

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES
May 15, 2014, 6:00 p.m. 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, Cathy Baumgartner, Roger Vacek, Mary Huesing, Brent Olson, and Graylen Carlson.

Admin Staff: Mark Ranum, Laurie Ortega

Guest: Kathie Behrens, Madison/Canby/Dawson/Granite Falls head librarian; Dawn Erickson, Benson head librarian.

Absent: Doug Reese, Tim Benoit, Jeff Lopez, Brad Johnson and Randy Kramer.

A quorum was present.

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

The March 20, 2014, Exec/Finance minutes and the April 17, 2014, Finance minutes were approved on a motion by Vacek, seconded by Huesing.

COMMITTEE REPORTS

Finance Committee (D. Anderson)

The April 2014 and the Final December 2013 financial reports were approved on a motion by Olson, seconded by Vacek.

Bills and check registers were approved on a motion by Olson, seconded by Huesing.

Personnel Committee:

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

Pam Baldwin, Library Assistant II, Benson

Emily Brooks, Multi-Task Service Center Assistant, PLS

Rebecca Davis, Library Assistant II, Brownnton

OLD BUSINESS – None

NEW BUSINESS

2013 Audit: The 2013 Audit Report was accepted on a motion by Anderson, seconded by Vacek.

Directors Performance Evaluation Process: The process for performance evaluations for the Executive Director and Director of Library Operations was discussed. Samples of surveys for completion by Board members, PLS head librarians, and PLS Central Office staff were distributed for review. Suggested process is for surveys to be completed for each position and sent to Brent Olson for compilation. The Executive/Finance Committee would then meet ahead of the June board meeting to review compiled results and make a recommendation to the board for final evaluation of Executive Director and Director of Library Operations. The above review process was approved on a motion by Anderson, seconded by Baumgartner.

DIRECTOR'S REPORT

Salary Study Update: Ongoing. Results of questionnaire distributed to other regional library systems as well as several other entities are being compiled by B. Bjorklund.

Legislative Update: Ranum provided a brief update of legislative actions. The city of Cosmos request for funding for library project was not included in the latest bonding bill.

OTHER

Future Board and Executive Meetings

The next meeting of the PLS Board is scheduled for **Thursday, June 19, 2014, at 7:00 p.m.**

** The Executive/Finance Committee will meet at 6:00 p.m. to review compiled survey results for Executive Director/Director of Library Operations positions. ** Finance Committee will meet at 6:30 p.m.

Executive/Finance Meetings: July 17 & August 21 at 6:00 p.m.

The meeting was adjourned at 6:48 p.m.

- Recording Secretary, Laurie Ortega