

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES

Thursday, August 16, 2018, Willmar Public Library Multipurpose Room

The meeting was called to order at 6:06 p.m. by Finance Chair Mike Housman. A quorum was announced and introductions made.

Present were committee members: Mike Housman, Dennis Ulrich, Roger Sandberg, Amy Wilde, Todd Hay, and Abigail Duly. Admin Staff: Laurie Ortega; Guests: Jackee Fountain, head librarian, Glencoe/Brownton; Absent: Ron Antony, Brad Johnson, John Maatz, Ron Shimanski, and Cathy Baumgartner.

The agenda was approved on a motion by Ulrich, seconded by Hay.

Minutes of the July 19, 2018 Exec/Finance Committee were approved on a motion by Wilde, seconded by Duly.

COMMITTEE REPORTS:

Finance Committee:

The July 2018 Financial Report was approved on a motion by Ulrich, seconded by Sandberg. **Bills and check registers** were approved on a motion by Duly, seconded by Ulrich.

Personnel Committee:

The following new hires were approved on a motion by Ulrich, seconded by Hay:

Sharon Ostlie, Library Asst. II, Appleton
Debra Olson, Library Asst. II, Appleton
Kristan Gatzemeyer, Library Asst. III, Willmar

OLD BUSINESS:

PLS Bylaws: MN State Library Services has confirmed that PLS Board and Executive/Finance meetings must conform to Chapter 13D Open Meeting law, which does not allow participation by telephone with the exception of emergency referenced in 13D.021. Participation by 'interactive TV' is allowed if all outlined conditions are followed. Ortega will do some further checking on the allowable definition of 'interactive TV' and bring a DRAFT revision of PLS Bylaws for discussion at the next Exec/Finance meeting.

NEW BUSINESS:

RLBSS FY18 Final Report: Annually PLS Board approves a state report submission regarding PLS's RLBSS (State Funds) expenses for the previous fiscal year. On a motion by Hay, seconded by Sandberg, approval was given for submission of the FY18 RLBSS final report.

DIRECTOR'S UPDATE:

Key Statistics: A report compiled by MDE using 2017 annual data submitted by MN public libraries was distributed as an FYI. The report highlights data such as number of libraries in MN, material checkouts, programs offered, attendance statistics etc.

Willmar head librarian: The posting for the open position of head librarian has expired. Again, there have been no qualified applications submitted. Ortega will work on re-posting the position.

Benson/Kerkhoven head librarian: Interviews for the Benson/Kerkhoven position have been scheduled for August 29th. Three candidates will be interviewed.

OTHER:

- A. Next board meeting is scheduled for Thursday, October 18, 2018, 7:00 p.m. (Finance at 6:30 p.m.)
- B. Exec/Finance Meetings September 20th & November 15th at 6:00 p.m.

Meeting was adjourned by consensus at 6:36 p.m.

Laurie Ortega, Recording Secretary