

**PIONEERLAND LIBRARY SYSTEM
BOARD MEETING MINUTES**

APRIL 17, 7:00 p.m.

Willmar Public Library Multi-Purpose Room

** Prior to calling the meeting to order, 10- and 20- year employees, retired employees and board members were recognized and given service awards. **

The April 17, 2014 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: Cindy Hendrickx, Head Librarian – Appleton; Jackee Fountain, Head Librarian – Glencoe/Brownton

The agenda was approved on a motion by Schweiss, seconded by Anderson.

Minutes of the January 24, 2014, board meeting were approved on a motion by Benoit, seconded by Vacek.

The 2013 Audit Report was presented by Scott Van Buren of Westberg Eischens PLPP. There were several items of note, including an increase in contributions due to the catch up of delayed payments from the state. A new formula for PERA contributions will likely come into effect within the next year or so, which will be a new liability. Van Buren noted that there has been excellent budgeting, and he noted the excellent work of Pam Robinson in PLS, which was seconded by Ortega and Ranum.

A motion was made by Reilly, seconded by Fidler, that acceptance of the 2013 audit take place at the May Executive/Finance meeting, which gives the board time to contact PLS Admin with any questions. Motion carried.

COMMITTEE REPORTS

FINANCE COMMITTEE

Reports from the Finance committee

The March 2014 financial report was approved on a motion by Vacek, seconded by Kramer.

The bills and check registers were approved on a motion by Johnson, seconded by Huesing.

PERSONNEL COMMITTEE

New hires: The following new hires were approved on a motion by Benoit, seconded by Schweiss.

- Linda Kramer, Library Assistant III – Fairfax
- Cindy Miller, Library Assistant I – Madison/Canby/Dawson/Granite Falls

Process for Performance appraisals for Executive Director / Director of Library Operations

Annual performance appraisals are due in June for Ranum and Ortega, as well as the decision on whether to renew Ranum's contract for another year. A process for carrying out the appraisals

needs to be determined. Pogge-Weaver motioned that the Executive/Finance committee determine a process for appraisal including executives of other library systems, Board, and staff. The Executive/Finance Committee will bring a recommendation to the Board at the June meeting. This was seconded by Reilly, and the motioned carried.

OLD BUSINESS

Annual State Report Summary

A summary of the 2013 Annual Report to the State was presented. Information only, no action needed.

NEWBUSINESS

Proposed RLBSS increase/formula change for 2015

Ranum reported on a recent meeting of the regional library directors across the state where the current formula for funding distribution was discussed. The current formula of equalization has had the consequence in recent years of reducing funding for more rural regions. As this formula was established in 1991, the directors think that a different formula determined by base tax dollars would be fairer, and would be put before the Department of education in June. It was decided that all regional library directors would ask their Board to formally support asking for this change in the RLBSS formula. This carried on a motion by Anderson, seconded by Schweiss.

Policy on MLS/LSSC completion

Minnesota has ceased its voluntary library certification program and has opted to join a certification program on a national level managed by the American Library Association. Ranum and Ortega asked for approval of policy revision to PLS policy on voluntary certification which will allow PLS employees who complete competencies in the certification program to receive a step increase, and staff who obtain a Masters in Library & Information Science while employed in PLS to receive a step increase. A two part step increase could only be obtained by completing the support staff certification, and then going on to obtain an MLIS. Ortega will change the wording in the policy to reflect this and email it to the Board. Revision to policy #204 – Voluntary Certification changed to #204 – Continuing Education were approved on a motion by Benoit, seconded by Anderson.

Kramer motioned to grant this step increase for Elizabeth Cronk, Head Librarian in Litchfield/Dassel/Grove City, who completed her MLIS at the end of 2013. This was seconded by Pogge-Weaver, and the motion carried.

DIRECTOR'S REPORT

Technical Services Report

Ranum reported that the Technical Services Coordination position has been filled by Marjorie DeJong. Both Ortega and Ranum emphasized how happy they were with her qualifications and skills set, and that they are excited about her prospects in PLS. The recruitment process for the other open position in Technical Services has resulted in a job offer and an acceptance.

Fidler asked about the policy and enforcement of intra-library lending and resource use among PLS branches, which has been a topic of discussion among PLS stakeholders. A similar discussion has been taking place among Plum Creek Library stakeholders. Ranum reinforced PLS' position and mission which is seamless and equitable level of service for all patrons in PLS, as well as the expectation that, in public, all staff of PLS are expected to support PLS policies and its mission. Head librarians in PLS have been involved in discussions on this subject and in working toward a fair resolution, and Ranum has met with Chippewa County and other statutory bodies in PLS and PLUM Creek to discuss these policies. He also made it clear he is happy to talk to any community group.

In other updates, the closing date for the open Head Librarian position in Willmar is April 18, and Ortega has received four applications. If more do not come in by the closing date, she is likely to extend the closing date.

PLS staff have completed the salary survey, which has been passed on to the consultant. He has also asked for salary information from other regional systems.

Closed Session: at 8:25 p.m. the meeting was closed on a motion by Anderson, seconded by Vacek, to discuss the Union/PLS contract arbitration process. Motion carried.

The meeting was re-opened at 8:37 on a motion by Anderson, seconded by Reilly.

Future Board and Executive Meetings

The next Board meeting is scheduled for Jun 29, 2014 at 7:00 p.m. (Finance at 6:30)
Executive/Finance Meetings are May 15 & July 17 at 6:00p.m.

The meeting was adjourned at 8:38 p.m.

Recording Secretary, Renee Abeln