

PIONEERLAND LIBRARY SYSTEM  
EXECUTIVE/FINANCE COMMITTEE MINUTES  
Thursday, March 23, 2023, PLS Headquarters Room #216

Committee members present: Brent Olson, John Winter, Greg Snow, Duane Anderson, Candice Jaenisch, Bill Paterson, Ron Antony and Eric Rudningen.

Admin Staff on site: Laurie Ortega, Director. Guest: Beth Cronk, Meeker County head librarian and Robert Bjorklund (Bjorklund Compensation Consulting, LLC)

Meeting was called to order at 6:00 p.m. by Olson. Roll call was taken and a quorum was present.

**The agenda** was approved on a motion by Antony, seconded by Jaenisch.

**Minutes of the February 16, 2023 Finance Committee** were approved on a motion by Paterson, seconded by Winter.

**PLS Classification/Compensation Study Report:** Robert Bjorklund of Bjorklund Compensation Consulting, LLC presented the committee with his findings from the classification & compensation study. Following discussion, the committee approved a motion by Rudningen, seconded by Jaenisch, to present an implementation recommendation to the full board at the April meeting.

**COMMITTEE REPORTS:**

**Finance Committee:**

**A. The February 2023 Financial Report** was approved on a motion by Antony, seconded by Rudningen.

**B. Bills and Check Registers** were approved on a motion by Paterson, seconded by Winter.

**Personnel Committee:**

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

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Delivery contract:** The revised contract with Northern Network Express for interlibrary delivery service will take effect on April 1. The daily charge will increase from \$360 to \$382 with fuel surcharges remaining the same as the previous contract. The contract was approved on a motion by Winter, seconded by Anderson.

**DIRECTOR'S UPDATE:**

**A. Legislative Update:** A couple of library related bills (RLBSS funding increase/formula change & Legacy funding) are making their way through the legislative process. Director should have more information following next weeks regional directors meeting where the lobbyist will be present to provide an update.

**B. Head Librarian vacancies update:** There are two candidates (one internal, one external) for the open Glencoe/Brownton head librarian position. The director has formed an interview team and will be conducting interviews with both candidates on Friday, March 24<sup>th</sup>. Also, the Madison/Canby/.Dawson head librarian has informed the director

that she plans to retire effective March 24<sup>th</sup> as well. Arrangements are being made for a long term Canby staff member to serve as interim head librarian while a search is conducted for a replacement.

**C. Phone System:** The phone system in the Willmar library/admin building needs replacing. It is not dead yet, however there have been issues. Director has begin gathering options/estimates for replacing.

**D. Annual Report:** Director is working on completing the annual library report which is due on April 1.

**E. Head Librarian reports:** Director was asked if the board would like to continue to receive a report from a head librarian at full board meetings (these were discontinued due to COVID and virtual meetings.) Committee is agreeable to reviving that practice.

**OTHER:** Next board meeting is scheduled for April 20, 2023 @ 7:00 p.m. (Finance Committee @ 6:30)

Executive/Finance Meetings: May 18 @ 6:00 p.m.

The meeting was adjourned by consensus at 7:18 p.m.

Recording Secretary – Laurie Ortega