

**PIONEERLAND LIBRARY SYSTEM**  
**BOARD MEETING MINUTES**  
JANUARY 23, 2014, 7:00 p.m.  
(Rescheduled from January 16 due to weather)  
Willmar Public Library Multi-Purpose Room

The January 23, 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: Ryan McCormick, Head Librarian, Willmar.

The meeting began with a presentation on PLS's investment portfolio from Jeffrey Schulz from Bremer Bank. A question was raised regarding the division of fiduciary responsibility regarding these investments. Schultz explained that as Bremer is a Fiduciary Asset Manager, they are legally required by the OCC to act in their client's best interests, and if brought before a court regarding investment management of these funds, precedence states that Bremer Bank would ultimately be responsible.

Olson asked if there were any additions for the agenda. Ranum asked that a closed session for discussion of union contract negotiations be added after the Director's Report.

The amended agenda was approved on a motion by Heimerl, seconded by Schweiss. Minutes of the October 17, 2013, board meeting were approved on a motion by Anderson, seconded by Vacek.

**COMMITTEE REPORTS**

**NOMINATING COMMITTEE**

A call for nominations from the floor for Executive & Finance committee was given by Olson. There were no nominations from the floor.

Committee Chair Heimerl proposed a vote on the slate of Officers. The slate of 2014 nominations for Executive Officers and Finance Committee were elected on a motion by Shimanski, seconded by Benoit.

Following approval of the slate of nominations, the Oath of Office was distributed to Officers and Board members for signature. Completed forms were returned to Ortega.

**FINANCE COMMITTEE**

Reports from the Finance committee

**The December 2013 financial report** was approved on a motion by Anderson, seconded by Heimerl.

**Bills and check registers** were approved on a motion by Olson, seconded by Vacek.

**The 2014 budget** (Local, State & IT) was approved on a motion by Schweiss, seconded by Anderson.

**Library Size Criteria:** PLS administration is proposing no changes to the library size criteria for 2014.

Motion to leave library size criteria as presented passed on a motion by Benoit, seconded by Heimerl.

**PERSONNEL COMMITTEE**

**New hires:** The following new hire was approved on a motion by Olson, seconded by Vacek.

- Sue Thompson, Library Assistant II – Maynard/Montevideo

**OLD BUSINESS: None**

**NEWBUSINESS**

2014-2016 Strategic Plan

Ranum reported on the Strategic Plan for the next three years, composed by the Strategic Planning Committee. To help in drafting the strategic plan, a survey of patrons and library staff was conducted. Results of the survey have been broken down by age and county. PLS head librarians will receive a report on the results from their communities. Ranum explained that no single library outlet will achieve all goals, and that each library will have different priorities to work toward in the future. In addition, a document will be created for public release. Heimerl and Anderson commended the Committee for a readable, measurable, and excellent plan.

Motion to accept the 2014-2016 Strategic Plan as presented was made by Reese, seconded by Shimanski. Motion carried.

Salary Study

The Board approved a bid from Bjorklund Compensation Consulting (BCC), LLC, for a compensation and classification study on a motion by Heimerl, seconded by Reese. Total cost estimate for the study is \$10,700 - \$13,000 including fees & expenses.

2014 Committee Appointments

Ortega asked the Board to return their completed Committee preference form to her within the next week. The appointments will be assigned at the February 20, 2014, Executive/Finance Committee meeting.

**DIRECTOR'S REPORT**

Technical Services Report

Carla Urban from Minitex visited PLS for a day to assess the current procedures within the Technical Services department and offered some insights for efficiencies and improvements. The department has embraced this report and is actively seeking to implement it.

*Closed Session:*

*At 8:35 p.m. the meeting was closed on a motion by Anderson, seconded by Heimerl, to discuss Union/PLS contract negotiations. Motion carried. Following discussion, motion was made by Shimanski, seconded by Heimerl, to re-open the meeting. Motion carried. The meeting was re-opened at 9:03 p.m.*

Motion by Vacek, seconded by Reese, to engage attorney Frank J. Madden to represent PLS during interest arbitration. Motion carried.

**Future Board and Executive Meetings**

The next Board meetings are scheduled for April 17, 2014, and Jun 19, 2014, at 7:00 p.m. (Finance at 6:30). Executive/Finance Meetings are February 20, March 20, and May 15 at 6:00p.m.

The meeting was adjourned at 9:05 p.m.

Recording Secretary, Renee Abeln