



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