

**PIONEERLAND LIBRARY SYSTEM
BOARD MEETING MINUTES**

JUNE 20, 2013 7:00 p.m.

Willmar Public Library Multi-Purpose Room

The June 20, 2013 meeting of the Pioneerland Library System Board was called to order by Chair Hoyhtya at 7:00 p.m. A quorum was present.

Guests present: Vicki Grimli, Head Librarian – Graceville, Kerkhoven, Ortonville.

Hoyhtya asked if there were any items to be added to the Agenda. There were no new items. The agenda was approved on a motion by Anderson, seconded by Heimerl.

Minutes of the April 25, 2013 board meeting were approved on a motion by Reese, seconded by Kramer.

COMMITTEE REPORTS

FINANCE COMMITTEE

Reports from the Finance committee

- **May 2013 financial report**
- **Bills and check registers**

The slate of reports was approved on a motion by Reese, seconded by Heimerl.

Funding applications

- **Legacy Funds Application (FY 14)**
- **RLBSS (FY 14)**

Approval to submit both applications passed on a motion by Thomas, seconded by Fagnano.

PLS Salary Study

The Finance Committee put forth a recommendation to begin the process of conducting a salary study. The last one took place in 2001 and job roles have changed significantly. In addition, in the near future, several key positions will be vacant due to retirements. A study of PLS' salary schedules, benefits, and job descriptions would help PLS stay competitive and equitable with other library systems in the state and help recruit a strong group of candidates for these vacant positions. This would begin with a request for bids, which would take about 3-4 months to receive. These would be brought before the Board, and if approved, the process of comparison by the chosen agency would take around 6-8 months. The total timeline is approximately one year to complete the study and bring to the Board with recommendations. The cost would be in the range of \$20-\$30k. The money for this would come from the Professional Fees line item in the budget which has adequate funds. Members of the Board noted that before choosing to engage in the study, there would have to be a commitment to carrying out the recommendations to ensure its appropriateness and usefulness. Ranum asked Board members to contact Ortega or himself about specific questions or issues they would want the study to address.

The recommendation to draft a RFP for a PLS wide salary study was approved on a motion by Vacek, seconded by Shimanski.

2014 Preliminary Budget

Ranum informed the Board that 2014 funding requests to cities and counties will be sent out the first week of July. The requests for increases will be for services, programs, and materials, and will not include any increase to Central Services or Automation. Requests will be drafted on a case by case basis and not as an across the board increase as was done for 2013. A preliminary budget will be presented to the Board at the October Meeting, and the final 2014 budget will be submitted for approval in January 2014.

PERSONNEL COMMITTEE

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

- Pamela Dille, Head Librarian - Hutchinson/Winsted
- Bonita Kluver, Library Assistant I – Kerkhoven
- Jim Daly, Library Assistant I – Madison
- Linda Schmidt, Library Assistant II - Ortonville

NEW BUSINESS

Appointment of delegate/alternate to MLA

The appointment of Heimerl as delegate to MLA and tabling of the appointment of an alternate was approved on a motion by Carlson, seconded by Anthony.

New contract for Director

A new annual contract for Ranum will be drafted, with a yearly salary of \$68,900. The contract will run from July 1, 2013 – June of 2014.

OLD BUSINESS

Director's Performance Evaluation/Recommendation

Olson presented a summary of the results of the evaluation. Eleven Board and six peer reviews were received by the Executive Committee. In brief, Ranum was found to have strong grasp of State Library and legislative processes, as well as strong and active engagement with these sectors. He has a great head for figures and has been successful in leading PLS into strong financial footing during turbulent economic times. In addition, the contract arrangement has been approved by PERA, and was found in compliance with last year's IRS audit.

Ortega has excellent knowledge of day-to-day running of the libraries and the system as a whole. She displays excellent knowledge of wage and benefits information, and is a great liaison between the Board and members of staff. She performs exceedingly well, especially as she's creating the job as she goes.

The Executive committee recommends that Ranum receive a Contract Signing Incentive of \$5,500 upon signing the new contract which is effective July 1, 2013, and that Ortega receive a step increase (17/7 to 17/8) effective July 1, 2013. The recommendation of the Executive Committee was passed on a motion by Olson, seconded by Reese.

DIRECTOR'S REPORT

Ranum informed the Board that he and Ortega will be working on drafting the new Strategic Plan FY 2014 - FY2016 with the Strategic Planning Committee. They plan on using extensive online polling data collection, from both patrons and staff members concerning what they think PLS should be working toward in the next few years. The form will be much briefer than the last plan, and will include more specific and broader targets for services. This will take about 6-8 months to draft and bring back to the Board.

OTHER

Rotunda gave an update on the liaison with SAMMIE. They are focusing heavily on outreach to K-12 schools along with strong in-school library connections and engagement, as these form an essential component for learning.

Future Board and Executive Meetings

The next Board meeting is scheduled for October 17, 2013, 7:00 p.m. (Finance at 6:30 p.m.)

The next Executive/Finance Meetings are July 18, August 15, and September 19.

The meeting was adjourned at 7:52 p.m. on a motion by Hoyhtya.

Recording Secretary, Renee Abeln