

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES
Thursday, September 21, 2023, Willmar Library Multi-purpose room

Committee members present: Brent Olson, Duane Anderson, John Winter, Bill Paterson and Mitch Kling (Alt). *Absent:* Doug Erickson, Candice Jaenisch, Ron Antony and Eric Rudningen. *Admin Staff:* Laurie Ortega, Director. *Guest:* Andrew Bregar, Willmar head librarian.

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 Anderson, seconded by Winter.

Minutes of the August 17, 2023 Executive/Finance Committee were approved on a motion by Winter, seconded by Paterson.

COMMITTEE REPORTS:

Finance Committee:

- A. The August 2023 Financial Report** was approved on a motion by Paterson, seconded by Anderson.

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

Personnel Committee:

- 1) New Hires:** The following new hires were approved on a motion by Winter, seconded by Anderson: Christopher Yard, Head Librarian, Benson/Kerkhoven
Samantha Ruiz, Library Asst. II, Appleton
Elizabeth Niebuhr, Library Asst. II, Fairfax
Isaiah Vasquez, Library Asst. I, Willmar

OLD BUSINESS: None

NEW BUSINESS:

- 1) RLBSS FY23 final report:** Authorization to sign/submit the FY23 RLBSS Report of Results was given on a motion by Anderson, seconded by Paterson.
- 2) RLTA FY24 application:** Authorization to sign/submit the FY24 RLTA Application was given on the same motion by Anderson, seconded by Paterson.

DIRECTOR'S UPDATE:

- A. MCIT Insurance estimate 2024:** We have received an estimate from MCIT for 2024 insurance contribution in the amount of \$22,431. This is a slight increase over the 2023 contribution (+ \$156). Final invoicing for 2024 contribution will be sent at the end of this year.

- B. ESST:** An outline of the requirements and process for implementation of State mandated Earned Sick & Safe Time (ESST) coverage was given by Ortega. Mandatory ESST coverage for all employees in Minnesota is effective January 1, 2024. Policy changes due to ESST implementation will be brought to the board in October for approval.

C. Health insurance 2024: Premium numbers for 2024 renewal have not been received. Director has been told they should be available by the end of September.

OTHER: Next board meeting is scheduled for October 19, 2023 @ 7:00 p.m. (Finance Committee @ 6:30) Executive/Finance Meetings: November 16, December 21 @ 6:00 p.m.

The meeting was adjourned by consensus at 6:25 p.m.
Recording Secretary – Laurie Ortega