

PIONEERLAND LIBRARY SYSTEM
BOARD MEETING MINUTES
NOVEMBER 19, 2015, 7:00 p.m.
Willmar Public Library Multi-Purpose Room

The November 19, 2015 meeting of the Pioneerland Library System Board was called to order by Chair Brent Olson at 7:00 p.m. A quorum was present.

Guests present: Jackie Fountain, head librarian, Glencoe/Brownton; Beth Lunn, PLS Automation; Henry Warner, CEO Warner Connect; and Mike Cariveau, CTO Warner Connect.

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

Minutes of the October 15, 2015 board meeting were approved on a motion by Shimanski, seconded by Fidler.

E-Rate review

Olson opened the discussion by stating that Universal Service Administrative Company (USAC) is conducting a review of FY2014/2015 PLS applications for E-rate discounts due to a request the agency received. Until the review is concluded, reimbursements to Warner Connect from USAC for PLS telecommunications costs have been suspended.

As per our current contract with Warner Connect, PLS pays \$40,230 per month to Warner Connect, which is funded through State RLTA funds. The remaining \$160,920 of the monthly telecom cost is reimbursed to Warner directly by USAC from federal E-rate funds. These payments have been suspended beginning October 2015 until the review by USAC is completed. In order for Warner Connect to meet their obligations with their vendors during the review period they have offered that the \$160,920 reimbursement be split equally between Warner and PLS. This would result in a PLS monthly payment during the review period of \$120,690 per month, made up of the \$40,230 PLS currently pays, plus \$84,060, which is half of the E-Rate suspended payments. The increase in payment amount would be drawn from PLS's telecommunication reserve funds. Warner Connect will refund PLS all of the increased payment amounts as soon as E-rate reimbursements are reinstated and will notify PLS within 24 hours or less should they receive a payment from USAC.

Following discussion, motion was made by Anderson to draft an agreement with Warner Connect to split the costs of the suspended E-Rate reimbursement 50/50 with PLS from October 1, 2015, pending approval of the Kandiyohi County Attorney. Once the funding is reinstated to Warner Connect, PLS will be notified within 24 hours, and Warner Connect will reimburse the increased payments PLS has made. This was seconded by Heimerl.

Kramer moved to amend the motion to review this agreement at the April Board meeting if the USAC judgment has not come through at that time. This was seconded by Fidler.

The amendment to the motion carried, and the motion carried.

COMMITTEE REPORTS

FINANCE COMMITTEE

Reports from the Finance committee

The October 2015 financial report was approved on a recommendation by the Finance Committee.

Bills and check registers were approved on a recommendation by the Finance Committee.

Renewal of Heritage Searchers Agreement was approved on a recommendation by the Finance Committee.

PERSONNEL COMMITTEE

New hires: The following new hires were approved on a recommendation by the Personnel Committee.

- Peggy Cameron, Library Assistant II, Benson
- Edith Ryder, Library Assistant II, Willmar
- Abigail Palacios, Library Assistant I, Willmar

OLD BUSINESS

Head Librarians with Multiple Libraries: It was asked if the arrangement of having Head Librarians managing more than one library was working, and whether they have enough time to plan programming. Ortega responded that she felt combining head librarian positions was working well. She noted, and Fountain agreed, that head librarians have effective front line staff who manage the day-to-day running of the libraries allowing head librarians to manage staffing, long-term planning, budgets, and programming. Wilde added that when PLS began combining head librarian positions it was for many reasons, not just financial. Combining libraries offers librarians a larger pool of staff to work with and the flexibility to shift staff between libraries they manage as needs dictate. Combining head librarian positions also allows for more effective use of supervisory skills.

NEW BUSINESS

2016/2017 Union Agreement: A motion was made by Anderson, seconded by Heimerl to approve the two year (2016/2017) Union agreement as presented including employer/employee contributions to health insurance premiums, a step increase on January 1, 2016, and a 2% COLA on January 1, 2017. Motion carried.

Non-bargaining staff: Motion was made by Heimerl, seconded by Vacek to approve the health insurance contributions and salary increases outlined above for the non-bargaining staff. Motion carried.

DIRECTOR'S REPORT

iPad Rollout: Ortega reported to the Board that the iPad rollout has been completed and went well. The devices have been checked out 61 times to date.

Administrative Assistant Update: Ortega reported that the recruitment process for a new head librarian for Hutchinson/Winsted is going slowly. Only three applications have been received, which may have to do with the time of the year more than anything else. The deadline has been extended in the hope of receiving additional applications from qualified candidates. Ortega will

move forward with transitioning Pam Dille to the Administration Office as soon as a replacement for her is in place.

Internet Speed Test: Olson stated he had heard back from approximately ½ of the board – and that speeds were all over the map. The colleague he has been working with from AMC has moved on and he is hoping to continue the project with her replacement. It did make plain to him the need for there to be a statewide standard for bandwidth speed.

Future Board and Executive Meetings

The next Board meeting is scheduled for January 21, 2016, 7:00 p.m. (Finance at 6:30)

The next Exec/Finance Meetings are scheduled for: December 17 at 6:00 p.m.

Chair Olson adjourned the meeting at 8:10 p.m.

Recording Secretary, Renee Abeln