



Pioneer Library System

BOARD MEETING AGENDA Wednesday, February 9, 2022 ONLINE MEETING VIA ZOOM

Call to Order:

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| 1. Public Comment Period | | |
| 2. Adoption of the Agenda | Action: Vote | Doc 2202-1 |
| 3. Approval of the Minutes of the December 8, 2021 Meeting | Action: Vote | Doc 2202-2 |

Oath of Office:

1. *I, [NAME], do hereby solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Member of the Board of Trustees of the Pioneer Library System, according to the best of my ability.*
 - a) Oath of Office **Jennifer Tessendorf**, Ontario County, filling a three-year term beginning January 2022 and ending December 2024.
 - b) Oath of Office **Liz Smith-Rossiter**, Livingston County, filling a three-year term beginning January 2022 and ending December 2024.
 - c) Oath of Office **Ronald Kirsop**, Executive Director, for the length of the current Employment Agreement, January 2022 and set to renew December 2024.

Communication and Reports:

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| 1. Financial Reports: | | |
| a) Cash Activity Report – Julie Gruendike | Action: Vote | Doc 2202-3a |
| b) Approve Warrants (list of bills paid) – Julie Gruendike | Action: Vote | Doc 2202-3b |
| c) Approve December 31, 2021 YTD Report – Julie Gruendike | Action: Vote | Doc 2202-3c |
| d) Review December 31, 2021 Balance Sheet – Kelly Nemitz | Action: Discuss | Doc 2202-3d |
| e) Review December 31 2021 YTD Modified Cash Basis – Kelly Nemitz | Action: Discuss | Doc 2202-3e |
| 2. Central Library Report – Kelly Nemitz | Action: Vote | Doc 2202-4 |
| 3. Executive Director Report – Ron Kirsop | Action: Discuss | Doc 2202-5 |
| a) Legislative Correspondence with Assemblyman Gallahan | | Doc 2202-5a |
| b) Letter to Legislators: Library Support 2022 Executive Budget | | Doc 2202-5b |
| 5. PLSDAC Liaison’s Report – Stacey Wicksall | Action: Discuss | Doc 2202-6 |
| 6. Standing Committee Reports: | | Doc 2202-7 |
| a) Finance Committee | | Doc 2202-7a |
| b) Personnel Committee | | Doc 2202-7b |
| c) Policy Committee | | Doc 2202-7c |

Old Business:

1.	Approve 2022 Organizational Actions Corrections – Ron Kirsop	Action: Vote	Doc 2202-8
2.	Approve Charter Amendment Petition – Ron Kirsop	Action: Vote	Doc 2202-9a
3.	Approve Charter Amendment Resolution – Ron Kirsop	Action: Vote	Doc 2202-9b
4.	Approve 2022-2024 Strategic Plan – Ron Kirsop	Action: Vote	Doc 2202-10
5.	Approve Trustee Sexual Harassment Compliance Training – Christine Ryan	Action: Vote	Doc 2202-11

New Business:

1.	Approve Assigned Reserves Transfers as of 12.31.2021 – Finance Committee	Action: Vote	Doc 2202-12
2.	Approve OverDrive Fiction Invoice for \$39,936.50 – Kelly Nemitz	Action: Vote	Doc 2202-13
3.	Approve OverDrive Non-Fiction Invoice for \$41,000.00 – Kelly Nemitz	Action: Vote	Doc 2202-14
4.	Approve 2022 Holiday Schedule – Ron Kirsop	Action: Vote	Doc 2202-15
5.	Approve Updated Construction Awards – Suzanne Macaulay	Action: Vote	Doc 2202-16
6.	Approve 2022 Employee Handbook – Personnel Committee	Action: Vote	Doc 2202-17
7.	Approve Annual Audit Policy – Policy Committee	Action: Vote	Doc 2202-18
8.	Approve Budget Policy – Policy Committee	Action: Vote	Doc 2202- 19
9.	Approve Construction Aid Policy – Policy Committee	Action: Vote	Doc 2202-20
10.	Approve Procurement Policy – Policy Committee	Action: Vote	Doc 2202-21
11.	Approve Reduced Match Eligibility Policy – Policy Committee	Action: Vote	Doc 2202-22
12.	Approve System Speaker Agreement – Policy Committee	Action: Vote	Doc 2202-23
13.	Approve Whistleblower Policy – Policy Committee	Action: Vote	Doc 2202-24
14.	Approve Technology Services Librarian – Personnel Committee	Action: Vote	Doc 2202-25
15.	Discuss Conflict of Interest and Whistleblower Policy Annual Statements – Christine Ryan	Action: Discuss	Doc 2202-26a Doc 2202-26b
16.	Appoint Trustee as Application Reviewer for ARPA Funding – Christine Ryan	Action: Vote	No Report
17.	Approve Personnel Change Report – Personnel Committee	Action: Vote	Doc 2202-27
18.	Approve 2022 Proposed Modified Cash Basis Budget – Kelly Nemitz	Action: Vote	Doc 2202-28
19.	Approve 2022 Proposed Budgeted Fixed Asset Purchases – Kelly Nemitz	Action: Vote	Doc 2202-29
20.	Approve January 31, 2022, Balance Sheet – Kelly Nemitz	Action: Vote	Doc 2202-30
21.	Approve January 31, 2022, YTD Modified Cash Basis Financial Report – Kelly Nemitz	Action: Vote	Doc 2202-31

Reminders:

1. Next Board Meeting: Wednesday, March 9, 2022, at 5:00 PM via Zoom

Adjourn