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BOARD MEETING

Agenda

#### Wednesday, January 15, 2020, 5:00 pm

#### PLS Headquarters, Canandaigua, NY

#### Personnel Committee Meeting, Wednesday, January 15 at 4:00pm

#### Finance Committee Meeting, Wednesday, January 15 at 4:30pm

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| **Oath of Office** |  |  |
| Judith McKinney, appointed to a term starting January 1, 2020 and expiring December 31, 2023: President Christine Ryan administers.  |  |  |

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| **Call to order** |  |  |
| Adoption of the Agenda |  | Doc 2001-1 |
| Approval of the Minutes of the December 11, 2019 Meeting |  | Doc 2001-2 |

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| **Communication and Reports:** |  |  |
| 1. | Financial Report: Cash Activity Report – Julie GruendikeApprove warrants (list of bills paid) – Julie GruendikeApprove Dec 31, 2019 YTD Report – Julie Gruendike | Action: VoteAction: VoteAction: Vote | Doc 2001-3a Doc 2001-3b Doc 2001-3c |
| 2. | Executive Director Report – Ron Kirsop |  | Doc 2001-4 |
| 3. | Strategic Planning Report – Ron Kirsop |  | Doc 2001-5 |
| 4. | Central Library Report – Cindy Gardner |  | Doc 2001-6 |
| 5. | PLSDAC Liaison’s Report – Renate Goff  |  | Doc 2001-7 |
| 6. | Standing Committee Reports: |  |  |
|  | Audit Committee |  | No Report |
|  | Finance Committee |  | New Business |
|  | Personnel Committee |  | New Business |
|  | Policy Committee |  | No Report |

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| **Old Business:** |  |  |
| 1. | Fixed Assets Capitalization Policy – Cindy Gardner | Action: Vote | Doc 2001-8 |

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| **New Business:** |  |  |
| 1. | Approve 2020 Organization Actions – Ron Kirsop1. Designate Official Newspaper
2. Appoint the Chief Financial Officer
3. Appoint the Claims Auditor
4. Appoint the External Auditor
5. Appoint the Attorney
6. Authorize the Executive Director to Certify Payroll
7. Designate the Bank Depository
8. Designation of the Authorized Signatories for Checks
9. Authorization of Payments Between Board Meetings
 | Action: Vote | Doc 2001-9 |
| 2. | Approve Personnel Change Report – Personnel Committee | Action: Vote | Doc 2001-10 |
| 3. | Approve Director’s Overnight Travel Request | Action: Vote | Doc 2001-11 |
| 4. | Approve 2019 Year End Report – Finance Committee1. Motion: Transfer $157.43 from Assigned Reserves-Library Advocacy Day to Operating Budget .900 Other Miscellaneous- Advocacy Day
2. Transfer $46,932.28 to the Annual Carryover Assigned Reserve Fund for purposes outlined in the 2019 Year End YTD Report.
3. Approve 2019 Amended Budget
 | Action: VoteAction: VoteAction: Vote | Doc 2001-3c |
| 5. | Approve 2020 Amended Budget – Finance Committee1. Transfer $46,932.28 from the Annual Carryover Assigned Reserve Fund to the General Operating Fund
2. Move $1,150 from Assigned Reserves - Senate Bullet Aid to Operating Budget for Vehicles (Senate Bullet Aid).
3. Move $20,000 from Assigned Reserves - 2020 Cat2 netGear(Senate) to Operating Budget for Other Grants - Member Library Technology Upgrades
4. Move $6,000 from Assigned Reserves - Comp/Tech - In-House Hosting to Assigned Reserves - Comp/Tech -R&D
5. Approve 2020 Amended Budget
 | Action: VoteAction: VoteAction: VoteAction: VoteAction: Vote | Doc 2001-12 |
| 6. | Approve Revised 2020 Salary Schedule – Ron Kirsop | Action: Vote | Doc 2001-13 |
| 7. | Approve Overdrive payment, PO#7868, $60,000 | Action: Vote | Doc 2001-14 |
| 8. | Approve Shepard Ford payment, PO #7791, $31,424.50 | Action: Vote | Doc 2001-15 |
| 9. | Approve Teracai Payment, PO #7872, $37,215.57 | Action: Vote | Doc 2001-16 |
| 10. | Approve revised Purchase Order Procedures  | Action: Vote | Doc 2001-17 |
| 11. | Approve revised Receipt and Deposit of Funds | Action: Vote | Doc 2001-18 |
| 12. | Reminder of Sexual Harassment Training – Chris Ryan | Action: Discuss |  |

**Reminders**:

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

**Adjourn**