

PIONEERLAND LIBRARY SYSTEM
BOARD MEETING MINUTES
OCTOBER 15, 2015, 7:00 p.m.
Willmar Public Library Multi-Purpose Room

The October 15, 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: Marjorie DeJong, PLS; Cindy Hendrickx, head librarian, Appleton; Jackee Fountain, head librarian, Glencoe/Brownton.

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

Minutes of the July 16, 2015 board meeting and the September 17, 2015 Executive/Finance meeting were approved on a motion by Reese, seconded by Fidler.

SAMMIE Update

SAMMIE Director, Shelly Grace, gave the Board a presentation of what SAMMIE is and what it does. She described it as a library system without books and public patrons; SAMMIE serves libraries and librarians of all types. SAMMIE offers financial support to library staff in the form of scholarships for professional development, and grants for programming. SAMMIE has provides training for librarians through webinars and workshops. Grace thanked the PLS Board members who also serve on the SAMMIE Board and hopes PLS Board members will continue to participate. Ortega will email Board members a copy of the presentation. PLS Board thanked Ms. Grace for her presentation.

COMMITTEE REPORTS

FINANCE COMMITTEE

Reports from the Finance committee

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

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

The 2016 preliminary budget was approved on a recommendation by the Finance Committee.

Approval to begin the RFP process for 2015-2017 audit services was given on a recommendation by the Finance Committee. Bids will be invited through letter and through legal notice. Bids received will be reviewed by PLS Executive/Finance Committee in December.

PERSONNEL COMMITTEE

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

- Teresa Foy, Library Asst. II – Brownton
- Lizeth Rios, Library Asst. I – Willmar
- Jack Hauser, Library Asst. I – Hutchinson
- Larissa Christensen, Head Librarian – Montevideo/Milan/Granite Falls

OLD BUSINESS

Olson updated the board on the status of RTLA funding for FY15 and the MDE/State Library review of PLS's application. PLS has been informed that the state will not issue the final FY15 RLTA payment. The amount allocated to PLS for FY15 will stand at the amount we have already received, which exceeds the non-erate portion of our expenditures for FY15. PLS Admin, with the board's approval, had previously indicated our willingness to forgo our portion of 'excess' RLTA funds as a result of the impact of increased costs to other regional systems.

NEW BUSINESS

Health Insurance Refund Distribution

PLS has received a refund check in the amount of \$18,710.17, from SW/WC Coop for a portion of 2014 health insurance premiums paid. Motion was made by Squibb, seconded by Olson, that PLS and employees be refunded based on % of total premiums paid and that employee refunds be made as an HSA or Post Retirement VEBA contribution Jan. 1, 2016 in order to keep the dollars 'pre-tax.' Motion carried.

DIRECTOR'S REPORT

iPad Rollout

Ortega updated the Board on the state of the iPad rollout. The tablets are in PLS, the free apps have been installed, and the IT Department is investigating the cost of multiple licenses. All libraries are to receive at least one iPad with some receiving multiple based on head librarians order. It was determined that current PLS policies apply to iPad use so no new policies needed to be written. Librarians will be receiving training on how to clear the browser history and reset the iPads after patron use. A patron survey is being deployed with the iPads that asks users for feedback regarding their use of the device, as well as any suggestions they may have regarding apps for possible addition or deletion. It is hoped that the patron feedback will help us determine how the devices are being used aid in evaluating the success of the project.

Retirement/Hiring Updates

Jill Schwiderski, Hector head librarian, will be retiring at the end of October after over 30 years of service to PLS. Allison Girres has been appointed to replace Jill and will serve as head librarian for the Renville County libraries of Olivia, Renville, Fairfax, Bird Island, and Hector.

Pam Dille, Hutchinson/Winsted head librarian, has been appointed to the position of Administrative Assistant. The Hutchinson/Winsted position will be posted internally as per union agreement, and then externally if no internal candidate is found. Pam will move into her new position as Administrative Assistant once a new head Librarian is found to replace her.

2016 Contract Negotiation

Ortega informed the Board that the initial date for contract negotiations has been set for October 20th at 6:00 p.m.

2015 Strategic Plan Review

Ortega presented a review of the numerous 2015 accomplishments in support of PLS's strategic plan and goals. Some of the highlights are:

- Library spaces – new shelving in Ortonville and new flooring in Benson
- YA Library collections – increase of 7% in circulation
- Digital Collections – 600 Overdrive titles added so far in 2015, and an increase of 11% in circulation
- Technology – Laptops have been checked out 572 times over the last 8 months
- Programming – many great programs for adults, children, and teens provided.

Ortega thanked the Head Librarians and PLS staff for all their hard work, which makes these things possible. The Board added their thanks to all library staff and Ortega.

OTHER

Olson informed the Board that after the confusion with the State Library and the RFTP process, he has been looking for information on bandwidth speed. He had a hard time finding clear data. With that in mind, he asked the Board to participate in an internet speed test. He promised it would take less than one minute. An email with the speed test link will go out the week of October 19. Olson said the test could be performed at home or at work, and should be done during a “busy” time. Olson asked Board members to email him the results with their geographic location and the internet source, if known.

Future Board and Executive Meetings

The next Board meeting is scheduled for January 21, 2016, 7:00 p.m.

The next Exec/Finance Meetings are scheduled for: November 19 and December 17 at 6:00 p.m.

Chair Olson adjourned the meeting at 8:02 p.m.

Recording Secretary, Renee Abeln