

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES
Thursday, August 15, 2024, Willmar Library Multipurpose room

Members present: John Winter, Bill Paterson, Doug Erickson, Brent Olson, Duane Anderson, Candice Jaenisch and Mitch Kling. Admin Staff on site: Laurie Ortega, Director. Guest: Katy Hiltner, Head librarian, Hutchinson/Winsted. Absent: Eric Rudningen

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 Kling, seconded by Erickson.

Minutes of the July 18, 2024, Executive/Finance Committee were approved on a motion by Paterson, seconded by Winter.

COMMITTEE REPORTS:

A. Finance Committee:

1) The July 2024 Financial Report was approved on a motion by Jaenisch, seconded by Erickson.

2) Bills and Check Registers were approved on the same motion by Jaenisch, seconded by Erickson.

B. Personnel Committee:

- **New Hires:** The following new hires were approved on a motion by Winter, seconded by Anderson: Lisa Ruffenach, Library Asst. II, Willmar
Grace Krohn, Library Asst. II, Benson

OLD BUSINESS: None

NEW BUSINESS:

1) RLTA FY24 final report: Authorization to sign/submit the FY24 RLTA final report was given on a motion by Jaenisch, seconded by Kling.

2) RLBSS FY24 report: Authorization to sign/submit the FY24 RLBSS Report of Results was given on the same motion by Jaenisch, seconded by Kling.

DIRECTOR'S UPDATE:

A. IT switch project: The IT Dept. is beginning work on replacing network switches in the libraries. Some have reached end of support and others will do so within the next year. This will be an ongoing project over the next few months with plans to use RLTA Priority 2 funds to pay for it.

B. 2025 preliminary budget: Ortega will be sending the preliminary budget template to head librarians next week to begin work on 2025 budgets. There is no information yet on 2025 health insurance numbers. Ortega expects to receive those sometime in October. Preliminary plan is to add a 10% increase to library budgets for a premium increase along with the 5.2% staff increase previously approved.

OTHER: Next board meeting scheduled for October 17, 2024 @ 7:00 p.m. (Finance @ 6:30) Executive/Finance Meetings: September 19 & November 21 @ 6:00 p.m.

The meeting was adjourned by consensus at 6:20 p.m.
Recording Secretary – Laurie Ortega