

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES
Thursday, February 21, 2019, Willmar Library Multi-purpose Room

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

Present were committee members: Brad Johnson, Ron Shimanski, Dennis Ulrich, Todd Hay, Brent Olson, Joe Tacheny, and Ron Antony. Admin Staff: Laurie Ortega. Absent: John Maatz, Abigail Duly, Cathy Baumgartner, and Steve Ahman. Guest: Larissa Schwenk, head librarian, Montevideo/Milan/Clara City/Granite Falls.

The agenda was approved on a motion by Ulrich, seconded by Johnson.

Minutes of the January 17, 2019 Finance Committee were approved on a motion by Shimanski, seconded by Hay.

COMMITTEE REPORTS:

Finance Committee:

- A. **The January 2019 Financial Report** was approved on a motion by Olson, seconded by Hay.
- B. **Bills and check registers** were approved on a motion by Ulrich, seconded by Hay.

Personnel Committee:

The following new hire was approved on a motion by Shimanski, seconded by Olson.

Michelle Firchau, Library Asst. III, Benson.

OLD BUSINESS: None.

NEW BUSINESS:

- A. **2019 Committee Appointments** were approved on a motion by Hay, seconded by Ulrich.

DIRECTOR'S UPDATE:

- A. **MCIT Membership Quote:** MCIT has responded to our request for a membership estimate for property/liability/auto/workers comp. coverage. Director will continue to review closely for comparison to our current coverage and bring more information to the March Exec/Finance meeting.
- B. Westberg-Eischens will be at PLS the week of February 25th to begin the 2018 audit.
- C. Library Legislative Day is February 26, 2019 in St. Paul. The briefing takes place the evening of the 25th. Trustees and staff are welcome to attend either or both event. There is an option to participate virtually as well.
- D. The Annual MLA Conference is scheduled for Sept. 19-20, which conflicts with the September 19th Exec/Finance meeting date. Committee agrees by consensus to change September Executive/Finance meeting to Sept. 26th which will allow director to attend the conference.
- E. A discrepancy between 'Library Closings' and 'Excused Absences' policies regarding inclement weather has come to director's attention. Following discussion, committee directs Ortega to convene the Policy Committee for review of these policies along with current vacation/sick leave policy.

OTHER: Next board meeting is Thursday, April 18, 2019, 7:00 p.m. (Finance @ 6:30.) Exec/Finance Meetings: March 21, May 16 at 6:00 p.m.

Meeting was adjourned at 6:40 p.m. on motion by Olson, seconded by Hay.

Recording Secretary --- Laurie Ortega