

PIONEERLAND LIBRARY SYSTEM  
EXECUTIVE/FINANCE COMMITTEE MINUTES  
February 20, 2014, Willmar Library Multi-purpose Room

The meeting was called to order at 6:00 p.m. by Chair Brent Olson.

Present were committee members: Denis Anderson and Doug Reese. Due to inclement weather, the remaining members present participated via conference call: Brent Olson, Graylen Carlson, Roger Vacek, Tim Benoit, and Cathy Baumgartner.

Admin Staff: Mark Ranum, Laurie Ortega

Absent: Jeff Lopez, Randy Kramer, Brad Johnson, and Mary Huesing.

A quorum was present.

The Agenda was approved on a motion by Benoit, seconded by Baumgartner.

The December 19, 2013, Exec/Finance minutes and the January 23, 2014, Finance Committee minutes were approved on a motion by Anderson, seconded by Vacek.

#### **COMMITTEE REPORTS**

##### **Finance Committee (D. Anderson)**

**The January 2014 financial report** was approved on a motion by Olson, seconded by Benoit.

**Bills and check registers** were approved on a motion by Benoit, seconded by Carlson.

**2014 Fund Transfers** were approved on a motion by Olson, seconded by Baumgartner.

##### **Personnel Committee: (D. Reese)**

The following new hires were approved on a motion by Vacek, seconded by Anderson:

Vesta Pyhtila, Library Assistant I, Madison/Canby/Dawson/Granite Falls

Elaine Hauger, Library Assistant I, Madison/Canby/Dawson/Granite Falls

#### **OLD BUSINESS - None**

#### **NEW BUSINESS**

**2014 Committee Appointments:** Appointments to 2014 PLS Board Committees were approved on a motion by Anderson, seconded by Benoit.

**Telecommunications Contract:** PLS Administration is in process of finalizing a 3-year contract with Warner Connect for telecommunications service. The current contract with Windstream will expire at the end of June 2014. Administration is asking for approval to sign the contract when complete and reviewed. The contract will begin July 1, 2014. Motion was made by Vacek, seconded by Anderson, that PLS Administration sign the telecommunications contract with Warner Connect when completed. Motion carried.

## **DIRECTOR'S REPORT**

**Salary Study Update:** Position Analysis Questionnaires have been distributed to all head librarians, central service/IT, and a sampling of remaining PLS staff. This is the first step in the Salary Study process. Once these are completed they will be reviewed by PLS Administration and returned to Robert Bjorklund for review and analysis. PLS Admin will keep the board updated on the progress of the salary study. Information only, no action needed.

### **Future Board and Executive Meetings**

The next meeting of the PLS Board is scheduled for Thursday, April 17, 2014, at 7:00 p.m.

(Finance at 6:30) \*\* Service Awards/Recognition at 6:30 p.m. \*\*

Executive/Finance meetings: March 20, at 6:30 p.m.

The meeting was adjourned at 6:35 p.m.

Recording Secretary, Laurie Ortega