

PIONEERLAND LIBRARY SYSTEM  
EXECUTIVE/FINANCE COMMITTEE MINUTES  
Thursday, July 20, 2023, Willmar Library Multipurpose room

Committee members present: Brent Olson, John Winter, Candice Jaenisch, Bill Paterson, Eric Rudningen, Doug Erickson, and Ron Antony.

Admin Staff on site: Laurie Ortega, Director. Absent: Duane Anderson.

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 Erickson, seconded by Rudningen.

*Minutes of the May 18, 2023 Executive/Finance Committee were approved at the June 15, 2023 Board meeting.*

**COMMITTEE REPORTS:**

**Finance Committee:**

- A. The June 2023 Financial Report + Bills and Check Registers** were approved on a motion by Antony, seconded by Paterson.

**Personnel Committee:**

- **New Hires:** The following new hires was approved on a motion by Olson, seconded by Jaenisch: Kayden Cavaness, Library Asst. II, Clara City  
Anne Guggemos, Library Asst. I, Winsted

**OLD BUSINESS:** None

**NEW BUSINESS:**

- A. FY24 ACHF (Legacy) Application:** Approval was given to sign/submit the FY24 ACHF Application on a motion by Rudningen, seconded by Winter.

**DIRECTOR'S UPDATE:**

**A. Headquarters/Willmar Library phones:** Installation/training of the new VOIP phone system in the Willmar library/PLS headquarters was completed on July 19<sup>th</sup>. The project went smoothly and staff are pleased with the new phone system so far.

**B. Head librarian vacancy:** Ortega, along with an interview team, conducted three interviews for the Madison, Canby, Dawson head librarian vacancy. Director is following up with reference checks on two of the candidates and will go from there.

**C. Library building projects:** The Appleton project is close to completion. At this point, barring any further delays, Appleton staff anticipate closing the library for two weeks beginning July 31<sup>st</sup> for the move to the new building. The plan is to have a 'soft opening' following the move with a 'Grand Opening' celebration at a later date. The New London project is underway. Work is moving forward on the remodel inside, as well as to the outside of the building. There is not a projected completion date at this time.

**OTHER:** Next board meeting is scheduled for October 19, 2023 @ 7:00 p.m. (Finance Committee @ 6:30) Executive/Finance Meetings: August 17 & September 21 @ 6:00 p.m.

The meeting was adjourned by consensus at 6:35 p.m.

Recording Secretary – Laurie Ortega