

**PIONEERLAND LIBRARY SYSTEM
BOARD MEETING MINUTES**

October 20, 2011, 7:00 p.m.

Willmar Public Library Multi-Purpose Room

The October 20, 2011 meeting of the Pioneerland Library System Board was called to order by Chair Amy Wilde at 7:00 p.m. Roll call was taken and a quorum was announced. Guests present: David Lauritsen, Montevideo/Milan Librarian; Cindy Hendrickx, Appleton Librarian.

The agenda was approved on a motion by Antony, seconded by Lopez.
The June 16, 2011 Board Minutes were approved on a motion by Hoyhtya, seconded by Nelson.

COMMITTEE REPORTS

FINANCE COMMITTEE: (A. Wilde)

September 2011 - The September 2011 financial report was approved on a motion by Benoit, seconded by Heimerl.

Approval of bills and check registers – Motion to accept by Olson, seconded by Setzepfandt. Motion carries.

RLTA FY 2012 Application – Motion for approval to submit by Benoit, seconded by Heimerl. Motion carries.

PERSONNEL COMMITTEE: (Pam Dille)

New Hires – Motion by Dille, seconded by Antony to approve the following new hire and reassignment:

Susan Geiser, Library Asst. II, Appleton (new hire)

Ryan McCormick, Interim Head Librarian, Willmar (reassignment)

Motion carries.

AD HOC COMMITTEE ON ADMINISTRATIVE STRUCTURE (Amy Wilde)

This report is for information only – no action is necessary.

The last meeting of the Ad Hoc Committee was in July 2011. The next meeting will be scheduled for a date in November 2011, to be determined by the availability of the ad hoc committee members. Committee will evaluate the first three months of the interim director contract at this meeting.

Old Business:

FY 2011 Legacy Report (Ortega) – All Legacy funds were expended in the allotted time and reports were submitted to State Library Services as required. Legacy provided funding for 224 programs scheduled on 126 different dates, involving 258 program partners in the PLS service area.

The 2012 application for Legacy was approved. PLS will receive \$110,682 in Legacy funding during FY12. This amount should be the same in 2013. The first check for FY12 should be arriving sometime this month.

Overdrive Update (Ortega) – Overdrive went “live” on June 15, 2011. There are currently 847 registered patrons and over 1900 checkouts. There are 528 items in the collection at

this time, with additional items being added on an ongoing basis. PLS has allocated \$15,000 for collection development. \$12,617 has been spent so far. Comments from community are very positive.

New Business:

Delivery – Cargo Van – Proposal was made for delivery vehicle upgrade to a larger van through our current vendor. The increase to cargo van will increase our annual rate by approximately \$12,000 – from \$60,000 to \$72,000. Administration looked at other options before presenting this proposal. The proposal was approved on a motion by Carlson, seconded by Heimerl.

Strategic Plan Report (Ranum) - PLS head librarians met in September to evaluate PLS's Strategic plan, record the plan's accomplishments and make recommendations for changes. Ranum distributed a summary of accomplishments from that meeting. PLS Board is asked to share their comments or suggestions for changes to the plan. Ranum is recommending a few changes to timelines in light of the interim director situation, but recommends no actual changes to the plan at this time. At the November meeting, Executive/Finance Committee will review comments and recommendations from the September head librarians meeting and the October board meeting. PLS Board will vote on the Executive/Finance Committee's recommended changes to the Strategic Plan at the first meeting in 2012. Any changes to the plan will be implemented and reported to MN State Library Services.

Other:

MLA: Amy Wilde attended MLA. Stated it was a very good convention this year. She stated that the meetings she attended were excellent. Ranum encouraged the Board to support staff attendance at the MLA conference, and that board members consider attending as well. SAMMIE scholarships were available for attendees this year, as well as other grant opportunities for library staff in the high unemployment counties of McLeod and Meeker. The 2012 MLA conference is scheduled for Oct. 2-5 in St. Paul.

Future Meeting Dates – *Next Board meeting* is scheduled for January 19, 2012.

Next Executive/Finance meetings are scheduled for November 17 and December 15, 2011.

Nominating Committee meeting – Ortega will contact committee members for convenient meeting dates, most likely in December.

A suggestion was made that our October board meeting not be held during MLA or MEA weeks. The request to change the scheduled Oct. 2012 board meeting date will be considered.

Closed Session: At 8:00 p.m. the meeting was closed on a motion by Antony, seconded by Heimerl to discuss the Union/PLS contract agreement for 2012. Motion carries.

Following discussion, motion was made by Olson, second by Herzer, to re-open the session.

Motion by Benoit, seconded by Vacek, granting the Executive/Finance Committee authority to approve the Union contract if one is presented before the January board meeting. Motion carries.

At 8:21 p.m. the meeting was adjourned on a motion by Antony, seconded by Olson.

Recording secretary, Kathy Baumgartner