

PIONEERLAND LIBRARY SYSTEM BOARD MEETING

Thursday, April 20, 2023, 7:00 p.m. Willmar Public Library Multipurpose Room

The April 20, 2023 meeting of the Pioneerland Library System board was called to order at 7:00 p.m. by Chair Brent Olson.

Admin Staff: Laurie Ortega, Director

Guest attending: Katy Hiltner, Head Librarian, Hutchinson/Winsted

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

Minutes of the January 19, 2023 board meeting & the March 23, 2023 Executive/Finance meeting were approved on a motion by Fagnano and seconded by Rudningen.

The 2022 audit was presented by Kasey Nelson of Westberg Eischens PLLP. Following the presentation, the audit was accepted on a motion by Schmalz, seconded by Tufto.

COMMITTEE REPORTS

FINANCE COMMITTEE

1. **The March 2023 Financial Report** was approved on a motion by Schmalz, seconded by Erickson.
2. **Bills and check registers** were approved on a motion by Rudningen, seconded by Bredeson.

PERSONNEL COMMITTEE

1. **New Hires:** The following new hires were approved on a motion by Antony, seconded by Bredeson: Diane Lochner, Head Librarian, Glencoe/Brownston
Ashlynn Rieck, Library Asst. I, Willmar

OLD BUSINESS – No old business.

NEW BUSINESS

- A. C & C Study recommendation:** Antony provided a summary of the salary survey report given by Robert Bjorklund to the Executive/Finance Committee, along with the committee's recommendation on implementation. Motion was made by Antony, seconded by Fagnano, to approve the Exec/Finance Committee's implementation recommendation. Employees will be placed on the recommended revised 2023 salary schedule effective July 1, 2023. Motion carried.
- B. Willmar Library/PLS Admin phone system:** Director has received two estimates for installation of a new VOIP phone system in the Willmar library building. The library and PLS Administration offices share the current phone system, which is 26+ years old and beginning to fail. On a motion by Rudningen, seconded by Bredeson, committee approved moving forward with Arvig on installation of a VOIP phone system.

DIRECTORS REPORT

- A. 2022 Year in Review:** This handout outlines usage statistics across Pioneerland Library System in 2022. The numbers are gathered from the Annual Report submitted to the state each year.
- B. Head Librarian share:** Head Librarian Katy Hiltner shared with the board information about herself and the libraries she manages. Board members appreciated learning more about Katy and all of the 'happenings' in the Hutchinson and Winsted libraries.

OTHER

- A. The next board meeting is scheduled for June 15, 2023 @ 7:00 p.m. (Finance @ 6:30)
Executive/Finance meetings: May 18 & July 20 at 6:00 p.m.

The meeting was adjourned at 8:10 p.m. by Chair Olson.

Recording secretary, Laurie Ortega