

**PIONEERLAND LIBRARY SYSTEM
BOARD MEETING MINUTES**

APRIL 25, 2013 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 25, 2013 meeting of the Pioneerland Library System Board was called to order by Chair Barbara Hoyhtya at 7:00 p.m. A quorum was announced and introductions were made.

Guests present: Amy Wilde, Retired Board Member; Shirley Schulte, Head Librarian, Bird Island; Scott Van Buren, Westberg Eischens PLPP.

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

Minutes of the January 17, 2013 board meeting were approved on a motion by McKim, seconded by Fagnano.

2012 AUDIT

The 2012 Audit Report was presented by Scott Van Buren of Westberg Eischens PLPP. He noted that our organization is strong and all funds are fully protected. Funds invested with Bremer Bank are in compliance with MN Statute 118A.04. He pointed out some highlights on the report and answered questions presented by board members. Motion was made by Heimerl, seconded by Olson, that the acceptance of the 2012 audit report take place at the May Executive/Finance meeting, which gives the board time for additional review and questions. Motion carried.

COMMITTEE REPORTS

Finance Committee

Reports from the Finance committee

- **March 2013 financial report**
- **Bills and check registers**

The slate of reports was approved on a motion by Anderson, seconded by Vacek.

Personnel Committee

New hires: The hiring of Janice Whitman, Library Assistant II – Lake Lillian, was approved on a motion by Anderson, seconded by Reese.

Performance Appraisal: The process for performance appraisal for the Executive Director / Director of Library Operations developed by the Personnel Committee was approved on a motion by Olson, seconded by Reese.

OLD BUSINESS

Annual State Report Summary: A summary of the 2012 Annual Report to the State was presented. Information only, no action needed.

Revised Law Library Contract: Ortega met with the governing board of the Kandiyohi County Law Library (KCLL) regarding the current management contract, which was scheduled to be renewed in January. Due to budget restraints, the KCLL board asked if there was a way to reduce the costs of PLS management of the law library. A new contract agreement was reached whereby the Head Librarian of Willmar will no longer act as formal supervisor to law library employees; attend KCLL meetings etc. Supervision will now be managed between Ortega and the KCLL Board. This will save the Law Library \$1270 per annum. The new contract was approved on a motion by Anderson, seconded by Vacek.

MLTA Membership and PLS Delegates: Retired board member and outgoing PLS MLTA Delegate Amy Wilde presented a brochure and information on the Minnesota Library Trustees and Advocates group. It meets twice a year and annual membership is \$25. In return, there are benefits such as reduced registration rates for MLA events, leadership support and networking, and connections with other library leaders and legislators. Heimerl is the current PLS alternate, and as Amy Wilde is outgoing as the PLS delegate, there is one more place to fill. Wilde encouraged Board members to not only become a delegate, but to also consider becoming an officer of MLTA with a larger scope of influence statewide with legislation and library issues. The next MLA conference is October 10, 2013. Delegation selection will be placed on the PLS Board meeting agenda in June. If any Board member is interested or would like more information, contact Ranum or Ortega.

NEW BUSINESS

No new business was raised.

DIRECTOR'S REPORT

Ranum reviewed his report to the Board, noting in particular his and Ortega's conversations with Cosmos regarding the establishment of a new Library. The city has stated its intention to establish a temporary library in the ACGS School, followed by construction of a permanent facility. Ranum has also been working on revising the formula for disbursement of Legacy funding which would be more beneficial to PLS than simply an increase of funds.

Future Board and Executive Meetings

The next Board meeting is scheduled for June 20, 2013, 7:00 p.m. (Finance at 6:00 p.m.)

The next Executive/Finance Meetings are May 16 & July 18, 2013

The meeting was adjourned at 8:00 p.m. by Hoyhtya.

Recording Secretary, Renee Abeln