

**PIONEERLAND LIBRARY SYSTEM
BOARD MEETING MINUTES**

April 20, 2017, 7:00 p.m., Willmar Public Library Multi-Purpose Room

The April 20, 2017 meeting of the Pioneerland Library System Board was called to order by Chair Antony at 7:00 p.m. A quorum was present.

Guests present: Jackee Fountain, Glencoe/Brownton head librarian; Dawn Daily, Benson/Kerkhoven head librarian, Scott Van Buren and Kasey Nelson of Westberg Eischens PLPP.

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

Minutes of the January 19, 2017 Board and the March 16, 2017 Exec/Finance meetings were approved on a motion by Benoit, seconded by Johnson.

Scott Van Buren and Kasey Nelson from Westberg Eischens PLPP, presented highlights from the 2016 Pioneerland audit. They thanked Director Laurie Ortega and Pam Robinson for a job well done. Housman raised a few questions that were answered satisfactorily by Van Buren.

COMMITTEE REPORTS

FINANCE COMMITTEE

The March 2017 financial report was approved on a motion from Housman, seconded by Heimerl.

Bills and check registers were approved on a motion by Housman, seconded by Shimanski.

PERSONAL COMMITTEE

New hires: The following new hires were approved on a recommendation by B. Olson, seconded by Heimerl.

- Reva Weber, Library Asst. II, Benson
- Barbara Erickson, Library Asst. III, Litchfield

Executive Director Review: Sandberg asked if the bylaws needed to be reviewed. Antony responded that he would double check but there was nothing in the bylaws that specified how the annual review should be conducted. Following discussion, approval to review the Executive Director annually, beginning in 2018, with staff input every other year beginning in 2019, was given on a motion by B. Olson, and seconded by Heimerl.

OLD BUSINESS

- 1) Ortega distributed the 2016 Annual Report Summary – A Year in Review graphic for board members review. This report is a snapshot of statistics submitted in the PLS Annual Report. Information only, no action needed.

NEW BUSINESS

PLS Staff capped salaries – Approval of a one-time 2% cost of living increase, retroactive to January 1, 2017, for three Pioneerland staff members with capped salaries was given on a motion by Rudningen, seconded by Baumgartner.

DIRECTOR'S REPORT

- 1) **Legislative Update:** The request for an increase in Regional Library Basic System Support (RLBSS) funding, along with a change to the funding formula, is not likely to pass this year. The Legacy appropriation is likely to be similar to last year.

Shimanski asked about the progress of hiring an administrative assistant, and Ortega reported that her priority is to get a Renville County librarian hired first.

Future Board and Executive Meetings:

Next Board meeting is scheduled for June 15, 2017, @ 7:00 p.m. (Finance 6:30).

Executive/Finance Meetings: May 18 & July 20, 6:00 p.m.

The meeting was adjourned on a motion by Shimanski, seconded by Asmus at 8:22 p.m.