

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES
Thursday, August 21, 2025, Willmar Library Multipurpose room

Members present: John Winter, Bill Paterson, Duane Anderson, Eric Rudningen, Scott Peterson, and Greg Thole. Admin Staff on site: Laurie Ortega, Director. Guest: Andrew Bregar, Head librarian, Willmar. Absent: Bill Thyne, Kurt Stranberg, Cheryl VanNoort, Dale Anderson, and Mitch Kling.

Meeting was called to order at 6:00 p.m. by Rudningen. Roll call was taken and a quorum was present.

The agenda was approved on a motion by Thole, seconded by Winter.

Minutes of the July 17, 2025, Executive/Finance Committee were approved on a motion by Paterson, seconded by Duane Anderson.

COMMITTEE REPORTS:

A. Finance Committee:

1) **The July 2025 Financial Report** was approved on a motion by Duane Anderson, seconded by Thole.

2) **Bills and Check Registers** were approved on a motion by Winter, seconded by Paterson.

B. Personnel Committee:

- **New Hires:** The following new hires were approved on a motion by Rudningen, seconded by Peterson: Michelle Thompson, Library Asst. I, Willmar
Cindy Johnson, Multi-Task Service Center Asst., PLS

OLD BUSINESS: None

NEW BUSINESS:

1) **RLTA FY25 final report:** Authorization to sign/submit the FY25 RLTA final report was given on a motion by Paterson, seconded by Duane Anderson.

DIRECTOR'S UPDATE:

A. Proposal requests/Director search: As the director is hoping to retire by the end of this year, requests for proposals have been requested from two search firms, David Drown & Associates (DDA) and Bradbury Miller. Proposals from both have been received and will be shared with the hiring committee for review. A motion was made by Peterson, seconded by Thole, to appoint the Executive Committee to act as the hiring committee. Motion passed unanimously.

B. FY26 e-rate update: Pioneerland has still not received a funding commitment letter from USAC for our FY26 e-rate application. Ortega has been informed that the reason for this is that Willmar Independent School District is under review, including validation of the requested discount level. As our discount % is determined by that of the public school district where the main branch is located (Willmar), once the school's application has committed, the reviewer assigned to PLS's application will be able to complete their review.

C. MN PFML: MN Paid Family & Medical Leave is set to go into effect January 1, 2026. Employers are allowed to offer a state approved, comparable private plan in lieu of participating in the state plan. Ortega has reached out to Met Life and National Life Insurance (NIS) for information on their PFML plans to compare with the state plan. NIS is the current provider of life insurance and voluntary long-term disability plans offered by PLS.

D: MCIT insurance estimate: We have received the estimate from MCIT for 2025 insurance contribution (Property/Casualty/WorkComp) in the amount of \$25,125. This is a \$977 (around 4%) increase over the 2025 contribution. The final invoice for 2026 will be sent at the end of this year.

OTHER: Next board meeting scheduled for October 16, 2025 @ 7:00 p.m. (Finance @ 6:30)
Executive/Finance Meetings: September 18 & November 20 @ 6:00 p.m.

The meeting was adjourned by consensus at 6:40 p.m.

Recording Secretary – Laurie Ortega