

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES
Thursday, March 16, 2017, Willmar Library Multi-purpose Room

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

Present were committee members: Brad Johnson, Ron Shimanski, Cheryl Heimerl, Dennis Ulrich, Amy Wilde, Bonita Kallestad, Ron Antony, Jeff Lopez, and Cathy Baumgartner. Admin Staff: Laurie Ortega. Guests: Katy Hiltner, Head Librarian Hutchinson/Winsted. Absent: Mike Housman, Brent Olson.

The agenda was approved on a motion by Shimanski, seconded by Heimerl.

Minutes of the February 16, 2017 Executive/Finance Committee were approved on a motion by Ulrich, seconded by Kallestad.

COMMITTEE REPORTS:

Finance Committee:

- A. The February 2017 Financial Report** was approved on a motion by Heimerl, seconded by Johnson.
- B. Bills and check registers** were approved on a motion by Baumgartner, seconded by Heimerl.

Personnel Committee:

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

Jacob Sjoblom, Library Asst. I, Montevideo
Rachelle Golde, YA Librarian, Hutchinson

OLD BUSINESS: None.

NEW BUSINESS:

- A. 2016 MN Public Library Annual Report** – A request for approval to sign/submit the Annual Report to State Library Services due on April 1, 2017 was approved on a motion by Heimerl, seconded by Baumgartner.
- B. Admin/Central Services capped salaries** – Following discussion, motion was made by Heimerl, seconded by Ulrich, to approve a 2% increase, retroactive to Jan. 1, 2017, for the three PLS staff members with capped salaries. Executive/Finance Committee will bring this forward as a recommendation to the full board at the April 20th meeting. Motion carried.

DIRECTOR'S UPDATE:

- A. Job Openings** – Ortega provided an update on the status of open PLS positions. The new Madison/Canby/Dawson head librarian started on March 1. Things are going well so far. Renville County Librarian Allison Girres has submitted her resignation, effective March 24th. Allison has accepted a position at the Rochester Public Library. In accordance with the union agreement, the position is posted internally until March 21st and will post externally following that date if there is no internal interest.

Following the retirement of Pam Dille on March 1st, the administrative assistant position is vacant. Ortega plans to post this position soon.

- B. CRPLSA Meeting:** Ortega will be attending a meeting of the regional directors (CRPLSA) at MELSA headquarters in Minneapolis March 29-31.

OTHER:

- A.** Next board meeting is scheduled for Thursday, April 20, 2017, 7:00 p.m. (Finance @ 6:30)
- B.** Exec/Finance Meetings: May 18 at 6:00 p.m.

Meeting was adjourned by consensus at 6:50 p.m.

Recording Secretary --- Laurie Ortega