

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

The meeting was called to order at 6:00 p.m. by Vice Chair Denis Anderson.

Present were committee members: Denis Anderson, Randy Kramer, Cathy Baumgartner, Roger Vacek, Brad Johnson, Mary Huesing and Jeff Lopez.

Admin Staff: Mark Ranum, Laurie Ortega

Guest: Elizabeth Cronk, Litchfield/Dassel/Grove City head librarian.

Absent: Doug Reese, Brent Olson, Graylen Carlson and Tim Benoit.

A quorum was present.

The Agenda was approved on a motion by Vacek, seconded by Kramer.

The February 20, 2014 Exec/Finance minutes were approved as amended on a motion by Baumgartner, seconded by Vacek.

COMMITTEE REPORTS

Finance Committee (D. Anderson)

The February 2014 financial report was approved on a motion by Baumgartner, seconded by Johnson.

Bills and check registers were approved on a motion by Kramer, seconded by Vacek.

Personnel Committee:

The following new hires were approved on a motion by Vacek, seconded by Huesing.

Leah Mahlow, Library Assistant II, Litchfield

Kristin Carlson, Library Assistant II, Litchfield

Annice Sevett, Librarian, Willmar

Dawn Erickson, Head Librarian II, Benson

Marjorie DeJong, Technical Services Coordinator, PLS

OLD BUSINESS –

Legislative Day Update (Ranum)

Ranum provided committee with an update of the activities on Library Legislative Day, which was held on March 5th. There was nice representation by librarians, trustees and supporters that day. It was a successful day – topics of discussion included the governors bonding bill and language regarding city/county Maintenance of Effort (MOE) requirements.

NEW BUSINESS

Annual Work Study Agreement: PLS routinely employs Ridgewater College students to work in the service center as part of the work study program. Motion was made by Vacek, seconded by Baumgartner, to approve the annual contract with Ridgewater College. Motion carried.

2013 Annual Report: A request for approval to submit the Annual Report to State Library Services was approved on a motion by Vacek, seconded by Kramer.

DIRECTOR'S REPORT

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

OTHER

As a new PLS appointee to the SAMMIE Governing Board, Roger Vacek asked if, and in what way, state funding dollars to SAMMIE benefit PLS?

Ranum stated that there are several ways in which PLS can benefit from SAMMIE money, including scholarships made available to staff for attendance at conferences or workshops and sponsorship by SAMMIE of region-wide or other cooperative workshops, such as the annual Pioneerland/Plum Creek/SAMMIE sponsored Camp Read-a-Lot early literacy workshop for teachers and library staff. 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 meeting: May 15th at 6:00 p.m.

The meeting was adjourned at 6:32 p.m.

Recording Secretary, Laurie Ortega