

**PIONEERLAND LIBRARY SYSTEM  
BOARD MEETING MINUTES**

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

In the absence of Board Chair Olson and Vice-Chair Reese, the January 21, 2016 meeting of the Pioneerland Library System Board was called to order by Finance Chair Denis Anderson at 7:02 p.m. A quorum was present.

Guests present: Elizabeth Cronk, Head Librarian, Dassel/Grove City/ Litchfield ; Ria Newhouse, Head Librarian, Lake Lillian/New London/Raymond/Spicer ; Rose Benedict, Fairfax Library Board ; Brenda Tjossas, Fairfax Library Board ; Jeffrey Schultz, Bremer Financial Services.

**INVESTMENT PRESENTATION**

Jeffery Schultz of Bremer Financial Services presented a review of PLS's investment portfolio. Schultz reminded the Board that the main directive Bremer follows is that all securities are compliant with Minnesota statute 118.A.04 governing public funds.

Schultz informed the Board, when asked, that if PLS needed access to its invested money, it could have access to that money in approximately three days. All the securities are marketable and can be sold immediately. He also explained, when asked, that the minimum investment for this type of portfolio would start at around \$1million. Copies of the full presentation were distributed to attendees. The Board thanked Schultz for his presentation.

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

Minutes of the November 19, 2015 board meeting were approved on a motion by Benoit, seconded by Housman.

Minutes of the December 17, 2015 Executive/Finance Committee were approved on a motion by Vacek, seconded by Johnson.

**COMMITTEE REPORTS**

**NOMINATING COMMITTEE**

**Reports from the Finance committee**

A call for nominations from the floor for Executive Officers was given by Anderson. There were no nominations from the floor. The Nominating Committee put forward the following nominations for Executive Officers for 2016:

Board Chair – Doug Reese, seconded by Benoit. Nominations ceased on a motion by Lopez, seconded by Nissen. Motion carried.

Vice Chair – Denis Anderson, seconded by Wilde. Nominations ceased on a motion by Shimanski, seconded by Benoit. Motion carried.

Treasurer – Ron Shimanski, seconded by Vacek. Nominations ceased on a motion by Benoit, seconded by Duly. Motion carried.

Secretary – Cheryl Heimerl, seconded by Wilde. Nominations ceased on a motion by Housman, seconded by Nissen. Motion carried.

Finance Chair - Brent Olson, seconded by Lopez. Nominations ceased on a motion by Shimanski, seconded by Wilde. Motion carried.

A call for nominations from the floor for the remaining 6 appointees to the Finance Committee was given by Anderson. There were no nominations from the floor. On a motion by the Nominating Committee, seconded by Benoit, the following were nominated to the Finance Committee as presented: Mike Houseman, Brad Johnson, Graylen Carlson, Jeff Lopez, Paul Setzepfandt, and Ron Antony.

Nominations ceased on a motion by Houseman, seconded by Vacek. Motion carried.

All Officers were elected unanimously. Oaths of Office for board trustees and officers were turned in to Ortega.

## **FINANCE COMMITTEE**

### **Reports from the Finance committee**

**The December 2015 (preliminary) financial report** was approved on a motion by Lopez, seconded by Benoit.

**Bills and check registers** were approved on a motion by Johnson, seconded by Benoit.

**The 2016 budget (Local, State, IT)** was approved on a motion by Houseman, seconded by Vacek.

## **PERSONNEL COMMITTEE**

**New hires:** The following new hires were approved on a on a recommendation by the Personnel Committee, seconded by Benoit.

- Susan Boettcher, Library Asst. II, Willmar
- Syrena Maranell, Librarian, Willmar
- Emily Sovell, Library Asst. III, Willmar
- Katherine (Katy) Hiltner, Head Librarian III, Hutchinson/Winsted

## **OLD BUSINESS**

No old business was added to the agenda.

## **NEW BUSINESS**

2016 Committee Preference Forms – PLS encourages all Board members to serve on a committee. Ortega asked all Board members to return their completed Committee Preference forms to her. Committee appointments will be ratified at the February 18<sup>th</sup> Executive/Finance Committee meeting.

## **DIRECTOR'S REPORT**

e-Rate Review Update – Ortega reported that there is no update at this time. PLS Admin was asked a couple of additional questions by USAC and has supplied answers as requested. No timeline on a decision has been given by USAC. Warner Connect has been in contact with the Ombudsman, who will be able to apply some pressure for an answer. The agreement with Warner Connect as a result of the review will be on the April board agenda if no resolution has been reached by that date.

## **Future Board and Executive Meetings**

The next Board meeting is scheduled for April 21, 2016, 7:00 p.m. (Finance at 6:30p.m.)

The next Exec/Finance Meetings are scheduled for: February 18, March 17 at 6:00 p.m.

Vice-Chair Anderson adjourned the meeting at 7:52 p.m.

Recording Secretary, Renee Abeln