

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

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

Present were committee members: Roger Vacek, Ron Antony, Jeff Lopez, Brent Olson, Denis Anderson, Doug Reese, Randy Kramer and Cheryl Heimerl. Absent: Graylen Carlson, Brad Johnson and Mike Housman. Admin Staff present: Laurie Ortega
Guests: Allison Girres, head librarian, Olivia/Renville/Fairfax/Bird Island; Gloria Sims, head librarian, Maynard.

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

Minutes of the August 20, 2015 Executive Finance committee were approved on a motion by Vacek, seconded by Heimerl.

COMMITTEE REPORTS:

Finance Committee:

The August 2015 financial report was approved on a motion by Antony, seconded by Heimerl.
Bills and check registers were approved on a motion by Antony, seconded by Anderson.

Personnel Committee:

New hires: The hiring of Sydney Hlavka, Library Asst. I, Hutchinson, was approved on a motion by Anderson, seconded by Vacek.

Old Business:

RLTA Update: On September 17th Ortega, Lunn, and Olson participated in a conference call with MDE/State Library Services regarding our FY15 RLTA application for funding. MDE stated that PLS will not be issued the final FY15 RLTA payment. The amount allocated to PLS for FY15 will stand at the amount we have already received, which exceeds the non-e-rate portion of our expenditures for FY15. PLS Admin had previously indicated our willingness to forgo our portion of 'excess' RLTA funds as a result of the impact of increased costs to other regional systems.

New Business:

RLBSS FY15 Results Accomplished Report: PLS annually reports to the state on use of RLBSS funds. Request to approve the signing and submission of this annual report was given on a motion by Reese, seconded by Heimerl.

RLTA FY16 Application: Motion for approval to submit the FY16 application for RLTA (telecommunications) funding was made by Lopez, seconded by Vacek. Motion carried.

Overdrive Contract Renewal: The current contract with Overdrive for digital content services (eBooks/audiobooks) expires in February 2016. Motion to move ahead in renewing a four year contract with Overdrive was made by Antony, seconded by Anderson. Cost of new contract will be \$11,000 per year first two years and \$12,000 per year for the following two years, plus the cost of content purchased. Motion carried.

Internet Speed Test: Olson broached the idea of a statewide 'internet speed test' to try to get a more accurate picture of actual internet speeds available around the state. Olson will query groups around the state as to the feasibility and usefulness of such a test. Ortega will carry the question forward to the other regional directors at their October meeting. Information only, no action needed.

Nominating Committee: Olson respectfully let the Executive/Finance Committee know that while he has enjoyed his tenure as board chair he will decline a nomination to continue in that role in 2016. He has a new book coming out soon and is anticipating a full schedule surrounding that publication. This committee has made note of Olson's request and will pass his wishes on to the Nominating Committee.

Directors Report:

Admin Assistant Search: Ortega has received several applications for the Administrative Assistant position – two that she considers very qualified. Both applicants have previous experience in a library system. One of the candidates in internal – however the application missed the internal posting deadline and was received along with external applications. Can or should the internal candidate be shown preference having missed the internal deadline? Following discussion, motion was made by Heimerl, seconded by Vacek, to proceed with interviewing both qualified applicants regardless of internal or external status. Motion carried with one nay (Kramer.)

Library Size Criteria: Ortega raised the question of the past practice of using the amount of library budgets to designate libraries as Small/Medium/Large/Extra Large and in turn using library size as criteria for placing head librarians on the salary schedule should be reviewed. Following discussion the committee recommends that this issue be addressed by the Policy Committee. Ortega will continue to gather information and call a meeting of the Policy Committee for further review. Information only, no action needed.

Other: Future Board and Executive Meetings: The next Board meeting is scheduled for October 15, 2015 at 7:00 p.m. (Finance at 6:30)

Executive/Finance meetings are November 19 and December 17 at 6:00 p.m.

Meeting was adjourned by consensus at 7:00 p.m.

Recording Secretary – Laurie Ortega