

Minutes of Evergreen Advisory Committee Meeting
Pioneer Library System
March 4, 2019

Committee Members Present: Patricia Baynes (Palmyra/Wayne), Kelsy Hibbard-Baker (Geneva/Ontario), Tim Niver (Victor/Ontario), Judy Schewe (Naples/Ontario), Frank Sykes (Livonia/Livingston), Tracy Whitney (Marion/Wayne)

Others Present: Lindsay Stratton, PLS Evergreen Consultant

1. Call to Order

The meeting began at 1:05pm.

2. Old Business

None

3. New Business

- a. Established the committee name as Evergreen Advisory Committee (EAC), previously known as OWWL Advisory Committee (OWWLAC).
- b. Discussed the importance of having a representative from Wyoming County on the committee.
- c. Edited existing OWWLAC bylaws. A full list of edits can be found by accessing the bylaws on the [PLS TWiki](#) and clicking on History at the bottom of the page.
Note: Voting occurred after Ms. Baynes and Ms. Schewe left the meeting.
 - i. Modified committee member term length from one to two years with opportunity for one renewal; committee members may serve a maximum of two consecutive terms.
 - ii. Appointed roles of Chair, Vice Chair, Secretary, and defined their duties and terms.
 1. Chair: Serves term of one year. Distributes necessary information to all library directors; recruits new members for committee as needed; reports at PLSDAC meetings with Evergreen consultant.
 - a. Mr. Niver moved that Mr. Sykes be appointed Chair. Ms. Whitney seconded. The motion passed 4-0.
 2. Vice Chair: Serves term of one year. Supports and fills in for Chair when necessary; moves into Chair role after term as Vice Chair is up.
 - a. Mr. Sykes moved that Mr. Niver be appointed Vice Chair. Ms. Whitney seconded. The motion passed 4-0.
 3. Secretary: No term limit. Records minutes and delivers them to the Chair within one week of the meeting date.
 - a. Mr. Sykes moved that Ms. Hibbard-Baker be appointed Secretary. Mr. Niver seconded. The motion passed 4-0.

- iii. Set meeting schedule; meetings will occur the first week of January, March, May, August, and October, to coordinate with PLSDAC meetings.
- iv. Removed Article V: Quorum. Voting will still occur but as the committee is advisory in nature, it was decided a quorum is not necessary.
- v. Defined attendance requirements for committee members; if committee member cannot make a meeting, they must send a proxy from either their own library or a library in the same county. Small libraries may not be able to send a proxy, so the importance of remote connection was reiterated.
- vi. Mr. Niver moved to approve the revised bylaws. Ms. Whitney seconded. The motion passed 4-0.

4. Next meeting

The next regular meeting will take place in May and will be scheduled by email.

5. Adjourn

The meeting adjourned at 3:27 PM.

Respectfully submitted,

Kelsy Hibbard-Baker, Secretary