

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE AND FINANCE COMMITTEE MINUTES
December 17, 2015, 6:00 p.m.

The meeting was called to order at 6:09 p.m. by Chair Brent Olson. A quorum was announced and introductions were made.

Present were committee members: Roger Vacek, Brent Olson, Denis Anderson, Doug Reese, Graylen Carlson, and Cheryl Heimerl (present by telephone.) Absent: Brad Johnson, Mike Housman, Ron Antony, Randy Kramer, and Jeff Lopez. Admin Staff present: Laurie Ortega

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

Minutes of the September 17, 2015 Executive Finance committee were approved at the October 15, 2015 Board meeting.

COMMITTEE REPORTS:

Finance Committee:

The November 2015 financial report was approved on a motion by Vacek, seconded by Reese.

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

The 2016 PLS/Kandiyohi County Law Library contract was approved on a motion by Olson, seconded by Vacek.

The 2016 Clarkfield Service Contract was approved on a motion by Vacek, seconded by Reese.

The 2016 Insurance package (Work Comp, Property/Casualty) renewal was approved in the amount of \$21,550 on a motion by Reese, seconded by Carlson. This is a \$200 increase over the 2015 amount. Included in the package for 2016 is 'Commercial Data Breach and Associate Identity Management Services Coverage', which provides PLS with coverage in the event that personally identifiable information in our database is compromised due to a computer system breach. This coverage accounts for \$175 of the \$200 premium increase.

Audit Services 2015-2017: Motion was made by Vacek, seconded by Olson, to accept the bid from Westberg Eischens, PLLP, in the amount of \$9,500 annually for all three consecutive years, 2015, 2016, and 2017. Fee includes implementation of GASB 68 pension requirements. Motion carried.

Personnel Committee:

New hires: The following new hires were approved on a motion by Reese, seconded by Anderson – Hope Schmidt, Library Assistant II, Appleton.

Louisa Rolfsmeier, Library Assistant II, Appleton.

Old Business: None

New Business: None

Directors Report:

Admin Assistant Search: Interviews of two candidates are scheduled for Friday, December 18th in Hutchinson. The interview committee is made up of Ortega and three others representing the cities of Hutchinson and Winsted.

RLTA Update: No news to report regarding the e-rate application review by USAC. Ortega is not really expecting to hear anything until after the holidays. Hopefully there will be something to report at the January board meeting.

Other: Future Board and Executive Meetings: The next Board meeting is scheduled for January 21, 2016 at 7:00 p.m. (Finance at 6:30)
Executive/Finance meetings are February 18 and March 17 at 6:00 p.m.

Meeting was adjourned by consensus at 6:55 p.m.

Recording Secretary – Laurie Ortega