

**PIONEERLAND LIBRARY SYSTEM
BOARD MEETING MINUTES**

JANUARY 19, 2017, 7:00 p.m., Willmar Public Library Multi-Purpose Room

The January 19, 2017 meeting of the Pioneerland Library System Board was called to order by Finance Chair Brent Olson at 7:14 p.m. A quorum was present.

Guests present: Larissa Christensen, Montevideo/Milan/Granite Falls/Clara City head librarian; Lynda Behm, Atwater head librarian; Shelly Grace, SAMMIE.

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

Shelly Grace from SAMMIE gave a brief presentation on all that SAMMIE offers to libraries in the region.

Minutes of the October 20, 2016 Board and the December 15, 2016 Exec/Finance meetings were approved on a motion by Benoit, seconded by Heimerl.

COMMITTEE REPORTS

NOMINATING COMMITTEE – 2017 Slate of Officers

Ron Antony was approved as board chair on a motion by Heimerl, seconded by Lopez.

Brent Olson was approved as vice chair on a motion by Housman, seconded by Heimerl.

Cathy Baumgartner was approved as secretary on a motion by Wilde, seconded by Shimanski.

Ron Shimanski was approved as treasurer on a motion by B. Olson, seconded by Fowler.

Mike Housman was approved as Finance Committee chair on a motion by Shimanski, seconded by Rudningen.

Bonita Kallestad, Brad Johnson, Cheryl Heimerl, Jeff Lopez, Dennis Ulrich, and Amy Wilde were approved as members of the Finance Committee on a motion by B. Olson, seconded by Fidler.

The Oath of Office sheets were distributed and instructions were given to sign and return.

FINANCE COMMITTEE

The December 2016 preliminary financial report was approved on a motion from Housman, seconded by Shimanski.

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

The Final 2017 budget was approved on recommendation from the Finance Committee, seconded by Heimerl. Sandberg asked why the expenditures were more than the income. Ortega explained that the expenditures are overestimated and the income is underestimated.

The Admin/Central services staff salaries decision was tabled by the Finance Committee.

PERSONAL COMMITTEE

New hires: The following new hire was approved on a recommendation by B. Olson, seconded by Baumgartner.

- Angela Siedl, Library Asst. II, Olivia

OLD BUSINESS: None

NEW BUSINESS

Recommendation for award of WAN services contract: There were two responses to the posted RFP for WAN services. Both responses were scored using the process outlined in the RFP. Following discussion, approval to award the contract to ARVIG was given on a motion by Fagnano, seconded by Heimerl.

September Exec/Finance Meeting date: Approval to move the September 2017 Exec/Finance Meeting date to September 14th was given on a motion by B. Olson, seconded by Heimerl.

PLS Strategic Plan review: Ortega presented highlights on how Pioneerland Libraries achieved strategic plan goals in 2016. Antony requested that this presentation be on the agenda every year and felt it really helped to outline strategic plan outcomes.

2017 Committee Preference forms: Ortega requested board members fill out committee preference forms and emailed or faxed them back to her by early February.

DIRECTOR'S REPORT

- 1) The reimbursement check from Warner for our share of the delayed e-rate payments is on the way to Pioneerland.
- 2) Library Legislative Day is scheduled for February 22, 2017. Board members and library staff are welcome to attend. Minnesota Loves Libraries is a campaign to gather information from library users and to share this information with our legislators. This campaign will be highlighted at Library Legislative Day.
- 3) Lynda Behm will retire as Atwater head librarian on April 3, 2017. Ortega expressed her intent to combine the library with another head librarian position.
- 4)

Future Board and Executive Meetings:

Next Board meeting is scheduled for April 20, 2017, @ 7:00 p.m. (Finance 6:30).

Exec/Finance Meetings: February 16 & March 16, 2017 @ 6:00 p.m.

Dean Jensen announced that Graceville Library received a \$1,000 grant from TEI audio.

Chair Antony adjourned the meeting by consensus at 8:39 p.m.