

**PIONEERLAND LIBRARY SYSTEM
BOARD MEETING MINUTES**

OCTOBER 16, 7:00 p.m.

Willmar Public Library Multi-Purpose Room

The October 16, 2014 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: Vicki Bartz, Head Librarian – Graceville, Kerkhoven, Ortonville; Sheila Bosch, Head Librarian – New London, Spicer; Marjorie DeJong, Technical Services Coordinator; Pam Dille, Head Librarian - Hutchinson, Winsted; Cindy Hendrickx, Head Librarian – Appleton; Tom Cherveney, West Central Tribune.

Ranum asked for the agenda item on SAMMIE to be tabled for the next Board meeting in January. and the Board agreed. The amended agenda was approved on a motion by Thompson, seconded by Heimerl.

Minutes of the August 21 17, 2014 board meeting were approved on a motion by Reese, seconded by Vacek.

PLS Salary Study Report

Robert Bjorkland of Bjorkland Compensation Consulting, LLC presented the Board with his findings from the salary study. He also noted three key points. The increase in salary will be approximately 3.3% of estimated payroll for 2015, equaling just under \$67k. He also noted that a salary study should be revisited every five years to keep pace with the market, and that there should be a classification review process to keep positions aligned with their job descriptions and pay scale.

Several questions were raised by Board members regarding the process and the results of the survey. It was asked if any metro area system were included in the study, and Bjorkland noted that there was input of two positions from Minitex, one of which he ruled out. The only other metro area system was Carver County, so essentially the information was garnered from greater Minnesota.

Chair Olson asked if the head librarian present wished to add any comment to the findings of the study, and it was noted by Bartz that though no head librarian would be eliminated or have their salary decreased, some would have their pay rates frozen for a considerable time to come. She also expressed concern between the differential of increase in hourly wages between staff and management, stating that management salaries seemed to increase much more significantly according to the scale. Olson asked if management would like to add any note of clarification to those concerns. Ranum expressed that his note of clarification would be that no decision should be made by the Board based on the outcome of remuneration for any single employee, or how any

single employee would be affected. Several Board members expressed concurrence with that standpoint.

Some Board members expressed concern on holding a vote at this meeting, wishing to take more time to review consequences and effects of the implementation of the new salary structure. They were also concerned that they would have to answer questions about this vote which would be posed to them by their county colleagues. They expressed a desire to wait to vote on the issue until the January Board Meeting.

Another issue raised was what would be the immediate and ongoing affects of the new salary structure on the budget. It was noted that the discussion in the Executive/Finance committee on the new salary structure had raised no budgetary concerns. It was also noted that implementing a fair and balanced pay structure was way to attain and retain good employees, and that it was the right thing to do. Delaying implementation caused concern among some Board member who felt that the longer it took to implement, the more costly it would be.

A question was raised as to whether PLS was having trouble attracting and retaining employees currently. Ranum noted that it varied from community to community, depending upon economic conditions, but that PLS had experienced difficulties attracting candidates to some higher-level jobs. Ranum also noted that any budgetary effects and implications would be managed and addressed by himself and Ortega as part of their role in the organization.

A motion to delay the vote was brought to the Board by Carlson, and seconded by Rudningen. The motion failed on a vote of 6-17.

A motion was made by Reese, seconded by Schweiss, to implement the new salary schedule, effective January 1, 2015. Motion carried.

COMMITTEE REPORTS

FINANCE COMMITTEE

Reports from the Finance committee

The September 2014 financial report was approved on a motion by Reese, seconded by Vacek. The bills and check registers were approved on a motion by the Finance Committee, seconded by Carlson. The 2015 preliminary budget was approved on a motion by the Finance Committee, seconded by Carlson.

PERSONNEL COMMITTEE

New hires: The following new hires were approved on a motion by the Personnel Committee, seconded by Schweiss.

- Cami Lanz, Library Assistant I, Montevideo
- Linda Thompson, Library Assistant II, Litchfield
- Judy Holmes, Library Assistant I, Litchfield
- Teresa Piepmeier, Library Assistant I, Hutchinson

OLD BUSINESS

No Old Business items were brought to the Board.

NEW BUSINESS

2015 Health Insurance non-union staff

The adoption of the 2015 agreement regarding health insurance for non-union staff was approved by the Board on a motion by Reese, seconded by Heimerl.

Joint Power Agreement

At the August 21 Board meeting, Chippewa County asked for an additional seat on the Board to represent the city of Montevideo and increase their number to three. According to the current Joint Powers agreement, each signatory gets a seat on the Board with additional representatives according to population thresholds. Currently, Montevideo is not a signatory to the Joint Powers agreement. Ranum suggested to the Board that they had an option to review and change the Joint Powers Agreement, or change the representation. A question was raised as to whether any other signatories had asked for their representation to be increased, and there have not been other requests. Ranum made a further suggestion to the Board that they could appoint Ranum to open discussions with Chippewa County and Montevideo regarding adjustments in representation. This option was approved by the Board as a motion by Heimerl, and seconded by Riley.

Executive Director/Director of Library Operations Job Descriptions revision

The job descriptions of both the Executive Director and Director of Library Operations were reviewed by the Personnel Committee and the only revision to the descriptions was that the Director of Library Operations is now designated as reporting directly to the Library Board instead of to the Executive Director. A question was raised as to how the job descriptions would change if Pioneerland decided to change to a permanent Executive Director as opposed to a contracted position. Ranum explained that the job description, apart from a change in hours, would remain the same. A job description for a permanent Executive Director exists and it is aligned with the current job description. The Board approved the revision on a recommendation by the Personnel Committee.

DIRECTOR'S REPORT

2014 Strategic Plan review of Activity/Outcomes

Ranum asked the Board to table the discussion on the 2014 Strategic Plan review of Activity/Outcomes until January, and the Board agreed.

Subpoena – Automation Contract

PLS has been named as a third party in a civil lawsuit between a telecom vendor and a previous subcontractor of a telecom vendor. The lawyers with the subcontractor asked for several years of telecom records, which would have been unmanageable for PLS to supply. Ranum and Ortega enlisted a civil litigator who has negotiated a list of four items, three of which will be easy to supply. Ranum, Ortega, and the IT department will work on the final item, and PLS will be

reimbursed for time spent in this research. Ranum thinks the dispute is unlikely to go to trial and will likely be settled.

IT Rollout

Ranum informed the Board that all the information needed for the IT rollout has been gathered. The Technology Committee will be meeting within the next month or so, and this information will be passed on to the committee for discussion and analysis.

Future Board and Executive Meetings

The next Board meeting is scheduled for January 15, 2015 at 7:00 p.m. (Finance at 6:30)

The next Executive/Finance Meetings are November 20 and December 18, 2014

Chair Olson adjourned the meeting at 8:41p.m.

Recording Secretary, Renee Abeln