. Kathleen Hartness seconded and the motion carried.

## **PLSDAC LIASON REPORT**

Stacey Wicksall highlighted ten member libraries and their recent construction projects, programs, and community partnerships.

## **OLD BUSINESS**

**MOTION 300:** Kathleen Hartness moved to approve the Pandemic Response Policy. Judith McKinney seconded and the motion carried.

**MOTION 301:** Ellen Mitchell moved to approve the Bylaw Amendments. Kathleen Hartness seconded and the motion carried.

**DISCUSSION:** 2021 Meeting Schedule

## **NEW BUSINESS**

**MOTION 302:** Ellen Mitchell moved to approve the 2021 Fees and Grants Document. Kathleen Hartness seconded and the motion carried.

**MOTION 303:** Kathleen Hartness moved to approve the 2021 Slate of Officers. Judith McKinney seconded and the motion carried.

**MOTION 304:** Kathleen Hartness moved to appoint the 2021 Claims Auditor. Judith McKinney seconded and the motion carried.

**MOTION 305:** Ellen Mitchell moved to approve the 2021 Committee Assignments. Kathleen Hartness seconded and the motion carried.

**MOTION 306:** Judith McKinney moved to approve the 2020 System Satisfaction Survey. Ellen Mitchell seconded and the motion carried.

**MOTION 307:** Judith McKinney moved to approve the Personnel Change Report. Kathleen Hartness seconded and the motion carried.

**MOTION 308:** Judith McKinney moved to approve the Updated Strategic Plan. Kathleen Hartness seconded and the motion carried.

**MOTION 309:** Ellen Mitchell moved to approve the Driver COVID Pay Protocol extension to December 31, 2020. Judith McKinney seconded and the motion carried.

**MOTION 310:** Judith McKinney moved to approve the Livingston County Capital Grant allocations. Kathleen Hartness seconded and the motion carried.

**TABLED:** Trustee Sexual Harassment Training

**DISCUSSION:** Executive Director Evaluation

#### **EXECUTIVE SESSION**

**MOTION 311:** Ellen Mitchell made a motion to enter Executive Session to discuss personnel matters. Christine Ryan seconded and the motion carried.

**MOTION 312:** Ellen Mitchell made a motion to exit Executive Session. Kathleen Hartness seconded and the motion carried.

#### **ADJOURN**

**MOTION 313:** Ellen Mitchell moved to adjourn the meeting. Kathleen Hartness seconded and the motion carried. The meeting adjourned at 6:05pm.

#### **NEXT MEETING**

Wednesday, February 10, 2021 at 5:00pm.

Respectfully submitted,  
Suzanne Macaulay  
To be approved on February 10, 2021