

**PIONEERLAND LIBRARY SYSTEM
BOARD MEETING MINUTES**

THURSDAY, APRIL 21, 2016 7:00 p.m., Willmar Public Library Multi-Purpose Room

The April 21, 2016 meeting of the Pioneerland Library System Board was called to order by Chair Doug Reese at 7:00 p.m. A quorum was present.

Guests present: Jackee Fountain, Glencoe/Brownton Head Librarian; Cindy Hendrickx, Appleton Head Librarian; Travis Steffensen, Westberg Eischens PLLP

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

Minutes of the January 21, 2016 Board meeting and March 17, 2016 Executive/Finance Committee were approved on a motion by Anderson, seconded by Heimerl.

2015 AUDIT PRESENTATION

Travis Steffensen of Westberg Eischens PLLP presented to the Board highlights of the 2015 audit report. Steffensen pointed out the increase in PLS's net position and general fund balance as of December 31, 2015. Steffensen stated that on December 31, 2015 PLS adopted Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions*. PLS is current with its \$148,839 contribution for the fiscal year ending December 31, 2015. Due to the Public Employees Retirement Fund (PERA) being significantly underfunded, steps are being taken to correct the shortfall. All participants will need to increase their employer's contribution, as determined by the legislature, to maintain retirement payouts at the current level.

A motion was made by Vacek and seconded by Fowler to accept the 2015 Audit Report as presented. Motion carried.

COMMITTEE REPORTS

FINANCE COMMITTEE

Reports from the Finance committee

The March 2016 financial report was approved on a motion by B. Olson, seconded by Shimanski.

Bills and check registers were approved on a motion by B. Olson, seconded by Anderson.

A PLS/PCLS Cooperative Legacy Contract was approved on a motion by B. Olson seconded by Vacek. Ortega explained that a signed contract is a new requirement for joint multi-regional library programs.

PERSONNEL COMMITTEE

New hires: The following new hires were approved on a recommendation by the Personnel Committee chairman, Antony, seconded by Heimerl.

- Kaitlyn Skonard, Library Asst. III, Olivia
- Stephanie Schwenk, Library Asst. I, Montevideo

Executive Director Review process: **Personnel Committee Chair** Antony stated that an electronic survey will be sent out to board members to complete and return to him by May 1, 2016. The Personnel

Committee will then meet to compile results and will bring a recommendation to the June 16 board meeting.

OLD BUSINESS

Annual Report Summary Graphic --- A Year in Review

Ortega highlighted the upward and downward trends in 2015 PLS library statistical markers. Some of these changes, i.e. wireless checkouts and Wi-Fi sessions, may be the direct result of the PLS system-wide enhanced wireless performance capabilities.

NEW BUSINESS

Wilde hosted an event for Library Trustees and Advocates during Library Legislative Day in St. Paul on April 12th and 13th, 2016. The Minnesota Library Association (MLA) lobbied the legislature to increase library construction grants from \$3 million to \$10 million annually, and requested more funds to boost statewide telecommunications speed and access.

DIRECTOR'S REPORT

- 1) **RLTA Payment Update** --- On Friday, April 15, 2016, State Library Services issued payment for 90% of the RLTA reimbursement due PLS. The remaining 10% will be paid following the submission and acceptance of a final report and take place on or about September 30, 2016.
- 2) **2nd Phase Technology Upgrade** --- New desktop and laptop computers for library patrons and staff, as well as admin office employees will be installed in the near future. A new, less costly option for some libraries is a tablet with keyboard for catalog-only computer stations. The installation process is expected to last through the end of 2016.
- 3) **New Cosmos Library** --- Groundbreaking began today for the new Cosmos Library/City Hall building in Cosmos, MN. Plans are for the new library to be completed in November 2016.

Future Board and Executive Meetings

The next Board meeting is scheduled for June 16, 2016, 7:00 p.m. (Finance at 6:30p.m.)

The next Exec/Finance Meetings are scheduled for May 19 & July 21 at 6:00 p.m.

Chair Reese adjourned the meeting by consensus at 7:42 p.m.

Recording Secretary, Pam Dille