



BOARD MEETING MINUTES

Wednesday, April 14, 2021, 5:00 pm
GoToMeeting – Per Executive Order 202.1

PLS Board Members present: Julie Gruendike, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, Jennifer Tessendorf

PLS Board Members excused: Virginia Keenan

Also in attendance: Ron Kirsop, Suzanne Macaulay, Kelly Nemitz (PLS Staff); Stacey Wicksall (PLSDAC Liaison); Liz Smith-Rossiter (guest)

CALL TO ORDER:

Christine Ryan called the meeting to order at 5:06pm.

PUBLIC COMMENT PERIOD

There was no public comment.

ADOPTION OF THE AGENDA

MOTION 36: Judith McKinney moved to adopt the April 14, 2021 Agenda. Julie Gruendike seconded and the motion carried.

APPROVAL OF THE MINUTES

MOTION 37: Ellen Mitchell moved to accept the Minutes from the March 10, 2021 Board Meeting. Judith McKinney seconded and the motion carried.

FINANCE REPORT

Julie Gruendike reviewed the Cash Activity Report from 3/5/21 through 4/9/21. Julie noted that the remaining 20% of 2020 State Aid that was withheld due to COVID has been received by the PLS.

MOTION 38: Ellen Mitchell moved to accept the Cash Activity Report. Subrata Paul seconded and the motion carried.

Julie Gruendike reviewed the Warrants from 3/11/21 (\$19,430.56), 3/11/21 (\$60.00), 3/25/21 (\$26,696.23), and 4/8/21 (\$21,151.79).

MOTION 39: Judith McKinney moved to accept the Warrants. Ellen Mitchell seconded and the motion carried.

Julie Gruendike reviewed the YTD Report ending in 03/31/21.

MOTION 40: Ellen Mitchell moved to accept the YTD Report. Subrata Paul seconded and the motion carried.

EXECUTIVE DIRECTOR'S REPORT

Ron Kirsop provide an update to the State Budget, including an itemization of the 20% withholding from FY 2020 State Aid Payments that was received by PLS and the FY 2021 budget that was recently approved by the Governor.

Ron provided update on the State of the System during COVID-19. Many PLS employees have already received at least their first dose of the vaccine which moves the system closer to resuming in-person consultations and training sessions.

Ron provided an update on the 2022-2026 Plan of Service. This will be due to the Division of Library Development by October 2021.

Ron highlighted Grace Frenzel, Youth Services Coordinator at the Livonia Public Library. Grace was recently named an Outstanding Librarian for our region by Senator Sean Ryan, Chairman of Committee on Libraries. Nine librarians from across the state received this distinction.

Ron provided an update on system communications with member libraries including the continuation of the Monday Briefing to Directors and a new extension to the briefing, a podcast with Suzanne Macaulay titled Collective Knowledge. In this podcast, Ron and Suzanne discuss a variety of library topics including policies, procedures, and leadership development.

CENTRAL LIBRARY REPORT

Kelly Nemitz reviewed the 2021 Central Library Budget through March 31, 2021. Kelly noted that \$32,531 in Central Library Aid was restored and that she, Ron, and Chris Finger (Director of the Geneva Public Library) will be working to amend the Central Library Budget.

MOTION 41: Julie Gruendike moved to accept the 2021 Central Library Budget. Judith McKinney seconded and the motion carried.

PLSDAC LIASON REPORT

Stacey Wicksall highlighted several member libraries and their recent projects, programs, and community partnerships including: Ontario Public Library, Marion Public Library, Naples Library, Macedon Public Library, Gorham Free Library, Wadsworth-Seely Public Library, Wood Library, Palmyra Community Library, Newark Public Library, and Rose Free Library.

OLD BUSINESS

MOTION 42: Subrata Paul moved to approve the Brand Usage Policy as recommended by the Policy Committee. Ellen Mitchell seconded and the motion carried.

NEW BUSINESS

MOTION 43: Ellen Mitchell moved to approve Updates to the Employee Handbook as recommended by the Personnel Committee including the addition of Juneteenth as a Staff Holiday (page 51), the clarification of Bereavement for Part Time Staff (page 86), and the addition of the Vehicle Use Policy (page 146). Judith McKinney seconded and the motion carried.

MOTION 44: Ellen Mitchell moved to revoke the stand-alone Vehicle Use Policy as it is now part of the Employee Handbook. Judith McKinney seconded and the motion carried.

MOTION 45: Ellen Mitchell moved to approve the Personnel Change Report as presented by the Personnel Committee. Judith McKinney seconded and the motion carried.

MOTION 46: Subrata Paul moved to approve the Resolution on Diversity, Equity, and Inclusion as recommended by the Policy Committee. Ellen Mitchell seconded and the motion carried.

MOTION 47: Subrata Pual moved to approve the Speaker Agreement as recommended by the Policy Committee and with amendments. Ellen Mitchell seconded and the motion carried.

MOTION 48: Ellen Mitchell moved to approve the 2021 COSAC Appointments. Jennifer Tessendorf seconded and the motion carried.

ADJOURN

MOTION 49: Judith McKinney moved to adjourn the meeting. Ellen Mitchell seconded and the motion carried. The meeting adjourned at 5:54pm.

NEXT MEETING

Wednesday, May 12, 2021 at 5:00pm.

Respectfully submitted,
Suzanne Macaulay
Approved May 12, 2021