

PIONEERLAND LIBRARY SYSTEM
BOARD MEETING MINUTES
OCTOBER 18, 2012 7:00 p.m.
Willmar Public Library Multi-Purpose Room

The October 18, 2012 meeting of the Pioneerland Library System Board was called to order by Chair Amy Wilde at 7:02 p.m. A quorum was announced. Board members were introduced to Renee Abeln, as it was her first meeting as recording secretary.

Guests present: Jake Odland, Head Librarian, Renville/Olivia/Fairfax; Marie Thurn, resident of Glencoe.

The Agenda was approved on a motion by Anderson, seconded by Hoyhtya.

Minutes of the June 21, 2012 board meeting were approved on a motion by Wangerin, seconded by Vacek.

COMMITTEE REPORTS

Finance Committee

September 2012 financial report was approved on a motion by Carlson, seconded by Benoit.

Bills and check registers were approved on a motion by Madsen, seconded by Heimerl.

Bremer Investment Recommendation: The PLS Executive/Finance committee is recommending investment of \$2.5 million in a 3 year average life portfolio with Bremer Bank. The investment portfolio (distributed to board) is in compliance with MN Statute 118A.04.

Recommendation was approved on a motion by Kyllingstad, seconded by Heimerl.

RFP process for 2012-2014 audits: In accordance with policy Pioneerland administration has begun the RFP (request for proposals) process for a three year audit service. Bids will be invited through letter and through legal notice in the West Central Tribune. Bids received will be reviewed by the PLS Executive/Finance Committee in December.

Personnel Committee

New hires: The hiring of Joyce Baun, Library Assistant I – Madison; Kate Schumann, Library Assistant I – Litchfield; Brok Junkermeier, Library Assistant I – Willmar; and Tina Baldwin, Library Assistant III – Appleton were approved on a motion by Anderson, seconded by Vacek.

Policy Committee

Confidentiality of Patron Records and Patron Code of Conduct Policies: Revised policies were brought before the board and recommended for approval by the Policy Committee. Wilde clarified that the new wording made explicit the use of library facilities as covered by privacy laws, and that a patron can at any time ask library staff to contact law enforcement. Larson proposed that the policy be reviewed by Pioneerland Library System county and city attorneys as Statute 1340 only covers data. Ranum communicated that the new policy wording was on the advice of Marshall Tanick who was hired by PLS administration as directed by the Exec/Finance

Committee. Mr. Tanick is the premier lawyer covering privacy law in Minnesota and his recommendation is that common law privacy considerations of library patrons needed to be protected as well. Carlson motioned to have library staff request review by their respective County and City lawyers, seconded by Larson. Madsen proposed that when the policies were submitted for review, a narrative broadly outlining the concerning scenario should be attached. Carlson asked whether a timeline should be included as well. Madsen then motioned that the policy be returned to the Policy Committee to review the proposal for review by County and City lawyers, including the narrative, who would send, and the timeline for return. As it a motion to return to committee, it superseded the existing motion. It was seconded by Kyllingstad. Heimerl noted that wording concerning directorship should be changed on page two of the Patron Code of Conduct to reflect new job titles. Motion to return the revised policies for additional review to the Policy Committee was carried.

OLD BUSINESS

FY12 Legacy Report: Wilde noted that it was interesting to see the figured reflecting that 115 programs were held, with over 10,000 people participating. In addition, 240 partners were involved, making it an average of at least two partners per program. Information only, no action needed.

NEW BUSINESS

Strategic Plan Report

Ranum explained that the current strategic plan will be coming to an end in June 2013. Once a Strategic Planning Committee is formed following committee appointments in February work will begin on drafting a new strategic plan for FY2014-2016. Information only, no action needed.

Legislative Platform

Ranum informed the Board that the MN Library Association and the MN Educational Media Association have adopted a platform to put forward for the 2013 legislative session. He invited Board members to contact him concerning any issues they would like to bring forward as part of a platform.

MN Library Association Conference Reports

Wilde and Heimerl attended the entire conference, including the Minnesota Library Trustees and Advocates Annual meeting with Minnesota Association of Library Friends. The purpose was to represent Pioneerland Library System and to network with other library Trustees and Friends. Both found the conference very informative and useful, and Wilde highly recommended it as an opportunity for Trustees to learn more about their role as Board members. Madsen thanked Wilde and Heimerl, as well as library staff, for taking the time above and beyond their standard duties to participate in the annual conference.

DIRECTOR'S REPORT

No questions were raised.

OTHER

Comments from the Board Chair

Wilde noted that this was her last Board meeting as Chair. She wished to thank all present for their attendance, and commented that as far as she was aware, the Board always managed to have a quorum. She thanked staff for their adaptability over the last three years, which have brought many changes, including administrative restructuring that saved around \$25k to be put directly into eBooks.

Future Board and Executive Meetings

The next Board meeting is scheduled for January 17, 2013, 7:00 p.m.

The next Executive/Finance Meetings are November 15, and December 20, 2012.

The meeting was adjourned at 8:15 p.m. on a motion by Hoyhtya, seconded by Heimerl.

Recording Secretary, Renee Abeln