



Pioneer Library System

BOARD MEETING AGENDA Wednesday, April 13, 2022 ONLINE MEETING VIA ZOOM

Call to Order:

1.	Public Comment Period			
2.	April 13, 2022 Agenda	Christine Ryan	Action: Approve	Doc 2204-1
3.	Minutes of the March 9, 2022 Meeting	Christine Ryan	Action: Approve	Doc 2204-2

Communication and Reports:

1.	Financial Reports:			
	a) Cash Activity Report	Julie Gruendike	Action: Approve	Doc 2204-3a
	b) Warrants (list of bills paid)	Julie Gruendike	Action: Approve	Doc 2204-3b
	c) March 31, 2022 YTD Report and Balance Sheet	Julie Gruendike	Action: Approve	Doc 2204-3c
2.	Central Library Report	Ron Kirsop	Action: Approve	Doc 2204-4
3.	Executive Director Report	Ron Kirsop	Action: Discuss	Doc 2204-5
	a) E-Rate Certified 471			Doc 2204-5a
	b) Priority Items Civil Service Committee			Doc 2204-5b
	c) 'One Book, OWWL Kids' Article			Doc 2204-5c
	d) Outstanding Librarian Award			Doc 2204-5d
	e) Board of Regents Charter Amendment			Doc 2204-5e
	f) Amendments to Open Meetings Law			Doc 2204-5f
4.	PLSDAC Liaison's Report	Stacey Wicksall	Action: Discuss	Doc 2204-6
5.	Standing Committee Reports:			
	a) Finance Committee			Doc 2204-7a
	b) Personnel Committee			Doc 2204-7b
	c) Policy Committee			Doc 2204-7c
	d) Audit Committee			No Report

Old Business:

1.	Selection and Reconsideration Policy	Policy Committee	Action: Adopt	Doc 2204-8
2.	Freedom to Read Resolution	Policy Committee	Action: Adopt	Doc 2204-9

New Business Business:

1.	COSAG Appointments	Suzanne Macaulay	Action: Approve	Doc 2204-10
2.	COSAG Bylaws	Suzanne Macaulay	Action: Approve	Doc 2204-11
3.	Program Director Job Description	Personnel Committee	Action: Approve	Doc 2204-12

4.	Promotion of Suzanne Macaulay to the position of Program Director	Personnel Committee	Action: Approve	Doc 2204-13
5.	Eliminate the Position of Deputy Director	Personnel Committee	Action: Approve	Doc 2204-13
6.	Updated Employee Handbook a) Add Staff Vehicle Use Policy, pg. 151 b) Add Conference and Travel Policy, pg. 155	Personnel Committee	Action: Approve	Doc 2204-14
7.	Stand Alone Staff Vehicle Use Policy	Policy Committee	Action: Revoke	Doc 2204-15
8.	Stand Alone Conference and Travel Policy	Policy Committee	Action: Revoke	Doc 2204-16
9.	System Policy Manual a) Conflict of Interest Policy, pg. 9 b) Freedom of Information Law Policy, pg. 17 c) Interlibrary Loan Policy to Correctional Facilities, pg. 21 d) Records Retention Policy, pg. 23 e) Assigned Reserves Policy, pg. 39 f) Cash Management Investment Policy and Procedures, pg. 41 g) Claims Auditing Policy, pg. 45 h) Credit Card, Store, and Gas Charge Account Policy, pg. 47 i) Financial Integrity and Accountability Policy, pg. 49 j) Financial Reports Policy, pg. 50 k) Gifts and Donations Policy, pg. 53 l) Meals and Refreshments Policy, pg. 54 m) Online Banking Policy, pg. 55 n) Payment of Bills Policy, pg. 56 o) Petty Cash Policy, pg. 57 p) Receipt and Deposit of Funds Policy, pg. 62 q) Treasurer's Responsibilities Policy, pg. 64 r) Systems Access and Confidentiality of Library Records Policy, pg. 72 s) Technology Disaster Recovery Plan, pg. 86 t) Pandemic Response Plan, pg. 93 u) Resolution on Monetary Library Fines and Fees as a Form of Social Inequity, pg. 111	Policy Committee	Action: Approve	Doc 2204-17
10.	Legal Services Request for Proposals Report a) Law Offices of Stephanie Cole Adams b) Whitman, Osterman, and Hannah c) Barclay Damon, LLP	Finance Committee	Action: Discuss	Doc 2204-18 Doc 2204-18a Doc 2204-18b Doc 2204-18c
11.	Updated System Attorney in the 2022 Organizational Actions	Finance Committee	Action: Approve	Doc 2204-19
12.	Executive Director's Overnight Travel Requests	Ron Kirsop	Action: Approve	Doc 2204-20
13.	Continuing Education Scholarship Awards	Suzanne Macaulay	Action: Approve	Doc 2204-21

Reminders:

1. Next Board Meeting: May 11, 2022 at 5:00 PM (Possibly in Person)

Adjourn

Zoom Information

Topic: System Board Meeting

Time: Apr 13, 2022 05:00 PM Eastern Time (US and Canada)

<https://us06web.zoom.us/j/81794481825?pwd=RFB5TnowTlRlTy9VZG5nTlJZSS91UT09>