

**Minutes of the Pioneer Library System
Board of Trustees Meeting
Wednesday September 10, 2008
Pioneer Library System, Canandaigua, New York**

PLS Board President Pat Ayres called the meeting to order at 5:09 p.m.

The following PLS Board members were present: Pat Ayres, Nancy Bauder, Kathleen Brown, Dick Harrison, and Linda Morris. Also present were PLS staff Cindy Gardner, Betsy Morris and Jennifer Morris; Central Library Director Michael Nyerges, and PLSDAC representative, Andrea Tillinghast-Thompson. Excused: Sandy McGavern, Dixie Prittie, Fran Smith, and John Zornow.

Pat asked if there were any additions to the agenda. Jennifer asked to insert a new New Business #3, Authenticate Broadband Access Grant application, and renumber the subsequent items.

MOTION 30: Nancy Bauder made a motion to adopt the agenda as amended. Linda Morris seconded and the motion passed unanimously.

Pat asked for additions or corrections to the minutes of the June 11, 2008 meeting. There were none.

MOTION 31: Linda Morris made a motion to accept the minutes as written. Nancy Bauder seconded, and the motion passed unanimously.

Communications and Reports:

1. Financial Report

Cindy reported that the System has received all but the supplemental and LSSA aid, with the 2% cut, and all but the final 10% of LLSA has been received. She indicated that budget amendment planning is being delayed by the uncertainty of further budget cuts. Pat Ayres asked about fuel costs, noting that 51% of the budget allocation had been spent through June. Cindy responded that she expects there will be budget amendments to this line as well as others.

MOTION 32: Dick Harrison made a motion to accept the Financial Report as distributed. Linda Morris seconded, and the motion passed unanimously.

2. Directors' Reports

Jennifer reported that work on the next issue of the *Pathfinder* is underway. She went on to report on the Broadband Access Issues meeting in Albany that she and Betsy attended. This brought together major telecommunications providers with State Library and public library system personnel to discuss bandwidth costs and availability in public libraries. Jennifer also mentioned the Broadband Access Grant program, which allocated funds for systems to increase broadband access in their libraries. On very short notice, Pioneer submitted an application for \$31,050. Betsy explained the scope of the application, which will support putting 2nd cable modems in 6 PLS member libraries, segregating public Internet access from staff, thereby increasing available bandwidth for both sets of users; and enabling the placement of OverDrive download stations in one library in each of the Pioneer 4 counties.

Betsy reported on the sudden resignation of the technology support specialist and the ensuing advertising and interviewing for a replacement. She mentioned that the skills sought for the position had a change of emphasis requiring demonstrated knowledge of the Linux operating system.

Central Library Director Michael Nyerges referred to a report circulated at the meeting, highlighting increases in circulation, the Geneva Reads program, and the positive impact of the marketing of the LearningExpress Library resources. Kathleen Brown asked if the marketing targeted to the Wayne Finger Lakes BOCES had a similar campaign for the Genesee Valley BOCES. Michael responded that he has tried contacting the School Library System at GV BOCES, and will continue to do so.

3. PLSDAC Liaison's report

Board President Pat Ayres introduced the new PLSDAC liaison, Andrea Tillinghast-Thompson, the Director of the Red Jacket Community Library. Andrea reported on the September 5 PLSDAC meeting, held at the Cordelia A. Greene Library in Castile, which addressed creating professional quality newsletters and blogs. Member library news included Walworth's report that library expansion discussions continue and that circulation is climbing. This reminded Jennifer to point out the press release included in her report that detailed increases in circulation throughout Pioneer, and led to a discussion of collecting counts of library media contacts. Pioneer has followed several regional newspapers over the years, but not an exhaustive list for all the locals in our area. Jennifer asked member libraries to report counts of article appearances in local publications, and optionally, to submit clippings. Work is underway on developing guidelines for a mutually acceptable process for reporting media contacts. Andrea continued the member news, reporting on the new separate entrance for library users so they no longer have to enter through the school. Linda Morris added member news about the success of the Tale for Three Counties program which featured a talk by mystery author, Julia Spencer-Fleming.

4. Committee Reports – under new business

5. Other – there were no other topics.

Old Business:

1. Annual Dinner invitation

Jennifer pointed out the draft Annual Dinner and Meeting invitation, pointing out 3rd Wednesday date, October 15, and \$23 per person cost.

New Business

1. Authenticate final report of 2008 Adult Literacy grant

Jennifer referred to the *Going the Distance: Linking Libraries and Literacy in Wayne County* New Business #1 document in the Board packet, and asked the Board to authenticate the report.

MOTION 33: Dick Harrison made a motion to authenticate the grant. Kathleen Brown seconded, and the motion passed unanimously

2. Facilities Committee report on NYS Construction Grant applications

On behalf of excused committee member, John Zornow, Betsy reported on the recommendations of the committee reached at their August 25 meeting as summarized in the New Business #2 document in the packet. Based on conversations with the State regarding the distribution of additional funds, should they become available, Betsy asked that the Board consider changing the rank of the applications in the \$14 Million program, moving Wood to third and Williamson to fourth. She explained that the Williamson project was an enhancement to already compliant accessible parking, and that the Wood project was much larger in scope. Should additional State money become available, the Wood project would be in a better position to receive additional funds with a

higher rank. Jennifer reported that John Zornow expressed this position in a phone conversation with her, and Pat Ayres, also on the Facilities Committee, agreed with this as well.

MOTION 34: Nancy Bauder made a motion to approve construction grant applications to the \$14 million program in the order and amounts of #1 Lima Public Library \$66,404, #2 Palmyra Kings Daughters Library \$100,000, #3 Wood Library \$190,000, #4 Williamson Free Public Library \$190,000. Pat Ayres seconded and the motion passed unanimously

MOTION 35: Dick Harrison made a motion to approve construction grant applications to the \$800K program in the order and amounts of #1 Honeoye Public Library \$3,700, #2 Red Creek Free Library \$2,698, #3 Geneva Public Library \$12,216 and #4 Clifton Springs Library \$2,500. Linda Morris seconded and the motion passed unanimously.

Betsy went on to report that the Facilities Committee suggested adding additional criteria to be considered when reviewing and ranking member library construction grant applications. A draft of the proposed additions was included in the packet, also as New Business #2. In discussing the draft, the Board suggested revising the suggested workshop attendance to include someone other than the director from the applying library.

MOTION 36: Nancy Bauder moved to accept the following additional criteria to those considered in the review and ranking process for evaluation public library construction grant applications: 1. The applying library will have a current long range plan on file at the System Office and demonstrate how the construction project advances the goals of the plan; 2. The director at the applying library, and/or her or his designee, may be required to attend a construction grant workshop (sponsored by PLS) prior to submitting the application; and 3. The PLS Board of Trustees may consider previous construction grant awards when requests exceed available funds. Dick Harrison seconded and the motion passed unanimously.

3. Authenticate the Broadband Access Grant

Jennifer referred to the earlier discussion of the Broadband Access Grant application and asked for a motion to authenticate the application.

MOTION 37: Kathleen Brown moved to authenticate the Pioneer Library System Broadband Access Grant application. Linda Morris seconded and the motion passed unanimously.

4. Update on NYS budget cuts in library aid

Jennifer referred to the handout distributed at the meeting which detailed the efforts of NYLA Executive Director Mike Borges in reminding the Legislature of their prior commitment to library funding. The result is a cut in aid of approximately 3.1% rather than the 5-6% mid-year originally expected. Because nothing is certain yet, Pioneer has been unable to prepare a preliminary budget, but hopes to do so in October.

5. Schedule Finance committee meeting

6. Plans for October board meeting

Jennifer reminded the Board of the time constraints of the meetings held prior to the Annual Dinner, which would make it extremely difficult to schedule a Finance Committee meeting prior to the full Board meeting. She offered several alternatives for meeting dates and locations. It was decided that the next full meeting of the Board will be on October 15 at 4:30 p.m. at Pioneer Library System, and that the Finance Committee will meet on Monday, October 20 at 4:30 p.m. at the Avon Public Library.

Board Development:

Jennifer reviewed the outcomes of the June System Meeting Open Forum on System Services, where the discussion centered on services needed to sustain strong libraries. The Board discussed the outcomes as detailed in Jennifer's Director's Report.

MOTION 38: Dick Harrison moved to adjourn. Kathleen Brown seconded, and the meeting was adjourned at 6:35 p.m.

Next Regular Meeting

The next regular meeting is for scheduled for Wednesday, October 15 at 4:30 p.m., at the Pioneer Library System office.

Respectfully submitted,

Betsy Morris
Approved October 15, 2008