PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES
Thursday, November 21, 2024, Willmar Library Multi-purpose room

Committee members present: Brent Olson, Duane Anderson, John Winter, Candice Jaenisch, Eric Rudningen, Mitch Kling and Greg Snow. *Admin Staff*: Laurie Ortega, Director. *Guest*: Andrew Bregar, head librarian, Willmar.

Meeting was called to order at 6:05 p.m. by Olson. Roll call was taken and a quorum was present.

The agenda was approved on a motion by Rudningen, seconded by Kling.
Minutes of the September 19, 2024, *Executive/Finance Committee were approved at the October 17, 2024, Board meeting.*

COMMITTEE REPORTS:
Finance Committee:

A. **The October 2024 Financial Report** was approved on a motion by Jaenisch, seconded by Anderson.

B. **Bills and Check Registers** were approved on the same motion by Jaenisch, seconded by Anderson.

Personnel Committee:

1) **New Hires:** The following new hire was approved on a motion by Olson, seconded by Winter: Madalynn Carroll, Library Asst. I, Willmar
Lacey Gunnels, Library Asst. I, Willmar
Tereasa Kirsch, Library Asst. II, Monte/Milan/Clara City
Cheryl Dale, Library Asst. II, Graceville
Leah Lockwood, Library Asst. II, Ortonville
Teresa Olson, Library Asst. III, Milan

OLD BUSINESS: None

NEW BUSINESS:

1) **2025 Delivery Contract:** Northern Network Express has proposed a new delivery contract effective January 1, 2025. The daily delivery charge will increase from $382 to $467/day with fuel surcharges remaining the same as the previous contract. The new contract was approved on a motion by Jaenisch, seconded by Kling.

DIRECTOR'S UPDATE:

1) **2024-2026 Audit Services**: An RFP for 2024-2026 audit services has been posted. Final date for proposal submission is December 9, 2024. Submitted proposals will be reviewed at the January board meeting.

2) **December meeting:** The Executive/Finance meeting scheduled for December 19th is cancelled as the director will be out on medical leave. The next meeting will be a full board meeting on January 16, 2025.

OTHER: The next board meeting is scheduled for January 16, 2025 @ 7:00 p.m. (Finance Committee @ 6:30) There will be no Executive/Finance meeting in December.

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