

PIONEERLAND LIBRARY SYSTEM  
EXECUTIVE/FINANCE COMMITTEE MINUTES  
Thursday, December 15, 2016  
Pioneerland Administrative Offices

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

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

**The agenda** was approved on a motion by Housman, seconded by Antony.

**Minutes of the November 17, 2016 Executive/Finance Committee** were approved on a motion by G. Carlson, seconded by D. Anderson.

## **COMMITTEE REPORTS:**

### **Finance Committee:**

1. **The November 2016 Financial Report** was approved on a motion by Antony, seconded by Shimanski.
2. **Bills and check registers** were approved on a motion by Setzepfandt, seconded by B. Johnson.
3. **Kandiyohi County Law Library Contract for 2017** was approved on a motion by Antony, seconded by D. Anderson. This contract allows for administrative tasks that PLS perform for the Kandiyohi County Law Library.
4. **Clarkfield Service Contract for 2017** was approved on a motion by Antony, seconded by Shimanski. The Clarkfield Library is one of a handful of libraries in the state of Minnesota that is not part of a regional library system. This contract provides for residents of Yellow Medicine County to access and borrow resources through PLS.
5. **The 2017 Insurance Package Renewal (Workers Compensation, Property and Casualty)** was approved on a motion by D. Anderson, seconded by Setzepfandt. The 2017 premium of \$20,746 reflects a decrease of \$804 from 2016. The Cosmos Library needs yet to be added to this quote, but even with this addition the 2017 quote should remain less than the total insurance paid in 2016.

### **Personnel Committee:**

**The following new hires** were approved on a motion by Housman, seconded by Antony.

Roxanne Engelson, Library Asst. III, Cosmos  
Rachel Veenstra, Library Asst. II, Benson  
Ellen Sorgatz, Library Asst. I, Montevideo

**OLD BUSINESS:** None.

**NEW BUSINESS:** None

**DIRECTOR'S UPDATE:**

- A. PLS Director Ortega requested a change in the timeline for the PLS director's annual review. She proposed a July 1<sup>st</sup> to July 1<sup>st</sup> cycle, as the current January 1<sup>st</sup> to January 1<sup>st</sup> cycle conflicts with a time of year when the administrative workload is most demanding. Ortega offered to forgo any salary increase that may result in delaying the review process from January until June of 2017. With this proposed schedule change the review process would occur so the results may be acted upon at the June board meeting. **Changing the review process for PLS Director to a July 1<sup>st</sup> to July 1<sup>st</sup> timeline was approved on a motion by Lopez, seconded by Setzepandt.**
- B. Ortega informed the board that the IRS mileage rate for 2017 is 53.5 cents/mile.

**OTHER:**

- A. Next board meeting is scheduled for Thursday, January 19, 2017 at 7:00 pm. (Finance 6:30 p.m.)
- B. Exec/Finance Meetings: February 16, 2017; March 16, 2017, at 6:00 p.m.

Meeting was adjourned by consensus at 6:23 p.m.  
Recording Secretary --- Pam Dille