

**PIONEERLAND LIBRARY SYSTEM  
BOARD MEETING MINUTES**

Thursday, April 18, 2019 7:00 p.m. Willmar Public Library Multi-Purpose Room

The April 18, 2019 meeting of the Pioneerland Library System Board was called to order by Chair Antony at 7:05 p.m. A quorum was present.

Guests present: Larissa Schwenk- Montevideo, Granite Falls, Clara City and Milan Head Librarian; Kasey Nelson, Westberg-Eischens PLPP

**The agenda** was approved on a motion by Asmus, seconded by Erickson.

**Minutes** of the October 18, 2018 Board meeting and December 20, 2018 Executive/Finance Committee were approved on a motion by B. Olson, seconded by Hay.

Kasey Nelson of Westberg-Eischens PLPP presented highlights from the 2018 audit. Following the presentation and some discussion regarding reserve balances, the audit was accepted as presented on a motion by Wilde, seconded by Nordaune.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

**March 2019 financial report** was approved on a motion by Ulrich, seconded by Hay.

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

**PERSONNEL COMMITTEE**

**1) New hires:** The following new hires were approved on a recommendation by Johnson, seconded by Duly:

1. Pam Muske, Library Asst. II, Fairfax
2. Laura Puckett, Library Asst. II, Lake Lillian
3. Nancy Altain, Library Asst. I, Clara City
4. Charlene Pankratz, Library Asst. III, Clara City

**2) Director Review:** Antony provided an overview of the Executive Director Review process for this year. Employee feedback will be part of the process this year. He will send evaluation forms to staff to complete and return to him by early May. Antony will then compile the results. The Personnel Committee will then meet to review and bring a recommendation to the June board meeting. The Personnel Committee will also work on developing a policy outlining the Executive Director Review process.

**OLD BUSINESS**

**Annual Report Summary - A Year in Review:** Ortega distributed a handout highlighting statistics across PLS on library system usage and program attendance in 2018. Information only, no action needed.

**NEW BUSINESS**

**MCIT Insurance Coverage/Estimate**

A motion to move forward with applying to MCIT for membership was made by Fagnano, seconded by Sander.

A resolution declining worker's compensation for board members was approved on a motion by Hay, seconded by Duly.

A resolution affirming MCIT bylaws and joint-powers agreement was approved on a motion by Asmus, seconded by B. Olson.

### **DIRECTOR'S REPORT**

Director Ortega gave a legislative update regarding the bills in the state House and Senate that will be potentially effecting library funding.

Larissa Schwenk gave a nice presentation on what she does as a head librarian for four libraries.

### **Future Board and Executive Meetings:**

Next Board meeting is scheduled for June 20, 2019 at 7:00 p.m. (Finance 6:30).

Executive/Finance Meetings: May 16 and July 18 at 6:00 p.m.

The meeting was adjourned on a motion by B. Olson, seconded by Asmus at 8:25 p.m.

Mary Bregel, Recording Secretary