



## **BOARD MEETING MINUTES**

**Wednesday, December 8, 2021, 5:00pm via Zoom**

**PLS Board Members present:** Julie Gruendike, Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, Elizabeth Smith-Rossiter

**PLS Board Members excused:** Jennifer Tessendorf

**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 5:04pm.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **ADOPTION OF THE AGENDA**

**MOTION 142:** Julie Gruendike moved to adopt the December 8, 2021 Agenda. Ellen Mitchell seconded and the motion carried.

### **APPROVAL OF THE MINUTES**

**MOTION 143:** Judith McKinney moved to approve the November 10, 2021 Minutes. Virginia Keenan seconded and the motion carried.

### **FINANCE REPORT**

**MOTION 144:** Julie Gruendike moved to approve the Cash Activity Report from 11/05/21 through 12/03/21. Judith McKinney seconded and the motion carried.

**MOTION 145:** Julie Gruendike moved to approve the Warrants from 11/18/21 in the amount of \$110,648.10 and 12/02/21 in the amount of \$36,431.24. Ellen Mitchell seconded and the motion carried.

**MOTION 146:** Julie Gruendike moved to approve the YTD Report through November 30, 2021. Judith McKinney seconded and the motion carried.

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

Ron Kirsop reviewed the recent State of the System Meeting where PLS Staff presented the budget, projects, advocacy, and planning goals for 2022 with Member Library Staff.

Ron provided an update on a national trend on First Amendment Audits in libraries and the proactive steps the System and member libraries are taking to be prepared should one occur locally.

Ron provided updates from the Division of Library Development and the recent Amendments to Library Aid Provisions.

### **STRATEGIC PLAN REPORT**

Suzanne Macaulay provided a six month progress report (June 2021 through December 2021) on the System's Strategic Plan.

### **CENTRAL LIBRARY REPORT**

Kelly Nemitz reviewed the 2021 Central Library Budget through 11/30/2021.

**MOTION 147:** Ellen Mitchell moved to accept the 2021 Central Library Report. Elizabeth Smith-Rossiter seconded and the motion carried.

### **PLSDAC LIASON REPORT**

Stacey Wicksall reviewed the PLSDAC Liaison Report which included highlights from Stevens Memorial Community Library (Attica), Dansville Public Library, Newark Public Library, Wadsworth Library, Marion Public Library, Palmyra Community Library, and Macedon Public Library.

### **OLD BUSINESS**

**MOTION 148:** Judith McKinney moved to approve the Computer Support Policy. Virginia Keenan seconded and the motion carried.

### **NEW BUSINESS**

**MOTION 149:** Ellen Mitchell moved to approve the Personnel Change Report. Subrata Paul seconded and the motion carried.

**MOTION 150:** Ellen Mitchell moved to approve the 2021 System Satisfaction Survey. Judith McKinney seconded and the motion carried.

**MOTION 151:** Julie Gruendike moved to approve the 2022 Slate of Officers. Elizabeth Smith-Rossiter seconded and the motion carried.

**MOTION 152:** Ellen Mitchell moved to approve the 2022 Claims Auditor. Virginia Kennan seconded and the motion carried.

**MOTION 153:** Ellen Mitchell moved to approve the 2022 Committee Assignments. Virginia Keenan seconded and the motion carried.

**MOTION 154:** Julie Gruendike moved to approve the 2022 Annual Organizational Actions. Ellen Mitchell seconded and the motion carried.

**MOTION 155:** Ellen Mitchell moved to approve the 2022 Fees and Grants Document. Julie Gruendike seconded and the motion carried.

**DISCUSS:** Ron Kirsop reviewed the 2022 – 2024 Strategic Plan.

**MOTION 156:** Elizabeth Smith-Rossiter moved to approve the 2021 Livingston County Capital Grant. Ellen Mitchell seconded and the motion carried.

**MOTION 157:** Julie Gruendike moved to approve the NYS Retirement Invoice in the amount of \$78,656.00. Virginia Keenan seconded and the motion carried.

**DISCUSS:** Ron led a discussion on the Charter Amendment Documents.

**MOTION 158:** Ellen Mitchell moved to enter Executive Session to discuss the Executive Director's Annual Evaluation. Subrata Paul seconded and the motion carried.

**MOTION 159:** Judith McKinney moved to exit Executive Session. Ellen Mitchell seconded and the motion carried.

**MOTION 160:** Ellen Mitchell moved to approve the Updated Executive Director Job Description. Judith McKinney seconded and the motion carried.

**MOTION 161:** Ellen Mitchell moved to approve the Executive Director Employment Agreement. Judith McKinney seconded and the motion carried.

**MOTION 162:** Ellen Mitchell moved to authorize Christine Ryan to sign the Executive Director Employment Agreement on behalf of the System Board. Judith McKinney seconded and the motion carried.

### **ADJOURN**

**MOTION 163:** Julie Gruendike moved to adjourn the meeting. Virginia Keenan seconded and the motion carried. The meeting adjourned at 6:28pm.

### **NEXT MEETING**

Wednesday, February 9, 2022 at 5:00pm.

Respectfully submitted,  
Suzanne Macaulay  
To be approved on February 9, 2022