

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE AND FINANCE COMMITTEE

Thursday, September 14, 2017

6:00 p.m. PLS OFFICES

Willmar Public Library 410 Fifth Street SW

RSVP by calling 320-235-6106 Ext 28 (Laurie) or email laurie.ortega@pioneerland.lib.mn.us

AGENDA (revised 9/13/17)

- I. Call to order (Antony)
- II. Roll call & Introductions
- III. Approval of agenda Action
- IV. Approval of Minutes for August 17, 2017 Exec/Finance Committee Action
- VI. Committee Reports
 - A. Finance Committee (Housman)
 - 1. August 2017 financial report Action
 - 2. Approval of bills and check registers Action
 - B. Personnel Committee
 - New hires: Barbara Nyquist, Library Asst. III, Olivia Action
 - Stu Sanchez, Library Asst. II, Brownton
 - Cara Manard, Library Asst. II, Brownton
- VI. Old Business
- VII. New Business
 - A. FY17 RLBSS Report of Results Action
- VIII. Director's Report
 - A. Director vacation & October schedule Info
 - B. MLA Conference Info
- IX. Other
 - A. Future Board and Executive Meetings:
 - 1) Next board meeting scheduled for October 19, 2017, 7:00 p.m. (Finance at 6:30 p.m.)
 - 2) Executive/Finance Meeting: November 16 & December 21 @ 6:00 p.m.
- X. Adjournment

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES - DRAFT
Thursday, August 17, 2017, Willmar Public Library Multipurpose Room

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

Present were committee members: Mike Housman, Dennis Ulrich, Bonita Kallestad, Brad Johnson, Cheryl Heimerl, Cathy Baumgartner, and Ron Shimanski. Admin Staff: Laurie Ortega; Guests: Jackee Fountain, head librarian, Glencoe/Brownton; Absent: Ron Antony, Brent Olson, Jeff Lopez, and Amy Wilde.

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

Minutes of the July 15, 2017 Exec/Finance Committee were approved on a motion by Ulrich, seconded by Shimanski.

COMMITTEE REPORTS:

Finance Committee:

The July 2017 Financial Report was approved on a motion by Heimerl, seconded by Shimanski.

Bills and check registers were approved on a motion by Shimanski, seconded by Heimerl.

Personnel Committee:

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

Abdisalan Hawadle, Library Asst. I, Willmar
Bo Maranell, Library Asst. I, Willmar
Lorilee Darger, Library Asst. I, Willmar
Jessica Bonnema, Library Asst. I, Willmar
Mackenzie Moist, Library Asst. I, Willmar
Taylor VanderHeiden, Library Asst. I, Hutchinson
Veronica Jacobs, Library Asst. I, Hutchinson
Therese O'Fallon, Library Asst. II, Hutchinson

OLD BUSINESS: None.

NEW BUSINESS:

RLTA FY17 Final Report: Annually PLS Board approves a state report submission regarding PLS's telecommunications expenses for the current year. On a motion by Ulrich, seconded by Heimerl, approval was given for submission of the FY17 RLTA final report.

DIRECTOR'S UPDATE:

Key Statistics: A report compiled by MDE using 2016 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.

Contract Negotiations: Ortega has been notified by AFSCME union of the intent to negotiate head librarians contract for 2018. Health Insurance premium numbers are expected in early October1, and expected that contact negotiations will begin soon after. Members of the negotiations committee will be contacted with a list of dates/times ahead of anything being scheduled.

OTHER:

A. Next board meeting is scheduled for Thursday, October 19, 2017, 7:00 p.m. (Finance at 6:30 p.m.)

B. Exec/Finance Meetings **September 14th & November 16th at 6:00 p.m.**

Meeting was adjourned by consensus at 6:27 p.m.

Laurie Ortega, Recording Secretary