

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES
February 18, 2016, 6:00 p.m.

The meeting was called to order at 6:00 p.m. by Chair Doug Reese. A quorum was announced and introductions were made.

Present were committee members: Ron Shimanski, Brent Olson, Doug Reese, Graylen Carlson, Cheryl Heimerl, Paul Setzepfandt, Ron Antony, Jeff Lopez and Mike Housman. Absent: Brad Johnson, Denis Anderson. Admin Staff present: Laurie Ortega. Guest: John Baken, head librarian, Willmar.

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

Minutes of the January 21, 2016 Finance committee were approved on a motion by Housman, seconded by Lopez.

COMMITTEE REPORTS:

Finance Committee:

The January 2016 financial report was approved on a motion by Olson, seconded by Heimerl.

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

2016 Fund Transfers were approved on a motion by Olson, seconded by Antony.

Personnel Committee:

The following new hires were approved on a motion by Carlson, seconded by Shimanski:

Alma Gutierrez, Library Assistant I, Montevideo
Samuel Mulligan, Library Assistant I, Montevideo
Sara Malecek, Library Assistant II, Montevideo

Old Business: None

New Business:

1) A Resolution supporting the Minnesota Broadband Vision was endorsed on a motion by Olson, seconded by Heimerl. Regional library system boards across the state are being asked to endorse this resolution in support of providing convenient, affordable broadband networks in Minnesota.

2) 2016 Committee Appointments were approved on a motion by Antony, seconded by Shimanski. Ortega will send the final committee list out to all board members.

Directors Report:

RLTA Update: Pioneerland has been informed that the review of our e-rate application by USAC has been completed and all pending invoices related have been released for payment to Warner Connect. PLS has received reimbursement from Warner for the full amount of the additional payments made to them while the review was in process. The state librarian has been notified of the completion of the USAC review and has been asked about the status of RLTA payments to PLS, which have been delayed awaiting review status. Response from the state library is that the review of our RLTA application needs to be completed and once that is done we will be notified of payment dates. Motion was made by Olson, seconded by Heimerl that if PLS Administration has not heard from the state library regarding payment dates within a weeks' time a letter be drafted by board chair Reese and Ortega and sent to the Commissioner of Education requesting explanation of the delay. Motion carried.

Director Review Process: The Executive/Finance Committee has directed PLS Personnel committee to meet after March 18th and draft a list of questions for Executive Directors performance review. After review questions are finalized they will be sent to all board members for responses. Personnel Committee will collate and review the results and bring a recommendation forward to the board at the June meeting.

Legislative Day: April 13, 2016 has been designated as Library Legislative Day. Information only, no action needed.

Other: Future Board and Executive Meetings: The next Board meeting is scheduled for April 21, 2016 at 7:00 p.m. (Finance at 6:30)

Executive/Finance meetings are March 17 and May 19 at 6:00 p.m.

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

Recording Secretary – Laurie Ortega