



## **BOARD MEETING MINUTES**

Wednesday, February 10, 2021, 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:** Matthew Sickles

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

### **CALL TO ORDER:**

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

### **ADOPTION OF THE AGENDA**

Julie Gruendike requested the 2020 and 2021 YTD Reports be moved from Financial Reports to precede the 2020 Year End Report under New Business.

**MOTION 01:** Ellen Mitchell moved to adopt the February 10, 2021 Agenda with the requested change. Judith McKinney seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 02:** Judith McKinney moved to accept the Minutes from the December 9, 2020 Board Meeting. Ellen Mitchell seconded and the motion carried.

### **FINANCE REPORT**

Julie Gruendike reviewed the Cash Activity Report.

**MOTION 03:** Ellen Mitchell moved to accept the Cash Activity Report. Subrata Paul seconded and the motion carried.

Julie Gruendike reviewed the Warrants from 12/17/2020 (\$39,225.27), 12/30/2020 (\$22,124.49), 1/13/2021 (\$31,632.08), 1/21/2021 (\$3,968.41), and 2/03/2021 (\$10,226.27).

**MOTION 04:** Ellen Mitchell moved to accept the Warrants. Judith McKinney seconded and the motion carried.

## **EXECUTIVE DIRECTOR'S REPORT**

Ron Kirsop outlined the System's Advocacy strategy for 2021 and gave an update on the State Budget.

Ron gave an update on the System's operations during ongoing public health concerns.

Ron outlined the Trustee Workshop schedule for 2021. More workshops may be added as needed/as topics come up.

Ron shared the most common questions received at the System by Member Libraries. While there are still COVID-specific questions, there has been a shift back to more standard governance and operational questions.

## **CENTRAL LIBRARY REPORT**

Kelly Nemitz reviewed the 2021 Central Library Budget through January 31, 2021.

**MOTION 05:** Ellen Mitchell moved to accept the 2021 Central Library Budget. Subrata Paul seconded and the motion carried.

## **PLSDAC LIASON REPORT**

Stacey Wicksall highlighted several member libraries and their recent projects, programs, and partnerships including: Macedon Public Library, Gorham Free Library, Lyons Public Library, Wood Library Association (Canandaigua), Palmyra Community Library, Arcade Free Library, Cordelia A. Greene Library (Castile), Mount Morris Library, and Stevens Memorial Community Library (Attica).

## **OLD BUSINESS**

**MOTION 06:** Judith McKinney moved to approve Harassment in the Workplace Compliance. Ellen Mitchell seconded and the motion carried.

## **NEW BUSINESS**

**MOTION 07:** Ellen Mitchell moved to approve the 2021 Organizational Actions.

- 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

Julie Gruendike seconded and the motion carried.

**MOTION 08:** Subrata Paul moved to approve the 2021 Policy Updates.

- A. Cash Management Investment Policy–2015.09.09

- B. Conflict of Interest Policy–2016.01.13
- C. Open Meetings Policy–2016.03.09
- D. Acceptable Use-Internet Safety Policy–2002.06.12
- E. Bed Bug Policy–2018.12.12
- F. Confidentiality of System Records–2015.01.14
- G. ILL to Correctional Facilities Policy–2017.12.13
- H. Online Banking–2019.06.12
- I. Whistleblower Policy–2016.01.13
- J. Wi-Fi Access Policy–2018.12.12

Virginia Keenan seconded and the motion carried.

**MOTION 09:** Ellen Mitchell moved to approve the Sick Leave Policy. Judith McKinney seconded and the motion carried.

**MOTION 10:** Ellen Mitchell moved to approve the Working Remotely Policy. Judith McKinney seconded and the motion carried.

**MOTION 11:** Ellen Mitchell moved to approve the Severe Weather Policy. Judith McKinney seconded and the motion carried.

**MOTION 12:** Ellen Mitchell moved to approve the Personnel Change Report. Julie Gruendike seconded and the motion carried.

**TABLED:** Charter Amendment Petition and Charter Amendment Resolution.

**DISCUSSION:** Annual Whistleblower Policy needs to be reviewed by all Trustees, signed, and returned.

**DISCUSSION:** Annual Conflict of Interest Policy needs to be reviewed by all Trustees, signed, and returned.

**MOTION 13:** Kelly Nemitz reviewed the 2020 and 2021 YTD Reports. Julie Gruendike moved to approve the 2020 and 2021 YTD Reports. Subrata Paul seconded and the motion carried.

**MOTION 14:** Julie Gruendike moved to transfer \$499.22 from Assigned Reserves-Library Advocacy Day to offset 2020 Advocacy Day Expense. Julie further moved to transfer \$9,403.00 to the Annual Carryover Assigned Reserved Fund for purposes outlined in the 2020 Year End YTD Report. Judith McKinney seconded and the motion carried.

**MOTION 15:** Julie Gruendike moved to approve the 2020 CLDA/CBA Final Expenditure Report. Ellen Mitchell seconded and the motion carried.

**MOTION 16:** Julie Gruendike moved to approve the 2021 Amended Budget. Ellen Mitchell seconded and the motion carried.

**MOTION 17:** Judith McKinney moved to authorize payment of OverDrive Invoice for \$55,075.00. Julie Gruendike seconded and the motion carried.

**ADJOURN**

**MOTION 18:** Virginia Keenan moved to adjourn the meeting. Ellen Mitchell seconded and the motion carried. The meeting adjourned at 6:17pm.

**NEXT MEETING**

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

Respectfully submitted,  
Suzanne Macaulay  
Approved on March 10, 2021



## **BOARD MEETING MINUTES**

Wednesday, March 10, 2021, 5:00 pm  
GoToMeeting – Per Executive Order 202.1

**PLS Board Members present:** Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, Jennifer Tessendorf

**PLS Board Members excused:** Julie Gruendike

**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.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **ADOPTION OF THE AGENDA**

**MOTION 19:** Judith McKinney moved to adopt the March 10, 2021 Agenda. Ellen Mitchell seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 20:** Judith McKinney moved to accept the Minutes from the February 10, 2021 Board Meeting. Subrata Paul seconded and the motion carried.

### **TRUSTEE ACTIONS**

**MOTION 21:** With regrets, Ellen Mitchell moved to accept the resignation of Matthew Sickles, Ontario County, from the Pioneer Library System Board. Judith McKinney seconded and the motion carried.

**MOTION 22:** Judith McKinney moved to appoint Jennifer Tessendorf, Ontario County, to the Pioneer Library System Board to fill the unexpired term ending in 2023. Subrata Paul seconded and the motion carried.

Christine Ryan administered the Oath of Office to Jennifer Tessednorf.

## **FINANCE REPORT**

Kelly Nemitz reviewed the Cash Activity Report.

**MOTION 23:** Subrata Paul moved to accept the Cash Activity Report. Ellen Mitchell seconded and the motion carried.

Kelly Nemitz reviewed the Warrants from 2/10/2021 (\$89,375.76) and 2/24/2021 (\$6,625/14).

**MOTION 24:** Judith McKinney moved to accept the Warrants. Virginia Keenan seconded and the motion carried.

Kelly Nemitz reviewed the YTD Report ending in 02/28/2021.

**MOTION 25:** Ellen Mitchell moved to accept the YTD Report. Subrata Paul seconded and the motion carried.

## **EXECUTIVE DIRECTOR'S REPORT**

Ron Kirsop provide a recap of Advocacy Day, held virtually on February 26, 2021. Ron and representatives from PLS/OWWL Libraries were able to meeting with four Assemblypersons and three Senators who represent our library counties. A few requests for six-month follow-up visits have come in, and Ron will be scheduling those as it gets closer to fall.

Ron gave an update on the State Budget. Some of the funding withheld from FY 2020 has been released to library systems.

Ron outlined the Build America's Libraries Act and shared a letter he wrote to Senator Gillibrand and Senator Schumer in support of this legislation.

Ron gave an update on the System's operations during ongoing public health concerns.

Ron summarized the decision by Dr. Seuss Enterprises to remove six of its titles from publication. The system did not offer a formal decision on what actions OWWL Libraries should take with these six books, but instead provided libraries with resources to help them make the decisions locally aligned with their libraries' individual policies and procedures.

## **STRATEGIC PLANNING REPORT**

Suzanne Macaulay provided a quarterly update on the system's Strategic Plan, outlining Year Two progress and accomplishments thus far.

## **CENTRAL LIBRARY REPORT**

Kelly Nemitz reviewed the 2021 Central Library Budget through February 28, 2021.

**MOTION 26:** Ellen Mitchell moved to accept the 2021 Central Library Budget. Virginia Keenan seconded and the motion carried.

## **PLSDAC LIASON REPORT**

Stacey Wicksall highlighted several member libraries and their recent projects, programs, and partnerships including: Newark Public Library, Eagle Free Library (Bliss), Palmyra Community Library, Macedon Public Library, and Stevens Memorial Public Library (Attica).

### **OLD BUSINESS**

**MOTION 27:** Judith McKinney moved to approve the Resolution of a Meeting of the Board of Trustees of Pioneer Library System Document and the Petition for Amendment of Charter to the Regents of the State of New York Document, requesting an adjustment to Pioneer Library System Trustee terms from five years to three years. Subrata Paul seconded and the motion carried.

### **NEW BUSINESS**

**MOTION 28:** Ellen Mitchell moved to approve the System Annual Report to NYS and Assurances. Subrata Paul seconded and the motion carried.

**MOTION 29:** Subrata Paul moved to approve the Policy and Resolution updates as recommended by the Policy Committee.

- A. Resolution on Fair Compensation for Library Workers
- B. Reduced Match Eligibility Policy
- C. Resolution in Support of Fair Access to Digital Content
- D. Resolution on Monetary Fines and Fees as a Form of Social Inequity
- E. Statement Regarding Intellectual Freedom and Censorship
- F. Technology and Disaster Recovery Plan (review only)

Ellen Mitchell seconded and the motion carried.

**DISCUSSION:** The Policy Committee introduced the Brand Usage Policy.

**MOTION 30:** Judith McKinney moved to approve the Conflict of Interest Report. Ellen Mitchell seconded and the motion carried.

**MOTION 31:** Ellen Mitchell moved to approve the Sick Leave Policy. Judith McKinney seconded and the motion carried.

**MOTION 32:** Judith McKinney moved to approve the FY 2020 Financial Audit documents. Virginia Keenan seconded and the motion carried.

**MOTION 33:** Subrata Paul moved to approve the AUD (Annual Update Document). Virginia Keenan seconded and the motion carried.

**MOTION 34:** Ellen Mitchell moved to approve the 2021 Staff Handbook updates as recommended by the Personnel Committee. Judith McKinney seconded and the motion carried.

### **ADJOURN**

**MOTION 35:** Ellen Mitchell moved to adjourn the meeting. Subrata Paul seconded and the motion carried. The meeting adjourned at 5:57pm.

### **NEXT MEETING**

Wednesday, April 14, 2021 at 5:00pm.

Respectfully submitted,  
Suzanne Macaulay  
Approved on April 14, 2021





## **BOARD MEETING MINUTES**

Wednesday, April 14, 2021, 5:00 pm  
GoToMeeting – Per Executive Order 202.1

**PLS Board Members present:** Julie Gruendike, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, Jennifer Tessendorf

**PLS Board Members excused:** Virginia Keenan

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

### **CALL TO ORDER:**

Christine Ryan called the meeting to order at 5:06pm.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **ADOPTION OF THE AGENDA**

**MOTION 36:** Judith McKinney moved to adopt the April 14, 2021 Agenda. Julie Gruendike seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 37:** Ellen Mitchell moved to accept the Minutes from the March 10, 2021 Board Meeting. Judith McKinney seconded and the motion carried.

### **FINANCE REPORT**

Julie Gruendike reviewed the Cash Activity Report from 3/5/21 through 4/9/21. Julie noted that the remaining 20% of 2020 State Aid that was withheld due to COVID has been received by the PLS.

**MOTION 38:** Ellen Mitchell moved to accept the Cash Activity Report. Subrata Paul seconded and the motion carried.

Julie Gruendike reviewed the Warrants from 3/11/21 (\$19,430.56), 3/11/21 (\$60.00), 3/25/21 (\$26,696.23), and 4/8/21 (\$21,151.79).

**MOTION 39:** Judith McKinney moved to accept the Warrants. Ellen Mitchell seconded and the motion carried.

Julie Gruendike reviewed the YTD Report ending in 03/31/21.

**MOTION 40:** Ellen Mitchell moved to accept the YTD Report. Subrata Paul seconded and the motion carried.

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

Ron Kirsop provide an update to the State Budget, including an itemization of the 20% withholding from FY 2020 State Aid Payments that was received by PLS and the FY 2021 budget that was recently approved by the Governor.

Ron provided update on the State of the System during COVID-19. Many PLS employees have already received at least their first dose of the vaccine which moves the system closer to resuming in-person consultations and training sessions.

Ron provided an update on the 2022-2026 Plan of Service. This will be due to the Division of Library Development by October 2021.

Ron highlighted Grace Frenzel, Youth Services Coordinator at the Livonia Public Library. Grace was recently named an Outstanding Librarian for our region by Senator Sean Ryan, Chairman of Committee on Libraries. Nine librarians from across the state received this distinction.

Ron provided an update on system communications with member libraries including the continuation of the Monday Briefing to Directors and a new extension to the briefing, a podcast with Suzanne Macaulay titled Collective Knowledge. In this podcast, Ron and Suzanne discuss a variety of library topics including policies, procedures, and leadership development.

### **CENTRAL LIBRARY REPORT**

Kelly Nemitz reviewed the 2021 Central Library Budget through March 31, 2021. Kelly noted that \$32,531 in Central Library Aid was restored and that she, Ron, and Chris Finger (Director of the Geneva Public Library) will be working to amend the Central Library Budget.

**MOTION 41:** Julie Gruendike moved to accept the 2021 Central Library Budget. Judith McKinney seconded and the motion carried.

### **PLSDAC LIASON REPORT**

Stacey Wicksall highlighted several member libraries and their recent projects, programs, and community partnerships including: Ontario Public Library, Marion Public Library, Naples Library, Macedon Public Library, Gorham Free Library, Wadsworth-Seely Public Library, Wood Library, Palmyra Community Library, Newark Public Library, and Rose Free Library.

### **OLD BUSINESS**

**MOTION 42:** Subrata Paul moved to approve the Brand Usage Policy as recommended by the Policy Committee. Ellen Mitchell seconded and the motion carried.

## **NEW BUSINESS**

**MOTION 43:** Ellen Mitchell moved to approve Updates to the Employee Handbook as recommended by the Personnel Committee including the addition of Juneteenth as a Staff Holiday (page 51), the clarification of Bereavement for Part Time Staff (page 86), and the addition of the Vehicle Use Policy (page 146). Judith McKinney seconded and the motion carried.

**MOTION 44:** Ellen Mitchell moved to revoke the stand-alone Vehicle Use Policy as it is now part of the Employee Handbook. Judith McKinney seconded and the motion carried.

**MOTION 45:** Ellen Mitchell moved to approve the Personnel Change Report as presented by the Personnel Committee. Judith McKinney seconded and the motion carried.

**MOTION 46:** Subrata Paul moved to approve the Resolution on Diversity, Equity, and Inclusion as recommended by the Policy Committee. Ellen Mitchell seconded and the motion carried.

**MOTION 47:** Subrata Pual moved to approve the Speaker Agreement as recommended by the Policy Committee and with amendments. Ellen Mitchell seconded and the motion carried.

**MOTION 48:** Ellen Mitchell moved to approve the 2021 COSAC Appointments. Jennifer Tessendorf seconded and the motion carried.

## **ADJOURN**

**MOTION 49:** Judith McKinney moved to adjourn the meeting. Ellen Mitchell seconded and the motion carried. The meeting adjourned at 5:54pm.

## **NEXT MEETING**

Wednesday, May 12, 2021 at 5:00pm.

Respectfully submitted,  
Suzanne Macaulay  
Approved May 12, 2021



## **BOARD MEETING MINUTES**

Wednesday, May 12, 2021, 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, Elizabeth Smith-Rossiter

**PLS Board Members excused:** Jennifer Tessendorf

**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 5:03pm.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **ADOPTION OF THE AGENDA**

**MOTION 50:** Judith McKinney moved to adopt the May 12, 2021 Agenda. Subrata Paul seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 51:** Ellen Mitchell moved to accept the Minutes from the April 14, 2021 Board Meeting. Judith McKinney seconded and the motion carried.

### **TRUSTEE ACTIONS**

**MOTION 52:** Ellen Mitchell moved to appoint Elizabeth Smith-Rossiter to the Pioneer Library System Board of Trustees representing Livingston County to fill a vacant term ending in 2025. Subrata Paul seconded and the motion carried.

President Christine Ryan administered the Oath of Office to Elizabeth Smith-Rossiter.

### **FINANCE REPORT**

Julie Gruendike reviewed the Cash Activity Report from 4/9/21 through 5/7/21.

**MOTION 53:** Ellen Mitchell moved to accept the Cash Activity Report. Subrata Paul seconded and the motion carried.

Julie Gruendike reviewed the Warrants from 4/22/21 (\$45,959.65) and 5/6/21 (\$9,289.59).

**MOTION 54:** Judith McKinney moved to accept the Warrants. Ellen Mitchell seconded and the motion carried.

Julie Gruendike reviewed the YTD Report ending in 04/30/21.

**MOTION 55:** Ellen Mitchell moved to accept the YTD Report. Virginia Keenan seconded and the motion carried.

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

Ron Kirsop provide an update to New York State COVID-19 Guidance and Mandates and how they impact library operations across our four counties.

Ron provided a Legislative update on Senate Bills that will impact libraries including S4435 (Trustee Training) and S5753 (90/10 Construction Grant Match).

Ron provided an update on Trustee Support for OWWL Libraries including upcoming workshops and Office Hours and a Trustee Handbook Book Club starting this fall.

Ron provided an update on System Projects including the recent Evergreen Upgrade, the Women in Leadership Program, and a FY2022 State Aid for Library Construction Coordinated Project.

Ron highlighted the many grants, awards, honors, and recognitions recently received by OWWL Libraries.

### **CENTRAL LIBRARY REPORT**

Kelly Nemitz reviewed the 2021 Central Library Budget through 4/30/21. Kelly noted that Ron and Chris Finger (Director of the Geneva Public Library) are working to revise the Central Library Budget.

**MOTION 56:** Ellen Mitchell moved to accept the 2021 Central Library Report. Judith McKinney seconded and the motion carried.

### **PLSDAC LIASON REPORT**

Stacey Wicksall highlighted several member libraries and their recent projects, programs, and community partnerships including the Livonia Public Library that was named the RRLC 2021 Public Library of the Year.

Ron Kirsop acknowledged that Stacey was named a RRLC 2021 Library All Star for her work during 2020.

### **OLD BUSINESS**

There was no Old Business.

### **NEW BUSINESS**

**MOTION 57:** Judith McKinney moved to approve the OverDrive invoice in the amount of \$35,176.50. Virginia Kennan seconded and the motion carried.

**MOTION 58:** Subrata Paul moved to approve the Policy Amendments to:

- a) Gifts and Donations Policy
- b) Receipt and Deposit of Funds Policy
- c) Payment of Bills Policy

as recommended by the Policy Committee. Virginia Kennan seconded and the motion carried.

**DISCUSSION:** Ron Kirsop reviewed the Systems Access and Data Handling Policy draft.

**DISCUSSION:** Ron provided an update on the 2022-2026 Plan of Service. This will be due to the Division of Library Development by October 2021.

**MOTION 59:** Ellen Mitchell moved to approve the Personnel Change Report as presented by the Personnel Committee. Subrata Paul seconded and the motion carried.

**MOTION 60:** Ellen Mitchell moved to approve revised Driver Acknowledgement and Agreement Policy as recommended by Personnel Committee. Virginia Kennan seconded and the motion carried.

**MOTION 61:** Julie Gruendike moved to approve the FY 2021 Budget Amendments as recommended by the Finance Committee. Virginia Kennan seconded and the motion carried.

**MOTION 62:** Julie Gruendike moved to approve the FY 2020 990 as presented by the Finance Committee. Ellen Mitchell seconded and the motion carried.

### **ADJOURN**

**MOTION 62:** Elizabeth Rossiter-Smith moved to adjourn the meeting. Subrata Paul seconded and the motion carried. The meeting adjourned at 6:04pm.

### **NEXT MEETING**

Wednesday, June 9, 2021 at 5:00pm.

Respectfully submitted,  
Suzanne Macaulay  
Approved on June 9, 2021



## **BOARD MEETING MINUTES**

Wednesday, June 9, 2021, 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, Elizabeth Smith-Rossiter, Jennifer Tessendorf

**PLS Board Members excused:**

**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.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **ADOPTION OF THE AGENDA**

**MOTION 63:** Judith McKinney moved to adopt the amended June 09, 2021 Agenda. Subrata Paul seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 64:** Jennifer Tessendorf moved to accept the Minutes from the May 12, 2021 Board Meeting. Judith McKinney seconded and the motion carried.

### **FINANCE REPORT**

Julie Gruendike reviewed the Cash Activity Report from 05/07/21 through 06/04/21.

**MOTION 65:** Julie Gruendike moved to accept the Cash Activity Report. Ellen Mitchell seconded and the motion carried.

Julie Gruendike reviewed the Warrants from 05/20/21 (\$61,418.91) and 06/03/21 (\$74,323.26).

**MOTION 66:** Julie Gruendike moved to accept the Warrants. Judith McKinney seconded and the motion carried.

Julie Gruendike reviewed the YTD Report ending in 05/31/21.

**MOTION 67:** Julie Gruendike moved to accept the YTD Report. Jennifer Tessendorf seconded and the motion carried.

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

Ron Kirsop provide an update to New York State Mask Mandates and the updated procedures at PLSHQ.

Ron provided a Legislative update on Senate Bills that will impact libraries including S4435 (Trustee Training) and S5753 (90/10 Construction Grant Match).

Ron provided an update on Trustee Support for OWWL Libraries including upcoming workshops and various Director Searches at member libraries.

### **STRATEGIC PLANNING**

Suzanne Macaulay provided a six-month progress report on the System's Strategic Plan.

### **CENTRAL LIBRARY REPORT**

Kelly Nemitz reviewed the 2021 Central Library Budget through 05/31/21.

**MOTION 68:** Julie Gruendike moved to accept the 2021 Central Library Report. Subrata Paul seconded and the motion carried.

### **PLSDAC LIASON REPORT**

Stacey Wicksall highlighted several member libraries and their recent projects, programs, and community partnerships including Macedon Public Library, Wadsworth Library, and Palmyra Community Library.

### **OLD BUSINESS**

Ron Kirsop provided an update on the System's 2022 – 2026 Plan of Service, due to DLD in October.

### **NEW BUSINESS**

**MOTION 69:** Julie Gruendike moved to accept the amended Central Library Budget. Jennifer Tessendorf seconded and the motion carried.

**MOTION 70:** Judith McKinney moved to accept the Charter Amendment confirmation. Elizabeth Smith-Rossiter seconded and the motion carried.

**MOTION 71:** Ellen Mitchell moved to accept the ByLaw Revisions. Judith McKinney seconded and the motion carried.

**MOTION 72:** Judith McKinney moved to appoint Jennifer Tessendorf and Subrata Paul to the Construction Grant Committee. Ellen Mitchell seconded and the motion carried.



**MOTION 73:** Ellen Mitchell moved to accept the Mid-Year Salary Adjustments as recommended by the Personnel Committee. Judith McKinney seconded and the motion carried.

**MOTION 74:** Julie Gruendike moved to approve the OverDrive Invoice for \$32,274.00. Subrata Paul seconded and the motion carried.

**MOTION 75:** Julie Gruendike moved to approve the Proquest Invoice for \$29,761.00. Jennifer Tessendorf seconded and the motion carried.

**DISCUSSION:** Ron Kirsop discussed plans for the Annual Meeting and OWWLie Awards in October.

### **ADJOURN**

**MOTION 76:** Jennifer Tessendorf moved to adjourn the meeting. Subrata Paul seconded and the meeting adjourned at 6:00pm.

### **NEXT MEETING**

Wednesday, July 14, 2021 at 5:00pm.

Respectfully submitted,  
Suzanne Macaulay  
Approved on July 14, 2021



## **BOARD MEETING MINUTES**

**Wednesday, July 14, 2021, 5:00pm**

PLSHQ 2557 State Rt. 21, Canandaigua, NY 14424

**PLS Board Members present:** Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, Jennifer Tessendorf

**PLS Board Members excused:** Julie Gruendike, Elizabeth Smith-Rossiter

**Also in attendance:** Ron Kirsop, Suzanne Macaulay, Kelly Nemitz (PLS Staff)

### **CALL TO ORDER:**

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

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **ADOPTION OF THE AGENDA**

**MOTION 77:** Ellen Mitchell moved to adopt the July 14, 2021 Agenda. Judith McKinney seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 78:** Judith McKinney moved to accept the Minutes from the June 9, 2021 Board Meeting. Jennifer Tessendorf seconded and the motion carried.

### **FINANCE REPORT**

Kelly Nemitz reviewed the Cash Activity Report from 06/04/21 through 07/09/21.

**MOTION 79:** Jennifer Tessendorf moved to accept the Cash Activity Report. Virginia Keenan seconded and the motion carried.

Kelly Nemitz reviewed the Warrants from 06/10/21 (\$3,758.06), 06/17/21 (\$19,758.26), and 06/30/21 (\$2,468.26).

**MOTION 80:** Virginia Kennan moved to accept the Warrants. Subrata Paul seconded and the motion carried.

Kelly Nemitz reviewed the YTD Report ending in 06/30/21.

**MOTION 81:** Subrata Paul moved to accept the YTD Report. Ellen Mitchell seconded and the motion carried.

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

Ron Kirsop provide an update to PLSHQ's response to Executive Order Updates and current CDC guidance.

Ron gave an update on the System's Plan of Service 2022 – 2026. The final draft will be brought to the September Board meeting.

Ron provided an update on State Aid Assurances and State Aid Figures for FY 2021 – 2022.

Ron provided an overview of the American Rescue Plan Act (ARPA) which will provide federal relief funds to libraries distributed through regional councils. Ron will be part of the team at Rochester Regional Library Council (RRLC) that will help decide on funding allocation locally.

Ron provided an update on Trustee Support for OWWL Libraries including upcoming workshops and various Director Searches at member libraries.

Ron provided an update on some System-wide projects/programs including Walk to Your Library and Spectrum upgrades.

Ron provided a Legislative update on Senate Bills that will impact libraries including S4435 (Trustee Training) and S5753 (90/10 Construction Grant Match).

### **CENTRAL LIBRARY REPORT**

Kelly Nemitz reviewed the 2021 Central Library Budget through 06/30/21.

**MOTION 82:** Ellen Mitchell moved to accept the 2021 Central Library Report. Judith McKinney seconded and the motion carried.

### **PLSDAC LIASON REPORT**

Ron Kirsop reviewed the PLSDAC Liaison Report.

### **OLD BUSINESS**

There was no Old Business.

### **NEW BUSINESS**

**DISCUSSION:** Ron Kirsop led a discussion the State Aid Assurances and Request.

**MOTION 83:** Subrata Paul moved to accept the Preliminary Construction Aid Figures. Jennifer Tessendorf seconded and the motion carried.

**MOTION 84:** Judith McKinney moved to approve the Building Capital Plan. Jennifer Tessendorf seconded and the motion carried.

**MOTION 85:** Jennifer Tessendorf moved to approve the Vehicle Capital Plan. Virginia Kennan seconded and the motion carried.

**MOTION 86:** Ellen Mitchell moved to approve the Office Administrator Position. Judith McKinney seconded and the motion carried.

**DISCUSSION:** Ron Kirsop led a discussion on Online Meetings moving forward.

**DISCUSSION:** Ron Kirsop led a discussion on the Annual Meeting and OWWLie Awards in October.

MOTION 85: Jennifer Tessendorf moved to approve the Use of Assigned Reserves for Computers/Technology. Virginia Keenan seconded and the motion carried.

MOTION 86: Virginia Keenan moved to approve the OWWL Cost Share Subsidy at 22%. Subrata Paul seconded and the motion carried.

### **ADJOURN**

**MOTION 87:** Subrata Paul moved to adjourn the meeting. Ellen Mitchells seconded and the meeting adjourned at 6:00pm.

### **NEXT MEETING**

Wednesday, September 8, 2021 at 5:00pm at PLSHQ.

Respectfully submitted,  
Suzanne Macaulay  
Approved on September 8, 2021



## **BOARD MEETING MINUTES**

**Wednesday, September 08, 2021, 5:00pm**

PLSHQ 2557 State Rt. 21, Canandaigua, NY 14424

**PLS Board Members present:** Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, Elizabeth Smith-Rossiter, Jennifer Tessendorf

**PLS Board Members excused:** Julie Gruendike

**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 5:05pm.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **ADOPTION OF THE AGENDA**

**MOTION 88:** Ellen Mitchell moved to adopt the September 08, 2021 Agenda. Judith McKinney seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 89:** Judith McKinney noted a few typographical errors in the July 14, 2021 Minutes. Jennifer Tessendorf moved to accept the Minutes with corrections. Ellen Mitchell seconded and the motion carried.

### **FINANCE REPORT**

Kelly Nemitz reviewed the Treasurer's Report as prepared by Julie Gruendike.

Kelly Nemitz reviewed the Cash Activity Report from 07/09/21 through 09/03/21.

**MOTION 90:** Judith McKinney moved to accept the Cash Activity Report. Ellen Mitchell seconded and the motion carried.

Kelly Nemitz reviewed the Warrants from 07/12/21 (\$9,264.62), 07/22/21 (\$10,834.93), 08/05/21 (\$5,228.28), 08/12/21 (\$14,297.65), and 08/24/21 (\$147,538.56).

**MOTION 91:** Jennifer Tessendorf moved to accept the Warrants. Judith McKinney seconded and the motion carried.

Kelly Nemitz reviewed the YTD Report ending in 08/31/21.

**MOTION 92:** Judith McKinney moved to accept the YTD Report. Ellen Mitchell seconded and the motion carried.

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

Ron Kirsop provide an update on Trustee Support including upcoming system Trustee Workshops and the statewide Trustee Book Club.

Ron gave an update on the Director Searches from various member libraries.

Ron provided a Legislative update on Senate Bills that will impact libraries including S4435 (Trustee Training) and S5753 (90/10 Construction Grant Match).

### **CENTRAL LIBRARY REPORT**

Kelly Nemitz reviewed the 2021 Central Library Budget through 08/31/21.

**MOTION 93:** Jennifer Tessendorf moved to accept the 2021 Central Library Report. Ellen Mitchell seconded and the motion carried.

### **PLSDAC LIASON REPORT**

Stacey Wicksall reviewed the PLSDAC Liaison Report which included highlights from Palmyra Community Library, Arcade Free Library, Livonia Public Library, Wood Library, Allens Hill Library, and Macedon Public Library.

### **OLD BUSINESS**

**MOTION 94:** Ellen Mitchell moved to approve the System Plan of Service 2022 – 2026. Subrata Paul seconded and the motion carried.

**MOTION 95:** Jennifer Tessendorf moved to approve the Central Library Plan of Service 2022 – 2026. Virginia Keenan seconded and the motion carried.

**MOTION 96:** Judith McKinney moved to approve the Free Direct Access Plan 2022 – 2026. Ellen Mitchell seconded and the motion carried.

**MOTION 97:** Subrata Paul moved to approve the 32<sup>nd</sup> Annual Meeting Trustee Election Plan. Virginia Keenan seconded and the motion carried.

**MOTION 98:** Subrata Paul moved to approve the System Access and Confidentiality of Library Records Policy. Virginia Keenan seconded and the motion carried.

### **NEW BUSINESS**

**MOTION 99:** Ellen Mitchell moved to approve the Personnel Change Report. Subrata Paul seconded and the motion carried.

**MOTION 100:** Ellen Mitchell moved to approve the Staff Health Insurance Plan. Judith McKinney seconded and the motion carried.

**MOTION 101:** Subrata Paul moved to approve the NY HERO Act Policy. Jennifer Tessendorf seconded and the motion carried.

**MOTION 102:** Subrata Paul moved to revoke the Confidentiality of Library Records Policy (replaced by the Systems Access and Confidentiality of Library Records policy approved in Motion 98). Ellen Mitchell seconded and the motion carried.

**DISCUSSION:** DMCA Takedown Request, led by Ron Kirsop

**DISCUSSION:** Cancellation of Director's Overnight Travel Request, led by Ron Kirsop

**MOTION 103:** Ellen Mitchell moved to approve payment to OverDrive (fiction) for \$26,729.50. Judith McKinney seconded and the motion carried.

**MOTION 104:** Ellen Mitchell moved to approve payment to OverDrive (nonfiction) for \$58,805.00. Subrata Paul seconded and the motion carried.

**MOTION 105:** Jennifer Tessendorf moved to approve payment to Geneva Public Library for \$20,970.00. Liz Smith-Rossiter seconded and the motion carried.

**MOTION 106:** Judith McKinney moved to approve the Final FY2022 Construction Aid Award Allocations. Ellen Mitchell seconded and the motion carried.

**MOTION 107:** Ellen Mitchell moved to approve the FY2022 Coordinated Construction Aid Project. Jennifer Tessendorf seconded and the motion carried.

### **ADJOURN**

**MOTION 108:** Ellen Mitchell moved to adjourn the meeting. Liz Smith-Rossiter seconded and the motion carried. The meeting adjourned at 6:08pm.

### **NEXT MEETING**

Wednesday, October 13, 2021 at 5:00pm followed by the 32<sup>nd</sup> Annual Meeting at 6:00pm.

Respectfully submitted,  
Suzanne Macaulay  
Approved on October 13, 2021



## **BOARD MEETING MINUTES**

**Wednesday, October 13, 2021, 5:00 PM**

Met via Zoom

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

**PLS Board Members Excused:** N/A

**Also in Attendance:** Ron Kirsop and Kelly Nemitz (PLS Staff); Stacey Wicksall (PLSDAC Liaison).

### **CALL TO ORDER:**

Christine Ryan called the meeting to order at 5:06 PM.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **ADOPTION OF THE AGENDA**

**MOTION 109:** Judith McKinney moved to adopt the October 13, 2021 Agenda. Ellen Mitchell seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 110:** Ellen Mitchell moved to approve the September 8, 2021 Minutes. Judith McKinney seconded and the motion carried.

### **FINANCE REPORT**

**MOTION 111:** Julie Gruendike moved to accept the Cash Activity Report. Ellen Mitchell seconded and the motion carried.

**MOTION 112:** Judith McKinney moved to approve the Warrants made on September 9, 2021 for a total of \$105,953.62; September 23, 2021 for a total of \$75,398.39; and October 7, 2021 for a total of \$6,603.39. Subrata Paul seconded and the motion carried.



**MOTION 113:** Ellen Mitchell moved to accept the YTD Report. Virginia Keenan seconded and the motion carried.

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

Ron Kirsop answered questions relating to the Executive Director report.

#### **CENTRAL LIBRARY REPORT**

**MOTION 114:** Julie Gruendike moved to accept the 2021 Central Library Report. Subrata Paul seconded and the motion carried.

#### **PLSDAC LIASON REPORT**

Stacey Wicksall reviewed the PLSDAC Liaison Report.

#### **OLD BUSINESS**

#### **NEW BUSINESS**

**MOTION 115:** Ellen Mitchell moved to revoke the "New York Sales Tax Collected" Fund as stated in the Assigned Reserves Policy. Julie Gruendike seconded and the motion carried.

**MOTION 116:** Julie Gruendike moved to amend the Assigned Reserves Policy. Subrata Paul seconded and the motion carried.

**MOTION 117:** Subrata Paul moved to amend the Procurement Policy. Judith McKinney seconded and the motion carried.

**MOTION 118:** Liz Smith-Rossiter moved to amend the NY HERO Airborne Infectious Disease Exposure Prevention Plan. Julie Gruendike seconded and the motion carried.

**DISCUSSION:** System and Member Library Relationship Policy, led by Ron Kirsop

**MOTION 119:** Julie Gruendike moved to approve payment to Equinox for \$63,808.00. Ellen Mitchell seconded and the motion carried.

**MOTION 120:** Christine Ryan moved to 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. Ellen Mitchell seconded and the motion carried.

Ron Kirsop, Executive Director, was invited to join the Executive Session with the Board.

**MOTION 121:** Christine Ryan moved to exit Executive Session. Ellen Mitchell seconded and the motion carried.

**MOTION 122:** Ellen Mitchell moved to approve the Personnel Change Report (Termination).  
Judith McKinney seconded and the motion carried.

**MOTION 123:** Ellen Mitchell moved to approve the Personnel Change Report (Promotion).  
Judith McKinney seconded and the motion carried.

**ADJOURN**

**MOTION 124:** Julie Gruendike moved to adjourn the meeting. Liz Smith-Rossiter seconded and the motion carried. The meeting adjourned at 5:57 PM.

**NEXT MEETING**

Wednesday, November 10, 2021 at 5:00 PM.

Respectfully submitted,  
Ronald Kirsop  
Approved on November 10, 2021



## **BOARD MEETING MINUTES**

**Wednesday, November 10, 2021, 5:00pm** via Zoom

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

**PLS Board Members excused:** Julie Gruendike, Elizabeth Smith-Rossiter, Jennifer Tessendorf

**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 5:00pm.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **ADOPTION OF THE AGENDA**

**MOTION 125:** Judith McKinney moved to adopt the November 10, 2021 Agenda. Virginia Keenan seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 126:** Ellen Mitchell moved to approve the October 13, 2021 Minutes. Judith McKinney seconded and the motion carried.

### **FINANCE REPORT**

Kelly Nemitz reviewed the Cash Activity Report from 10/08/21 through 11/05/21.

**MOTION 127:** Ellen Mitchell moved to approve the Cash Activity Report. Virginia Keenan seconded and the motion carried.

Kelly Nemitz reviewed the Warrants from 10/21/21 (\$34,056.39) and 11/04/21 (\$21,344.46).

**MOTION 128:** Ellen Mitchell moved to approve the Warrants. Subrata Paul seconded and the motion carried.

Kelly Nemitz reviewed the YTD Report ending in 10/31/21.

**MOTION 129:** Subrata Paul moved to approve the YTD Report. Judith McKinney seconded and the motion carried.

Kelly Nemitz reviewed the 2021 Proposed Amended Budget.

**MOTION 130:** Ellen Mitchell moved to approve the 2021 Proposed Amended Budget. Subrata Paul seconded and the motion carried.

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

Ron Kirsop discussed the upcoming System Meeting where PLS Staff will review the budget, project, advocacy, and planning goals for 2022 with Member Library Staff.

Ron reviewed the upcoming PLSDAC Agenda.

Ron provided updates on DLD, email security, and masking in libraries.

Ron provided a Legislative update on library-related Bills that were recently signed into law by Governor Hochul.

### **CENTRAL LIBRARY REPORT**

Kelly Nemitz reviewed the 2021 Central Library Budget through 10/31/21.

**MOTION 131:** Judith McKinney moved to accept the 2021 Central Library Report. Virginia Keenan seconded and the motion carried.

### **PLSDAC LIASON REPORT**

Stacey Wicksall reviewed the PLSDAC Liaison Report which included highlights from Gorham Free Library, Clifton Springs Library, Marion Library, Palmyra Community Library, Livonia Public Library, Wood Library, and Naples Library.

### **OLD BUSINESS**

**MOTION 132:** Subrata Paul moved to approve the System and Member Library Relationship Policy. Judith McKinney seconded and the motion carried.

### **NEW BUSINESS**

**MOTION 133:** Judith McKinney moved to approve the 2021 Amended Central Library Budget. Ellen Mitchell seconded and the motion carried.

**MOTION 134:** Judith McKinney moved to approve the 2022 Proposed Central Library Budget. Ellen Mitchell seconded and the motion carried.

**MOTION 135:** Ellen Mitchell moved to approve the 2022 Proposed Staff Salaries. Subrata Paul seconded and the motion carried.

**MOTION 136:** Ellen Mitchell moved to approve the 2022 Proposed Budget. Virginia Kennan seconded and the motion carried.

**DISCUSS:** Christine Ryan led a discussion on 2022 Committee Assignments.

**MOTION 137:** Ellen Mitchell moved to appoint Judith McKinney to the Nominating Committee for the 2022 Slate of Officers. Subrata Paul seconded and the motion carried.

**MOTION 138:** Judith McKinney moved to approve the 2022 Board Meeting Schedule. Subrata Paul seconded and the motion carried.

**DISCUSS:** Ron Kirsop led a discussion on the Computer Support Policy.

**MOTION 139:** Subrata Paul moved to approve the amendments to the Pest Management Policy. Virginia Keenan seconded and the motion carried.

**MOTION 140:** Judith McKinney moved to approve DLD's amendments to the System's Plan of Service 2022 – 2026. Ellen Mitchell seconded and the motion carried.

**DISCUSS:** Ron Kirsop led a discussion on annual Sexual Harassment Training for Trustees.

**DISCUSS:** Ellen Mitchell led a discussion on the annual Executive Director Evaluation Process.

**DISCUSS:** Ron Kirsop led a discussion on the Executive Director Employment Agreement.

#### **ADJOURN**

**MOTION 141:** Ellen Mitchell moved to adjourn the meeting. Subrata Paul seconded and the motion carried. The meeting adjourned at 6:10pm.

#### **NEXT MEETING**

Wednesday, December 8, 2021 at 5:00pm.

Respectfully submitted,  
Suzanne Macaulay  
Approved on December 8, 2021



## **BOARD MEETING MINUTES**

**Wednesday, December 8, 2021, 5:00pm** via Zoom

**PLS Board Members present:** Julie Gruendike, Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, Elizabeth Smith-Rossiter

**PLS Board Members excused:** Jennifer Tessendorf

**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.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **ADOPTION OF THE AGENDA**

**MOTION 142:** Julie Gruendike moved to adopt the December 8, 2021 Agenda. Ellen Mitchell seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 143:** Judith McKinney moved to approve the November 10, 2021 Minutes. Virginia Keenan seconded and the motion carried.

### **FINANCE REPORT**

**MOTION 144:** Julie Gruendike moved to approve the Cash Activity Report from 11/05/21 through 12/03/21. Judith McKinney seconded and the motion carried.

**MOTION 145:** Julie Gruendike moved to approve the Warrants from 11/18/21 in the amount of \$110,648.10 and 12/02/21 in the amount of \$36,431.24. Ellen Mitchell seconded and the motion carried.

**MOTION 146:** Julie Gruendike moved to approve the YTD Report through November 30, 2021. Judith McKinney seconded and the motion carried.

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

Ron Kirsop reviewed the recent State of the System Meeting where PLS Staff presented the budget, projects, advocacy, and planning goals for 2022 with Member Library Staff.

Ron provided an update on a national trend on First Amendment Audits in libraries and the proactive steps the System and member libraries are taking to be prepared should one occur locally.

Ron provided updates from the Division of Library Development and the recent Amendments to Library Aid Provisions.

### **STRATEGIC PLAN REPORT**

Suzanne Macaulay provided a six month progress report (June 2021 through December 2021) on the System's Strategic Plan.

### **CENTRAL LIBRARY REPORT**

Kelly Nemitz reviewed the 2021 Central Library Budget through 11/30/2021.

**MOTION 147:** Ellen Mitchell moved to accept the 2021 Central Library Report. Elizabeth Smith-Rossiter seconded and the motion carried.

### **PLSDAC LIASON REPORT**

Stacey Wicksall reviewed the PLSDAC Liaison Report which included highlights from Stevens Memorial Community Library (Attica), Dansville Public Library, Newark Public Library, Wadsworth Library, Marion Public Library, Palmyra Community Library, and Macedon Public Library.

### **OLD BUSINESS**

**MOTION 148:** Judith McKinney moved to approve the Computer Support Policy. Virginia Keenan seconded and the motion carried.

### **NEW BUSINESS**

**MOTION 149:** Ellen Mitchell moved to approve the Personnel Change Report. Subrata Paul seconded and the motion carried.

**MOTION 150:** Ellen Mitchell moved to approve the 2021 System Satisfaction Survey. Judith McKinney seconded and the motion carried.

**MOTION 151:** Julie Gruendike moved to approve the 2022 Slate of Officers. Elizabeth Smith-Rossiter seconded and the motion carried.

**MOTION 152:** Ellen Mitchell moved to approve the 2022 Claims Auditor. Virginia Kennan seconded and the motion carried.

**MOTION 153:** Ellen Mitchell moved to approve the 2022 Committee Assignments. Virginia Keenan seconded and the motion carried.

**MOTION 154:** Julie Gruendike moved to approve the 2022 Annual Organizational Actions. Ellen Mitchell seconded and the motion carried.

**MOTION 155:** Ellen Mitchell moved to approve the 2022 Fees and Grants Document. Julie Gruendike seconded and the motion carried.

**DISCUSS:** Ron Kirsop reviewed the 2022 – 2024 Strategic Plan.

**MOTION 156:** Elizabeth Smith-Rossiter moved to approve the 2021 Livingston County Capital Grant. Ellen Mitchell seconded and the motion carried.

**MOTION 157:** Julie Gruendike moved to approve the NYS Retirement Invoice in the amount of \$78,656.00. Virginia Keenan seconded and the motion carried.

**DISCUSS:** Ron led a discussion on the Charter Amendment Documents.

**MOTION 158:** Ellen Mitchell moved to enter Executive Session to discuss the Executive Director's Annual Evaluation. Subrata Paul seconded and the motion carried.

**MOTION 159:** Judith McKinney moved to exit Executive Session. Ellen Mitchell seconded and the motion carried.

**MOTION 160:** Ellen Mitchell moved to approve the Updated Executive Director Job Description. Judith McKinney seconded and the motion carried.

**MOTION 161:** Ellen Mitchell moved to approve the Executive Director Employment Agreement. Judith McKinney seconded and the motion carried.

**MOTION 162:** Ellen Mitchell moved to authorize Christine Ryan to sign the Executive Director Employment Agreement on behalf of the System Board. Judith McKinney seconded and the motion carried.

### **ADJOURN**

**MOTION 163:** Julie Gruendike moved to adjourn the meeting. Virginia Keenan seconded and the motion carried. The meeting adjourned at 6:28pm.

### **NEXT MEETING**

Wednesday, February 9, 2022 at 5:00pm.

Respectfully submitted,  
Suzanne Macaulay  
To be approved on February 9, 2022