



## **BOARD MEETING MINUTES**

**Wednesday, November 10, 2021, 5:00pm** via Zoom

**PLS Board Members present:** Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan

**PLS Board Members excused:** Julie Gruendike, Elizabeth Smith-Rossiter, Jennifer Tessorf

**Also in attendance:** Ron Kirsop, Suzanne Macaulay, Kelly Nemitz (PLS Staff); Stacey Wicksall (PLSDAC Liaison)

### **CALL TO ORDER**

Christine Ryan called the meeting to order at 5:00pm.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **ADOPTION OF THE AGENDA**

**MOTION 125:** Judith McKinney moved to adopt the November 10, 2021 Agenda. Virginia Keenan seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 126:** Ellen Mitchell moved to approve the October 13, 2021 Minutes. Judith McKinney seconded and the motion carried.

### **FINANCE REPORT**

Kelly Nemitz reviewed the Cash Activity Report from 10/08/21 through 11/05/21.

**MOTION 127:** Ellen Mitchell moved to approve the Cash Activity Report. Virginia Keenan seconded and the motion carried.

Kelly Nemitz reviewed the Warrants from 10/21/21 (\$34,056.39) and 11/04/21 (\$21,344.46).

**MOTION 128:** Ellen Mitchell moved to approve the Warrants. Subrata Paul seconded and the motion carried.

Kelly Nemitz reviewed the YTD Report ending in 10/31/21.

**MOTION 129:** Subrata Paul moved to approve the YTD Report. Judith McKinney seconded and the motion carried.

Kelly Nemitz reviewed the 2021 Proposed Amended Budget.

**MOTION 130:** Ellen Mitchell moved to approve the 2021 Proposed Amended Budget. Subrata Paul seconded and the motion carried.

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

Ron Kirsop discussed the upcoming System Meeting where PLS Staff will review the budget, project, advocacy, and planning goals for 2022 with Member Library Staff.

Ron reviewed the upcoming PLSDAC Agenda.

Ron provided updates on DLD, email security, and masking in libraries.

Ron provided a Legislative update on library-related Bills that were recently signed into law by Governor Hochul.

### **CENTRAL LIBRARY REPORT**

Kelly Nemitz reviewed the 2021 Central Library Budget through 10/31/21.

**MOTION 131:** Judith McKinney moved to accept the 2021 Central Library Report. Virginia Keenan seconded and the motion carried.

### **PLSDAC LIASON REPORT**

Stacey Wicksall reviewed the PLSDAC Liaison Report which included highlights from Gorham Free Library, Clifton Springs Library, Marion Library, Palmyra Community Library, Livonia Public Library, Wood Library, and Naples Library.

### **OLD BUSINESS**

**MOTION 132:** Subrata Paul moved to approve the System and Member Library Relationship Policy. Judith McKinney seconded and the motion carried.

### **NEW BUSINESS**

**MOTION 133:** Judith McKinney moved to approve the 2021 Amended Central Library Budget. Ellen Mitchell seconded and the motion carried.

**MOTION 134:** Judith McKinney moved to approve the 2022 Proposed Central Library Budget. Ellen Mitchell seconded and the motion carried.

**MOTION 135:** Ellen Mitchell moved to approve the 2022 Proposed Staff Salaries. Subrata Paul seconded and the motion carried.

**MOTION 136:** Ellen Mitchell moved to approve the 2022 Proposed Budget. Virginia Kennan seconded and the motion carried.

**DISCUSS:** Christine Ryan led a discussion on 2022 Committee Assignments.

**MOTION 137:** Ellen Mitchell moved to appoint Judith McKinney to the Nominating Committee for the 2022 Slate of Officers. Subrata Paul seconded and the motion carried.

**MOTION 138:** Judith McKinney moved to approve the 2022 Board Meeting Schedule. Subrata Paul seconded and the motion carried.

**DISCUSS:** Ron Kirsop led a discussion on the Computer Support Policy.

**MOTION 139:** Subrata Paul moved to approve the amendments to the Pest Management Policy. Virginia Keenan seconded and the motion carried.

**MOTION 140:** Judith McKinney moved to approve DLD's amendments to the System's Plan of Service 2022 – 2026. Ellen Mitchell seconded and the motion carried.

**DISCUSS:** Ron Kirsop led a discussion on annual Sexual Harassment Training for Trustees.

**DISCUSS:** Ellen Mitchell led a discussion on the annual Executive Director Evaluation Process.

**DISCUSS:** Ron Kirsop led a discussion on the Executive Director Employment Agreement.

#### **ADJOURN**

**MOTION 141:** Ellen Mitchell moved to adjourn the meeting. Subrata Paul seconded and the motion carried. The meeting adjourned at 6:10pm.

#### **NEXT MEETING**

Wednesday, December 8, 2021 at 5:00pm.

Respectfully submitted,  
Suzanne Macaulay  
Approved on December 8, 2021