

PIONEERLAND LIBRARY SYSTEM  
EXECUTIVE/FINANCE COMMITTEE MINUTES  
Thursday, September 20, 2018, Willmar Public Library Multipurpose Room

The meeting was called to order at 6:02 p.m. by Chair Mike Housman. A quorum was announced and introductions made.

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

**The agenda** was approved on a motion by Baumgartner, seconded by Duly.

**Minutes** of the August 16, 2018 Exec/Finance Committee were approved on a motion by Antony, seconded by Hay.

### **COMMITTEE REPORTS:**

#### **Finance Committee:**

**The August 2018 Financial Report** was approved on a motion by Duly, seconded by Wilde.

**Bills and check registers** were approved on a motion by Hay, seconded by Baumgartner.

#### **Personnel Committee:**

**The following new hires** were approved on a motion by Antony, seconded by Maatz:

Nicole Schmiesing, Head Librarian, Benson/Kerkhoven

Samantha Griess, Library Asst. II, Montevideo

Pamela Cupps, Library Asst. III, Maynard

Kathleen Lazarre, Library Asst. II, Litchfield

Adrian Golden, Youth Librarian, Appleton

#### **OLD BUSINESS:**

**PLS Bylaws:** Ortega presented a draft of the bylaws with updates made regarding open meeting law and remote meetings. Following discussion of the changes the committee recommends that Ortega take a closer look at the language, make some additional adjustments, and send to Antony who will ask for an additional review by MCIT. The intent is to have a draft of the revised by-laws ready to present for board review at the October meeting.

#### **NEW BUSINESS:**

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

**2019 Health Insurance Renewal Rate:** Administration has been informed by PEIP that our health insurance rates will increase for 2019 by 3%. Information only, no action needed.

#### **DIRECTOR'S UPDATE:**

**Willmar head librarian:** The deadline for resume submission for Willmar head librarian is September 28<sup>th</sup>. Ortega has received four applications this time around and will move forward with scheduling interviews after the deadline.

**Benson/Kerkhoven head librarian:** Nicole Schmiesing has been hired as the Benson/Kerkhoven head librarian. Her first day of work was Monday, September 17<sup>th</sup>.

**MLA Conference:** The Minnesota Library Association's annual conference will be held October 11-12 in St. Cloud. There is still time to register for any board members interested in attending. Amy Wilde will be attending on Thursday the 11<sup>th</sup>, which is Trustees Day.

**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: November 15<sup>th</sup> and December 20<sup>th</sup> at 6:00 p.m.

Meeting was adjourned at 6:32 p.m. on a motion by Hay, seconded by Duly.

Laurie Ortega, Recording Secretary