

PIONEERLAND LIBRARY SYSTEM  
EXECUTIVE/FINANCE COMMITTEE MINUTES

Thursday, November 17, 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, Cheryl Heimerl, Denis Anderson, Mike Housman, Graylen Carlson, and Brent Olson. Admin Staff: Laurie Ortega, Pam Dille; Guests: Beth Cronk, Meeker Co. Librarian; Larissa Christensen, Clara City, Granite Falls, Milan, and Montevideo Librarian; Absent: Ron Shimanski, Ron Antony, and Jeff Lopez.

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

**Minutes** of the September 15, 2016 Finance Committee were approved on a motion by Olson, seconded by Setzepfandt.

**COMMITTEE REPORTS:**

**Finance Committee:**

**The October 2016 Financial Report** was approved on a motion by Housman, seconded by Heimerl.

**Bills and check registers** were approved on a motion by Olson, seconded by Anderson.

**Personnel Committee:**

**The following new hires** were approved on a motion by Heimerl, seconded by Olson.

Rebecca Velde, Library Asst. I, Montevideo  
Meri Custard, Library Asst. II, Ortonville  
Kristine Radermacher, Library Asst. II, Ortonville

**OLD BUSINESS:** None.

**NEW BUSINESS:**

- A. The annual renewal of the Heritage Searchers agreement was approved on a motion by Setzepfandt, seconded by Anderson.

**DIRECTOR'S UPDATE:**

- A. The head librarian search for Madison-Canby-Dawson position was reopened and will be posted through December 5, 2016. A candidate interviewed from the first posting was selected but declined the offer. Larissa Christensen was appointed as head librarian at Clara City, replacing Karen Rothers, who retired October 31, 2016.
- B. The Cosmos Library is nearing completion. The punch list was reviewed with construction personnel onsite Monday, November 14, 2016. Everything conformed to

specifications with the exception of a partition that secures the library when it is closed. This will be corrected before the library opens. Head librarian Beth Cronk has hired the staff. Furniture is in place and PLS staff has processed approximately 9,000 items, which need to be moved to the new library and arranged on the shelves. The city of Cosmos has scheduled an open house for Saturday, December 10, 2016, from 4:00 – 7:00 p.m.

- C. New London-Spicer passed a ½ of 1% sales and use tax at the November 8, 2016 election, a percentage of which will be used toward the cost of constructing and equipping a new library and meeting room.
- D. Ortega received notification today that the PLS e-rate application was finally approved. Pioneerland will make the November 2016 payment, which should be the last special telecom payment made directly to Warner Connect as it is expected e-rate funds will resume shortly.
- E. The RFP for the new contract for telecommunication services has been posted. A mandatory vendor meeting is scheduled for Tuesday, November 22, 2016. The goal is to have a contract ready for approval by the January 2017 board meeting.

**OTHER:**

- A. Next board meeting is scheduled for Thursday, January 19, 2017 at 7:00 pm. (Finance 6:30 p.m.)
- B. Exec/Finance Meeting: December 15, 2016 at 6:00 p.m.

Meeting was adjourned by consensus at 6:17 p.m.  
Recording Secretary --- Pam Dille