

PIONEERLAND LIBRARY SYSTEM  
EXECUTIVE/FINANCE COMMITTEE MINUTES

Thursday, December 20, 2018, Willmar Public Library Multipurpose Room

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

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

**The revised agenda** (Kandiyohi County Law Library Contract moved to January agenda) was approved on a motion by Antony, seconded by Duly.

**Minutes** of the November 15, 2018 Executive/Finance Committee were approved on a motion by Baumgartner, seconded by Hay.

### **COMMITTEE REPORTS:**

#### **Finance Committee:**

**The November 2018 Financial Report** was approved on a motion by Antony, seconded by Hay.

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

#### **Personnel Committee:**

**The following new hire** was approved on a motion by Antony, seconded by Ulrich:

Jason Frank, Library Asst. III, Ortonville

**OLD BUSINESS:** None

#### **NEW BUSINESS:**

**2019 Clarkfield Service Contract:** approved on a motion by Antony, seconded by Johnson.

**Heritage Searchers Contract:** approved on a motion by Johnson, seconded by Hay.

**The 2019 Insurance Package Renewal (Work Comp, Prop/Casualty)** in the amount of \$17,152 was approved on a motion by Baumgartner, seconded by Ulrich. This is a \$1,586 reduction from the 2018 renewal.

**2018-2020 Audit Services:** Following discussion, Westberg Eichens bid for 2018-2020 audit services was accepted on a motion by Ulrich, seconded by Duly.

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

**MCIT Insurance Quote:** Director has been notified that this process has entered into the underwriting stage. A quote is expected within the next couple of weeks. The plan is to bring this to the January board meeting following a review of the quote and comparison with current insurance coverage by the Director and Accounts Manager.

#### **OTHER:**

A. Next board meeting is scheduled for Thursday, January 17, 2019 @ 7:00 p.m. (Finance at 6:30 p.m.)

B. Exec/Finance Meetings: February 21, March 21 @ 6:00 p.m.

Meeting was adjourned at 6:40 p.m. on a motion by Antony, seconded by Baumgartner.

Laurie Ortega, Recording Secretary