

PIONEERLAND LIBRARY SYSTEM  
EXECUTIVE/FINANCE COMMITTEE MINUTES

Thursday, September 19, 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: Andrew Bregar, Head librarian, Willmar. Absent: Eric Rudningen

Meeting was called to order at 6:02 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 August 15, 2024, Executive/Finance Committee** were approved on a motion by Winter, seconded by Jaenisch.

**COMMITTEE REPORTS:**

**A. Finance Committee:**

**1) The August 2024 Financial Report** was approved on a motion by Paterson, seconded by Anderson.

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

**B. Personnel Committee:**

- **New Hires:** The following new hires were approved on a motion by Paterson, seconded by Jaenisch: Erika Buller, Library Asst. II, Litchfield  
Susan Boettcher, Library Asst. II, Montevideo  
Margaret Scholberg, Library Asst. II, Ortonville

**OLD BUSINESS:** None

**NEW BUSINESS:**

**1) RLTA FY25 application:** Authorization to sign/submit the FY25 RLTA application was given on a motion by Kling, seconded by Anderson.

**DIRECTOR'S UPDATE:**

**A. MCIT Insurance Estimate:** We have received the estimate from MCIT for 2025 insurance contribution in the amount of \$23,600. This is a \$1,169 increase over the 2024 contribution. Final invoicing for 2025 will be sent at the end of this year.

**B. IT Department:** The PLS IT Department is down to one person with the departure of Casey Ellingworth. Due to the outsourcing of some IT functions that were previously handled in house, along with an increase in tasks that can be handled remotely, we will be moving forward with one IT staff at this time. There are several companies in the area that provide 'back up' service. The director will reach out to them for more information.

**C. Audit Services:** 2023 was the final year in the current contract for audit services. Director will be posting an RFP towards the end of the year for audit services for the years 2024-2026.

**D. Health Insurance premium cost 2025:** We have not received information on 2025 health insurance premiums. Director expects more information sometime in October.

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

The meeting was adjourned by consensus at 6:25 p.m.

Recording Secretary – Laurie Ortega