

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES
Thursday, February 17, 2022, Willmar Library Multipurpose Room

Committee members present: Brent Olson, Ron Antony, John Winter, Doug Erickson, Duane Anderson, Marlys Bjur, and Dennis Ulrich. Absent: Julie Asmus, Eric Rudningen, and Candice Jaenisch. Admin Staff on site: Laurie Ortega, Director. Guest: Andrew Bregar, head librarian, Willmar.

Meeting was called to order at 6:01 p.m. by Olson. Roll call was taken and a quorum was present.

The agenda was approved on a motion by Antony, seconded by Anderson.
No minutes to approve.

COMMITTEE REPORTS:

Finance Committee:

- A. The January 2022 Financial Report** was approved on a motion by Bjur, seconded by Ulrich.

- B. Bills and Check Registers** were approved on a motion by Antony, seconded by Erickson.

- C. 2021 Fund Transfers were approved** on a motion by Ulrich, seconded by Winter.

Personnel Committee:

- **New Hires:** No new hires.

OLD BUSINESS: None

NEW BUSINESS:

- A. WAN Services Contract** – Arvig: The contract with Arvig for provision of WAN services to PLS beginning July 1, 2022, is completed. Approval for Director to sign contract was given on a motion by Antony, seconded by Bjur.
- B. Delivery Service** – Northern Network Express, the interlibrary delivery courier for PLS, is requesting a new contract effective April 1 which contains a very significant increase to the daily route charge and increased fuel surcharges. This notification was unexpected and the large increase is not in the budget. Director will be contacting the courier regarding the immediate suspension of the shorter Wednesday route and will move forward in exploring other available options.
- C. 2022 Committee Appointments** were approved on a motion by Olson, seconded by Erickson.

DIRECTOR'S UPDATE:

A. 2021 Audit: The audit process has begun. Needed documents are being supplied via upload to the auditor's portal. The majority of the process will likely be completed remotely again this year. The annual audit presentation will be on the agenda for the April board meeting.

B. IT Retirement: Beth Lunn, ILS Systems Librarian/Technology Coordinator, has announced her retirement effective March 23, 2022. Beth's current responsibilities will be

taken on in-house temporarily while we conduct an assessment in moving forward with hiring a replacement.

C. Benson: The Benson head librarian has resigned his position effective February 25th. As per the union agreement, Director has posted the open position to current head librarians for the required time and will be posting the open position externally early next week.

OTHER: Next board meeting scheduled for April 21, 2022 @ 7:00 p.m. (Finance Committee @ 6:30)

Executive/Finance Meetings: March 17 & May 19 @ 6:00 p.m.

The meeting was adjourned by consensus at 6:50 p.m.

Recording Secretary – Laurie Ortega