

**PIONEERLAND LIBRARY SYSTEM  
BOARD MEETING MINUTES**

APRIL 16, 7:00 p.m.

Willmar Public Library Multi-Purpose Room

The April 16, 2015 meeting of the Pioneerland Library System Board was called to order by Chair Brent Olson at 7:00 p.m. A quorum was present.

Guests present: Vicki Bartz, Head Librarian – Graceville, Kerkhoven, Ortonville; Beth Lunn, PLS Automation; Scott Van Buren, Westberg Eischens PLPP; Henry Warner, CEO Warner Connect.

The agenda was approved on a motion by Reese, seconded by Heimerl.

Minutes of the January 15, 2015 board meeting were approved on a motion by Anderson, seconded by Vacek.

2014 Audit Presentation (Westberg Eischens PLPP)

Scott Van Buren presented to the Board highlights of the 2014 Audit Report. Westberg Eischens PLPP found that PLS is in a strong equity position, with the bulk of expenses attributed to salary and benefits costs. Van Buren pointed out that as libraries are a people business, this is not surprising. PLS investments are aligned with state statutes and are fully collateralized. Van Buren reminded the board that GASBY 67, which relates to the funding of PERA, will come into effect in 2016. This will show as a new liability on the audit. Currently, PERA is significantly underfunded, but is taking steps to correct this. Increases to employer and employee contributions to PERA went into effect January 1, 2015.

A motion was made by Squibb, seconded Heimerl, to accept the 2014 Audit Report as presented. The motion carried.

RLTA/Telecom

Olson informed the Board that PLS received a copy of a letter last week from Ann Hutton, Chair of the Council of Regional Public Library System Administrations (CRPLSA) which was addressed to Kevin McHenry, Assistant Commissioner MDE, regarding PLS's application for RLTA funding for FY15. PLS Administration requested that our telecommunications vendor, Warner Connect, respond in writing to the issues raised in the letter from Hutton. Copies of the response letter from Henry Warner were introduced and distributed.

Following discussion a motion was made by Antony, seconded by Heimerl, to forward the response letter from Warner Connect to CRPLSA members; Kevin McHenry, Assistant Commissioner MDE; and Jennifer Nelson, MN State Librarian. Motion carried.

## **COMMITTEE REPORTS**

### FINANCE COMMITTEE

#### Reports from the Finance committee

**The March 2015 financial report** was approved on a motion by Anderson, seconded by Reese.

**The bills and check registers** were approved on a motion by Anderson, seconded by Squibb.

**The PLS/PCS Cooperative Legacy Contract** was approved on a motion by Anderson, seconded by Shimanski.

### PERSONNEL COMMITTEE

**New hires:** The following new hire was approved on a motion by Reese, seconded by Vacek.

- Gabriel Benson, Library Assistant I, Willmar

## **OLD BUSINESS**

Ortega presented the Annual Report Summary, prepared by Marjorie DeJong. The Board thanked Ortega and DeJong for the information.

## **NEW BUSINESS**

### Load Period, Fines, Fees Policy Revision

Ortega explained to the Board that the Head Libraries recently met and agreed to a revision of the Loan Period, Fines & Fees policy. The revised policy was approved on a motion by Heimerl, seconded by Anthony.

### Minnesota Library Trustees & Advocates handout

Included in the board packet was a handout from the Minnesota Library Trustees & Advocates group. Amy Wilde is currently the PLS representative on that group, and also serves as their President. Olson expressed gratitude to Wilde for serving as PLS's advocate, and thanked her for her service. Wilde encouraged other Board members to join.

## **DIRECTOR'S REPORT**

### Ad Hoc Committee Update

Olson updated the Board on the discussions and actions of the Ad Hoc Committee. The issue of the duty of lobbying was discussed, and questions were raised as to whether this was a necessary duty for a Director. The option of joining in with another rural library system was suggested. Olson explored the possibility and no other library systems expressed interest.

There was a suggestion to again put out an RFP to search for a contracted Director, or to perhaps share a Director with another Library system. Olson informed the Board that there is current legislation in the works to prohibit shared Directors in library systems. The member who introduced the legislation is thought to be open to the removal of that provision, but nothing has happened in that direction as of yet.

A third option was raised in the Ad Hoc Committee, which would be to offer the directorship to Ortega, which she may or may not accept. Ortega was asked if she would be willing to consider an offer and replied that she would consider if an offer were to be made. The issue of lack of extra compensation to Ortega for an increased workload was also raised. It was suggested that the board postpone discussion of this in a session closed to Ortega and other members of staff at the end of the meeting.

#### Spicer/New London Search

Ortega informed the Board that the search for a new head librarian for Spicer/New London has garnered a good selection of applications from which four candidates were offered interviews. Three candidates accepted interviews, which will take place on Monday, April 20<sup>th</sup>.

At 8:35 p.m. the meeting was closed to staff for discussion of a personnel matter. The meeting was re-opened and adjourned by the board chair at 9:00 p.m.

#### **Future Board and Executive Meetings**

The next Board meeting is scheduled for June 18, 2015 at 7:00 p.m. (Finance at 6:30)

The next Executive/Finance Meetings are May 21 and July 16, 2015 at 6:00p.m.

Recording Secretary, Renee Abeln