

**PIONEERLAND LIBRARY SYSTEM
BOARD MEETING MINUTES**

JUNE 19, 7:00 p.m.

Willmar Public Library Multi-Purpose Room

The June 19, 2014 meeting of the Pioneerland Library System Board was called to order by Chair Brent Olson at 7:07 p.m. A quorum was present.

Guests present: Vicki Grimli, Head Librarian – Graceville, Kerkhoven, Ortonville; David Lauritsen, Head Librarian – Montevideo, Milan.

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

Minutes of the April 17, 2014 board meeting were approved on a motion by Anderson, seconded by Fidler.

COMMITTEE REPORTS

FINANCE COMMITTEE

Reports from the Finance committee

On a motion from Reese on behalf of the Finance Committee, the May 2014 Financial Report, Bills and Check Register, and approval to sign/submit the FY15 RBLSS Grant Application were approved by the Board.

2015 Preliminary Budget

PLS administration is asking for approval to request a 3% increase in funding for operational services from cities/counties in 2015, with the exception of possible special circumstances for a few libraries. It was asked how the 3% increase will be spent, and whether local money will be used for that locality's libraries. Ranum and Ortega explained that local funds coming from cities/counties are used for their local libraries. While each library budget may be somewhat different in choosing how to allocate their funds, the use of funds are directly tied to strategic outcomes for both PLS and each particular library's community goals. Ranum will be preparing reports for boards on what their libraries have accomplished. However it has been noted that increase in funding to teen services has been effective, and he and Ortega feel that PLS's current budgeting for collection development falls below library standards and should be increased. Following discussion a motion was made by the Finance Committee (Reese) to approve PLS Admin requesting a 3% increase for 2015. Motion carried.

PERSONNEL COMMITTEE

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

- Paulette Peterson, Assistant II, Raymond
- Christine Tolles, Assistant II, Benson
- Jill Budach, Assistant III, Bird Island
- Elizabeth DeYoung, Assistant III, Dassel

NEW BUSINESS

Librarians Update

Vicki Grimli presented an update on librarians accomplishments in the PLS service area. Some highlights were:

Spicer: Volunteers made over 600 craft kits for the Sumer reading program

Clara City: Working with American Legion Auxiliary, 4-H, and Lions Club for book donations.

Maynard: Received grants from Cargill and Oprah's Angels Network for Teens in Trouble.

Montevideo: Delivers books to homebound patrons and has a library radio show.

Benson: Received Friends of the Library donations for the Summer Reading Program and audiobooks.

Kerkhoven: The Community Center donated some of their space to expand the space of the library.

Graceville: The high school Art class painted a mural for the library, the library only paid for paint.

Ortonville: Planning a celebration for the 100th year anniversary of the Carnegie library.

Granite Falls/Dawson/Canby/Madison: Holding fundraisers for Summer Reading Programs

Hutchinson: Had over 400 attendees across four programs related to the One Book, One Community read project.

Glencoe: Have received Friends of the Library donations for library renovations.

Brownnton: Have a new TV and DVD player for the library.

Appleton: Received \$1000 from SAMMIE for Will Weaver talk with movie and book tie-in.

Hector: Received \$100 private donation for the Summer Reading Program.

The Board congratulated the Head Librarians on their accomplishments.

OLD BUSINESS

Directors' Performance Evaluations/Recommendation

Olsen reviewed the process that was used for Ranum and Ortega's evaluations, which consisted of anonymous evaluation surveys from both the Board and staff. He mentioned that some staff were concerned the data could be manipulated electronically, and an option of sending in the answers by mail was offered, which some participants used.

Olsen presented the results and the recommendation of the Executive Committee:

Ranum: Received positive evaluations for his knowledge, and ability to work in statewide library circles. It was noted that librarians and Board members wanted to see him more in their communities. The Executive Committee suggested that Ranum could use more of his time for visits, which would mean sacrificing his time on other roles.

Ortega: Received positive evaluations for her knowledge of PLS operations and her quick responses. It was also noted that Board education could be improved as there has been a significant turnover in Board members recently.

It was recommended that the Board should provide more clarity on Ranum's role, and that Ortega prepare a board training and orientation program for the coming year. The hope was that these actions would improve communication between the Board, management, and staff.

In discussion of the evaluations and the evaluation process, concern was raised that the evaluation request to staff came from Ranum's and Ortega's email, and that the survey itself came from

Ranum's business account. Ranum agreed that this could be perceived as an issue. He explained that the reason his business account was used was due to the analytics available on that account. However, he stated that a process for setting up a PLS Board account and its management should be created for the future.

Concern was also raised regarding recent letters to the editor regarding Ranum and PLS. A particular concern was that it was reported Ranum stated that PLS employees were not allowed to express dissent or disagreement with PLS policies and actions in public. Ranum expressed that he felt some statements made were taken out of context, and he explained that both he and Ortega held themselves and PLS to very high standards as a taxpayer-backed agency, and that cities and counties would have similar policies regarding employees speaking on publically-funded time. He went on to state that all librarians are encouraged to say whatever they want, within business protocols, at Head Librarians' meetings, or to Ranum or Ortega directly. Another concern was having these kind of situations arise in a newspaper could put PLS in a negative light for the public and patrons. Ranum noted he took that perspective seriously, but working in a public sphere generally draws public attention. A question was raised regarding librarians not being allowed to speak with Board members. Ranum stated that he and Ortega felt that every librarian should have access to their Board members and vice versa. However, he explained that the chain of command for the organization should be respected and that there is a procedure in place for staff member's formal disagreements and objections—to their supervisor, then directors, then the Board. The point was made that if Ranum was able to make more visits to libraries and communities, more trust will be built.

The issue of time and duty adjustment to Ranum's job description was raised again, as some board members felt uninformed about Ranum and Ortega's roles. It was noted that both roles have been tweaked several times. It was suggested that the Personnel Committee could revise the job descriptions and bring them to the full board with their recommendations. Some board members felt that that the job descriptions should be discussed by the full board, perhaps in a special board meeting to ensure all members felt informed. Another member stated that the system of committees worked well and should be trusted.

Carlson made a motion, seconded by Heimerl, to turn over Ranum's and Ortega's job descriptions to the Personnel Committee, who would come back to the board with options for discussion. The motion passed, and it was agreed that the next board meeting would start an hour earlier to allow for orientation and training.

A second issue of the renewal of Ranum's contract was raised by Olson. It was noted that the terms of the contract had not changed. Concern was raised by Board members who had not seen the contract, and were reluctant to sign a new contract when the soon-to-be-amended job description was not in place. It was noted that the contract contains a 30 day out clause, and if the contract was not signed PLS would be without an Executive Director as of July 1st. Heimerl made a motion to renew Ranum's contact, which was seconded by Reilly. The motion passed, with abstentions by Fidler and Ulrich, and one nay vote (Johnson).

DIRECTOR'S REPORT

Cosmos Update

Ranum informed the Board that the final legislative bonding bill yielded surprise funding for the Cosmos city hall, community room, and library complex. Planning is beginning now, with hopes

of breaking ground as soon as weather allows. Beth Cronk, Meeker County Librarian, will be taking on supervision of the library.

Resource Sharing Update

The new procedure for processing materials has achieved positive results, supporting PLS' patron-centered system. Patrons are receiving holds more quickly and hold queues are dissipating more quickly. The New Books list on the website allows patrons to see all the new material purchased and ordered in PLS and with a click patrons can place a hold on new materials. Heimerl said she has experienced the benefits of the new system.

Closed Session: at 8:30 p.m. the meeting was closed on a motion by Vacek, seconded by Heimerl, for update on Union arbitration and the process for non-union staff increases. Motion carried.

The meeting was re-opened at 8:45 on a motion by Vacek, seconded by Shimanski.

Motion was made by Kramer, seconded by Reilly, to call a special Board meeting on August 21, 2014, in lieu of the regularly scheduled Exec/Finance meeting. This meeting will consist of board orientation/training, regular business, and discussion/decision on non-union staff increases following the union arbitration decision, which is expected in early August. Motion carried.

The meeting was adjourned at 8:50 p.m. by consensus.

Recording Secretary, Renee Abeln