

PIONEERLAND LIBRARY SYSTEM

BOARD MEETING MINUTES

THURSDAY, JUNE 16, 2016 7:00 p.m., Willmar Public Library Multi-Purpose Room

The June 16, 2016 meeting of the Pioneerland Library System Board was called to order by Chair Doug Reese at 7:02 p.m. A quorum was present.

Guests present: Vicki Bartz, Graceville, Ortonville, Kerkhoven librarian; Allison Girres, Renville Co. librarian.

The agenda was approved on a motion by Setzepfandt, seconded by D. Anderson.

Minutes of the April 21, 2016 Board meeting were approved on a motion by Houseman, seconded by B. Olson.

ARSL (Association for Rural & Small Libraries) PRESENTATION --- Vicki Bartz

Librarian Vicki Bartz shared the history and mission of ARSL, as well as some of the programs and services provided. She currently serves on the ARSL board as treasurer. The 2016 annual national conference will be held in Fargo, MN, October 27 – 29.

COMMITTEE REPORTS

FINANCE COMMITTEE

Reports from the Finance committee

The May 2016 financial report was approved on a motion by B. Olson, seconded by Vacek.

Bills and check registers were approved on a motion by B. Olson, seconded by Fidler.

RLBBS Application (FY17) was approved on a motion by B. Olson, seconded by Shimanski. The amount remained the same as in FY16 at \$438,950.00,

D & O Insurance renewal: Motion by B. Olson, seconded by Ulrich to renew D & O Insurance package with Philadelphia Insurance Company in the amount of \$3,148 for June 2016-June 2017. This reflects a slight increase (\$174) over last year's premium. Motion carried.

2017 Budget: An overall 2% funding increase request to cities/counties for 2017, with Administration discretion to request more or less than 2% as needed, was approved on a motion by B. Olson, seconded by Benoit. The 2% increase request from Administration is based largely on PLS salaries which will increase 2% in 2017. Approximately 2/3 of the overall budget is expended on salaries.

PERSONNEL COMMITTEE

New hires: The following new hires were approved on a recommendation by Personnel Committee chair Antony, seconded by Setzepfandt.

- Samantha Plessel, Library Asst. II, Willmar
- Ashlyn Jorgenson, Library Asst. I, Montevideo

Executive Director Review: Chair Antony explained the director review/evaluation process to the board and distributed a document with the results. Ten board members responded to the electronic survey before the deadline. All comments made on the surveys received thorough discussion at a meeting between Ortega and the Personnel Committee. The review was deemed "satisfactory." It is recommended the Ortega

receive a step increase from 17/3 to 17/4 retroactive to Feb. 1, 2016. The director's review, step increase and retroactive pay were accepted on a motion made by Antony, seconded by Kallestad.

OLD BUSINESS

None

NEW BUSINESS

On Thursday, June 16 Renville Public Library was asked by the emergency management officials to serve as a temporary 911 network as the city's 911 network had been interrupted due to a fiber optic line being cut. The library and its staff agreed to this. The board directed Ortega to send a thank you card to the Renville staff for going above and beyond in this capacity.

DIRECTOR'S REPORT

- 1) **RLTA Tier2 Funds:** Due to legislative revisions, an excess amount of \$540,000 in RLTA funds became available for libraries to request as long as e-rate guidelines for Tier2 funds are met. Pioneerland applied for and received \$40,417.42 to purchase and replace unmanaged switches with managed switches in all PLS libraries. The IT department is in the process of installing the new switches which must be completed by June 30, 2016.
- 2) **2nd Phase Technology Rollout Update:** The first shipment of new computers has been received at PLS headquarters. The IT department is working on set-up and trouble-shooting the new operating system at headquarters. They are creating a schedule for installation in all libraries, with the aim of doing as much of this as possible when libraries are closed to the public.
- 3) **Library Projects:**
 - A) **Cosmos Library** now has a frame and poured concrete. Opening day is scheduled for November 13, 2016. An opening day collection is being ordered and processed.
 - B) **New London** has identified a site for a new library/city center. This project is in the very initial phase. The city has hired an architect to help the city/PLS determine an estimate and the feasibility of a local option sales tax to help fund the project.

Future Board and Executive Meetings:

Next Board meeting is scheduled for October 20, 2016, @ 7:00 PM (Finance 6:30).
Exec/Finance Meetings: July 21, August 18, September 15 @ 6:00 P.M.

Chair Reese adjourned the meeting by consensus at 7:44 p.m.

Recording Secretary, Pam Dille