



## **BOARD MEETING MINUTES**

**Wednesday, October 13, 2021, 5:00 PM**

Met via Zoom

**PLS Board Members Present:** Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, Elizabeth Smith-Rossiter, Jennifer Tessororf, and Julie Gruendike.

**PLS Board Members Excused:** N/A

**Also in Attendance:** Ron Kirsop and Kelly Nemitz (PLS Staff); Stacey Wicksall (PLSDAC Liaison).

### **CALL TO ORDER:**

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

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **ADOPTION OF THE AGENDA**

**MOTION 109:** Judith McKinney moved to adopt the October 13, 2021 Agenda. Ellen Mitchell seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 110:** Ellen Mitchell moved to approve the September 8, 2021 Minutes. Judith McKinney seconded and the motion carried.

### **FINANCE REPORT**

**MOTION 111:** Julie Gruendike moved to accept the Cash Activity Report. Ellen Mitchell seconded and the motion carried.

**MOTION 112:** Judith McKinney moved to approve the Warrants made on September 9, 2021 for a total of \$105,953.62; September 23, 2021 for a total of \$75,398.39; and October 7, 2021 for a total of \$6,603.39. Subrata Paul seconded and the motion carried.

**MOTION 113:** Ellen Mitchell moved to accept the YTD Report. Virginia Keenan seconded and the motion carried.

#### **EXECUTIVE DIRECTOR'S REPORT**

Ron Kirsop answered questions relating to the Executive Director report.

#### **CENTRAL LIBRARY REPORT**

**MOTION 114:** Julie Gruendike moved to accept the 2021 Central Library Report. Subrata Paul seconded and the motion carried.

#### **PLSDAC LIASON REPORT**

Stacey Wicksall reviewed the PLSDAC Liaison Report.

#### **OLD BUSINESS**

#### **NEW BUSINESS**

**MOTION 115:** Ellen Mitchell moved to revoke the "New York Sales Tax Collected" Fund as stated in the Assigned Reserves Policy. Julie Gruendike seconded and the motion carried.

**MOTION 116:** Julie Gruendike moved to amend the Assigned Reserves Policy. Subrata Paul seconded and the motion carried.

**MOTION 117:** Subrata Paul moved to amend the Procurement Policy. Judith McKinney seconded and the motion carried.

**MOTION 118:** Liz Smith-Rossiter moved to amend the NY HERO Airborne Infectious Disease Exposure Prevention Plan. Julie Gruendike seconded and the motion carried.

**DISCUSSION:** System and Member Library Relationship Policy, led by Ron Kirsop

**MOTION 119:** Julie Gruendike moved to approve payment to Equinox for \$63,808.00. Ellen Mitchell seconded and the motion carried.

**MOTION 120:** Christine Ryan moved to enter Executive Session for the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Ellen Mitchell seconded and the motion carried.

Ron Kirsop, Executive Director, was invited to join the Executive Session with the Board.

**MOTION 121:** Christine Ryan moved to exit Executive Session. Ellen Mitchell seconded and the motion carried.

**MOTION 122:** Ellen Mitchell moved to approve the Personnel Change Report (Termination).  
Judith McKinney seconded and the motion carried.

**MOTION 123:** Ellen Mitchell moved to approve the Personnel Change Report (Promotion).  
Judith McKinney seconded and the motion carried.

**ADJOURN**

**MOTION 124:** Julie Gruendike moved to adjourn the meeting. Liz Smith-Rossiter seconded and the motion carried. The meeting adjourned at 5:57 PM.

**NEXT MEETING**

Wednesday, November 10, 2021 at 5:00 PM.

Respectfully submitted,  
Ronald Kirsop  
Approved on November 10, 2021