

**PIONEERLAND LIBRARY SYSTEM  
BOARD MEETING MINUTES  
April 20, 2011, 7:00 p.m.  
Multi-Purpose Room, Willmar Library**

The April 20, 2011 meeting of the Pioneerland Library System Board was called to order by Chair Amy Wilde at 7:02 p.m. Roll call was taken and a quorum was announced.

Guests present: Jake Odland, Librarian, Olivia/Renville; Vicki Grimli, Librarian, Ortonville/Graceville; David Euerle, Westberg-Eischens.

Motion, Hoyhtya; seconded by Wangerin to approve the agenda as amended. Motion carried.  
Motion, Madsen; seconded by Antony to approve the January, 2010 Board minutes. Motion carried.

**2010 Audit Report:** David Euerle, representing the firm of Westberg Eischens PLPP, presented the PLS 2010 audit report. Copies of the audit report were sent to board members for review prior to the meeting. Following David's presentation a motion was made by Madsen, seconded by Carlson, to approve the 2010 audit as presented. Motion carried.

#### COMMITTEE REPORTS

##### **FINANCE COMMITTEE: (B. Wangerin)**

**March 2011 Financial Report** – Motion to accept by Wangerin, second by Setzepfandt; motion carried.

**Approval of Bills and check registers** – Motion to accept by Wangerin, second by Nelson; motion carried.

**2012 Budget/First Draft:** A first draft of the 2012 budget was distributed for review. PLS Board will be asked to vote on the 2012 budget in June. Following approval, requests will be sent to cities and counties. The final 2012 budget will be voted on at the January 2012 board meeting. Information only, no action needed.

**Administrative Office Lease:** Motion by Wangerin, second by Heimerl, to approve the 2012-2016 lease agreement with Kandiyohi County for headquarters and service center space. Motion carried.

**Legacy Report – 3rd quarter FY'11:** Motion by Wangerin, second by Olson, to approve submission of the 3rd quarter FY'11 Legacy report to State Library Services by the May 2nd due date. A summary of the report was distributed to board members. Motion carried.

**Summer Reading Contract - Ortonville:** Motion by Wangerin, second by Antony to approve a contract with Laura Lamb in the amount of \$250 for planning and implementation of a summer reading program (June 1- July 31) in Ortonville. Motion carried.

**Investment Policy:** Currently PLS administration follows state and federal law regarding governmental investment practice. Review of whether a more formal investment policy is needed is moved to the Exec/Finance Committee. Information only, no action needed.

**Ridgewater Work Study Agreement:** PLS routinely employs Ridgewater students to work in the service center during the school year. Motion made by Wangerin, second by Setzepfandt to approve the annual contract with Ridgewater College. Motion carried.

##### **PERSONNEL COMMITTEE: (P. Kyllingstad)**

**New Hires** – Motion by Kyllingstad, second by Schweiss, to approve the following new hires: Maria Zenk, Library Assistant II, Olivia.

Kay Sandin, Library Assistant II, Litchfield. Motion carried.

**Policies:**

**A) Social Networking Guidelines:** Motion by Kyllingstad, second by Benoit, to approve the Social Networking Guidelines as presented. Motion carries.

**B) #303A-Reimbursement of Moving and Interview Expenses:** Motion by Vacek, second by Heimerl, to approve this policy as revised. Motion carries.

**C) Employment of Close Relatives:** Motion by Kyllingstad, second by Schweiss, to approve this policy as presented. Motion carries.

**D) Bringing Children to Work:** Motion by Kyllingstad, second by Nelson, to approve this policy as presented. Motion carries.

**Job Descriptions:**

**A) IT Department:** Personnel Committee has revised the job descriptions for the three existing IT personnel to align better with job responsibilities in light of changing technology. Motion made by Fagnano, second by Benoit, to approve the *Information Technologies Systems Specialist*; and *ILS Systems Librarian/Technology Coordinator* job descriptions as presented. Motion carries.

**B) County Librarian:** Personnel Committee is recommending approval of a new County Librarian job description. Motion made by Wangerin, second by Heimerl, to approve the job description as presented. Motion carries.

**AD HOC COMMITTEE ON ADMINISTRATIVE STRUCTURE: (A Wilde)**

The ad hoc committee has begun working on a possible new administrative structure for PLS. Committee has met twice, most recently on April 13th. Nine head librarians attended that meeting and three of them provided input. The next meeting of the committee is scheduled for May 3rd. Information only, no action needed.

**Old Business:**

**Annual State Library Report:** A summary of the 2010 Annual Report submitted to State Library was sent to board members. Information only, no action needed.

**St. Kate's/PLS Project:** A project proposal and budget outline from St. Kate's on the Librarians of Color cooperative project was distributed to board members. Motion made by Wangerin, second by Hoyhtya, that PLS move forward in working with St. Kate's on this project (Benoit, Herzer opposed). Motion carries.

**New Business:** None

**Directors Report (see attached):** Closing remarks were given by Houlahan, who is retiring on May 4th after 19 years as Pioneerland Library System Director.

**Other:**

**Dawson Librarian Retirement:** Pam Helgeson, Dawson head librarian, has announced her intent to retire on April 28th. PLS Administration, Board, and Head librarians thank Pam for her service over the last 20 years.

The next Board Meeting is scheduled for **7:00 p.m. Thursday, June 16, 2011**, at Willmar Library.

The meeting was adjourned at 8:24 p.m.

Recording secretary, Laurie Ortega