

**PIONEERLAND LIBRARY SYSTEM
BOARD MEETING MINUTES**

JULY 16, 6:00 p.m.

Willmar Public Library Multi-Purpose Room

The July 16, 2015 meeting of the Pioneerland Library System Board was called to order by Chair Brent Olson at 6:00 p.m. A quorum was present.

Guests present: Allison Girres, head librarian, Bird Island/Fairfax/Olivia/Renville, Cindy Hendrickx, head librarian, Appleton; members of the public.

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

Minutes of the June 18, 2015 board meeting were approved on a motion by Carlson, seconded by Baumgartner.

COMMITTEE REPORTS

FINANCE COMMITTEE

Reports from the Finance committee

The June 2015 financial report was approved on a motion by Duly, seconded by Benoit.

Bills and check registers were approved on a motion by Anthony, seconded by Fiddler.

PERSONNEL COMMITTEE

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

- Sheila Bosch, Library Asst. II - Atwater

Executive Director Offer Recommendation

Antony reported to the Board that the Personnel Committee met with Ortega on July 8th and agreed on a recommended salary offer for the position of Executive Director. He explained that the offer was crafted after reviewing director positions across the library systems in the state to compare salaries, experience, and number of libraries in the systems.

Following discussion, Reese motioned that the Board accept the Personnel Committee's recommendation of a salary offer to Ortega for the position of Executive Director starting at Step 3, Grade 17, which would move to Step 4, Grade 17 upon completion of a favorable performance review in February 2016. Vacek seconded and the motion carried with two nays (Lopez and Hay).

Ortega accepted the position of Executive Director.

Ortega has been asked to draft a performance review, which will be further developed by the Personnel Committee and brought before the Board. Members of the Board asked that staff also be included in the performance review for the Executive Director.

Administrative Assistant Position Description

A draft of the newly created Administrative Assistant job description was brought to the board for review/approval. This position will be 32 hours per week to start and a grade 10 on the salary schedule. A motion was made by Reese to approve the job description. This was seconded by Vacek and the motion passed.

A further motion was made by Wilde to authorize the Executive Director to initiate recruitment for the position of Administrative Assistant, and to evaluate the position as necessary. This was seconded by Baumgartner and the motion passed.

DIRECTOR'S REPORT

RTLA

PLS is still working with State Library Services on their questions regarding the FY15 RLTA application, and is facilitating the supply of information from Warner Connect to the State Librarian. Ortega will continue to update the board on this issue.

Future Board and Executive Meetings

The next Board meeting is scheduled for October 15, 2015, 7:00 p.m. (Finance at 6:30 p.m.)

The next Exec/Finance Meetings are scheduled for: August 20, September 17, and November 19 at 6:00 p.m.

Meeting adjourned by consensus at 7:30 p.m.

Recording Secretary – Renee Abeln