

**PIONEERLAND LIBRARY SYSTEM  
BOARD MEETING MINUTES**

JUNE 18, 7:00 p.m.

Willmar Public Library Multi-Purpose Room

The June 18, 2015 meeting of the Pioneerland Library System Board was called to order by Chair Brent Olson at 7:05 p.m. A quorum was announced and introductions were made.

Guests present: Cindy Hendrickx, head librarian, Appleton; Linda Behm, head librarian, Atwater.

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

Minutes of the April 16, 2015 board meeting were amended on a motion by Wilde, seconded by Reese. The amended minutes were approved on a motion by Benoit, seconded by Fiddler.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

Reports from the Finance committee

The May 2015 financial report was approved on a motion by Vacek, seconded by Anthony. The bills and check registers were approved on a motion by Reese, seconded by Kramer.

RLBSS Application (FY 2016): Approval to sign/submit the F'Y16 RLBSS Grant Application was given on a motion by Vacek, seconded by Benoit.

D&O Insurance renewal: Motion by Vacek, seconded by Heimerl, to approve D & O insurance renewal for June 2015 – June 2016 in the amount of \$2,974. This reflects a slight increase (\$163) over last year's premium. Motion carried.

2016 Preliminary Budget Discussion (local libraries)

PLS Finance committee recommends approval for a 1% overall increase request to cities/counties for 2016, along with permission to Admin to look at requesting additional funding in special circumstances where it is needed for a few libraries. Olson explained that it is difficult to come up with a specific percentage that fits all libraries, as there are many different county and city funding arrangements across the system. In addition, possible staff salary increases are not known at this time as it is a negotiation year and 2016 health insurance figures will not be known until August. The reason budget requests are sent out before these numbers are known is to align more closely with city and county budget planning. In 2014 and 2015, a 3% increase was asked for after having no increase the preceding four years. Some cities and counties met the 3% request, some increased 1% or 2%, and a few did not approve an increase.

Following discussion, motion was made by Carlson, seconded by Heimerl, to approve a 1% increase request overall and give Administration discretion to request additional funding in special circumstances. Motion carried.

## PERSONNEL COMMITTEE

**New hires:** The following new hires were approved on a motion by Olson, seconded by Heimerl.

- Diane Drager, Library Assistant I, Hector
- Bryna Hendrickson, Library Assistant II, Litchfield

### Executive Director Position Description

Motion to approve the revised Executive Director Position Description was made by Reese on behalf of the Personnel Committee, seconded by Olson. Motion carried.

## AD HOC COMMITTEE

Olson stated that the Ad Hoc sent out its committee report by email. He mentioned that they tried to include all opinions, but not to seek a complete consensus. He also mentioned he was grateful to all participants.

The Ad Hoc Committee's recommendation was to offer the Executive Director position to Ortega. Discussion took place concerning the option of advertising the position externally, and several Board members felt that it was an option that should be explored. Members of the Ad Hoc Committee clarified their position of deciding to offer the position to Ortega because they felt that an exhaustive discussion on external advertising for the post had taken place, and the majority opinion was that time and money would be wasted advertising for candidates when they had someone in place who knows the job and was doing the job. In addition, Committee members noted that as Ortega's position of Director of Operations was going to be eliminated, they would have to terminate Ortega and leave PLS without a Director while recruitment was taking place, as well as being responsible for unemployment contributions. The pay grade of the position has been established at 17, but the step placement is TBD and would be a negotiable point. There are 13 steps on the pay grade, with an increase of 1.69% between steps, ranging from \$38.14 to \$47.68 per hour.

Houseman motioned that the Board offer Ortega the position, which would allow the Personnel Committee to begin negotiation on salary. This was seconded by Heimerl, and the motion passed on a vote of 19 to 9.

## **DIRECTOR'S REPORT**

### Technology Rollout

Ortega informed the Board that the rollout of laptops and wireless printers has been successfully completed. Each library in PLS has received a minimum of one laptop for checkout to patrons and one wireless printer. The laptops are for in-library use only and allow more flexibility for patrons in accessing the internet.

The roll out of iPads is scheduled to be completed in 2015 as well. Ortega informed the Board that she has not had the time in the first part of the year to begin this part of the technology rollout. It is likely that policies and procedure for use will have to be created, and the committee of librarians and administration will be meeting soon to get this process started. Ortega stated that she has completed several required yearly reports and hopefully will have more time available. She still hopes to complete the iPad rollout by the end of the year. The upgrade of desktops remains

scheduled for 2016.

### RTLA

PLS continues to work with the State Librarian and MDE on this issue. Warner Connect was asked to write a letter responding to questions raised. Administration has seen the letter and asked Warner Connect to add additional information and clarification. Ortega noted that PLS's application for 2016 federal E-Rate funding has been approved. PLS Admin has not received a response from E-Rate regarding our 2015 application and the additional information they asked PLS to provide. A response is expected mid-July.

### Test Proctoring

A question was raised concerning an issue a patron had regarding test proctoring and being unable to connect to the testing site. Ortega informed the Board she was aware of the situation and had looked into it. The conclusion was that it was a set of unfortunate circumstances regarding timing. She also clarified that the PLS policy regarding proctoring is clear, and that patron's must inform the PLS IT Department of technology requirements at least a week before the test date.

### **OTHER**

It was noted that the Personnel Committee needs to arrange a time to meet with Ortega to begin salary negotiations. It was noted that the full board does not meet again until October, and it was determined that this was too long to wait to approve negotiations of the step on the pay scale. It was determined that the full board needs to approve the final salary offer, which requires the full board to meet again in July.

An additional issue was raised, which was that recruitment needs to begin for an Administrative Assistant Position to assist Ortega. As this is a new position, a job description must be drafted and the Personnel Committee will bring their recommendation to the full board for authorization.

Shimanski motioned that the PLS Board convene on July 16<sup>th</sup> in lieu of with agenda items to include the recommendation from the Personnel Committee of a position description and recruitment of an administrative assistant, recommendation from the Personnel Committee on a salary offer to Ortega, and the Board making a formal offer of the position and salary to Ortega. Motion was seconded by Thomas and carried.

### **Future Board and Executive Meetings**

The next Board meeting is scheduled for July 16, 2015 at 6:00 p.m.

The next Executive/Finance Meetings are August 20, and September 17 at 6:00 p.m.

Recording Secretary – Renee Abeln