

IV.

The January 15, 2004 meeting of the Pioneerland Library System Board was called to order by Chair John Baker at 7:30 pm in the Willmar Public Library Meeting Room. Roll was taken, a quorum announced. Additions to the agenda by Weiberg of #B.5 Central Office lease and #B.6 Computer upgrade information. #C.3. John Houlahan evaluation was added by Vonderharr. Al Clouse motioned to approve the agenda with changes. Second by Dan Reigstad. Carried. Gary Johnson motioned to approve the December 18, 2003 minutes. Second by Jeff Lopez. Carried.

Chair Baker turned the meeting over to Al Maas, the nominating committee chair. Maas called three times for nominations in addition to John Baker for chair. There being none, Maas motioned for a unanimous ballot for Baker as chair. Second by Amy Wilde. Carried. Maas called three times for nominations in addition to Garrison Hale as Vice Chair. There being none, Maas motioned for a unanimous ballot for Hale as Vice Chair. Second by Al Clouse. Carried. Maas called three times for nominations in addition to Stacey Schuette for Secretary. There being none, Maas motioned for a unanimous ballot for Schuette as Secretary. Second by Jeff Lopez. Carried. Maas called three times for nominations in addition to Al Clouse as Treasurer. There being none, Maas motioned for a unanimous ballot for Clouse as Treasurer. Second by Amy Wilde. Carried. Maas called three times for nominations in addition to Eric Weiberg as Finance Chair. There being none, Maas motioned for a unanimous ballot for Weiberg as Finance Chair. Second by Joan Reckdahl. Carried. Maas turned the meeting over to Chair Baker.

The board has received a committee preference form and should turn it in today as the Executive committee will use them in committee selection. Let Kathy Matson know if you want to change how you get your meeting notes. The Glencoe Public Library has its 100th anniversary open house on January 18 from 2 - 4 pm.

Eric Weiberg presented for the Finance Committee. The December 2003 Financial report has not been audited yet. Weiberg motioned to approve the preliminary December 2003 Financial report. Second by Jeff Lopez. Carried. Weiberg motioned to approve the Bills and Check Registers. Second by Al Clouse. Carried. Weiberg motioned to change the mileage reimbursement to \$.375 per mile. Second by Garrison Hale. Discussion. This is the current federal rate that our bylaws stipulate we follow. Carried. Weiberg motioned to approve the transfers of funds and interest re-allocation. Second by Reigstad. Carried. These funds were divided by ratio to the individual library funds. Part of this was for the Mardag project to cover library staff time. PLS's existing lease is good through 9/05. We have requested to extend the lease through 12/06 at the same rate with the following five years to have a 3% rate increase. Agreement could be cancelled with a six month notice to the county. Weiberg motioned to approve the new lease for Pioneerland space in the Willmar Public Library building. Second by Garrison Hale. Carried. Al Clouse presented information on new computer pricing and costs libraries should be looking at to replace old computers with ones that will be compatible with the new circulation system. Discussion followed.

Ivey Vonderharr presented for the Personnel committee. Vonderharr motioned to approve the new hire of Lynne Palm in Willmar and Wendi Garberich in Lake Lillian. Second by Dan Reigstad. Carried. There are as of yet no bids for the 2004 awards banquet. The banquet will be held on the third Thursday in April. We need to appoint a committee to do the Director's evaluation. Vonderharr motioned that the Chair select the committee. Second by Hale. Carried.

Garrison Hale presented for the Negotiating and Labor Management committees. There was a training session to orient members on interest based bargaining. The plan is to continue negotiations in the normal manner. Next meeting is Jan. 21 at 5 pm. We need a co-chair for each side. Hale motioned to select Al Clouse as labor management's co-chair. Second by Vern Silvernale. Carried.

Mary Huesing presented for the Technology Committee. Huesing motioned to accept and send the Request for Proposal for the new circulation software. Second by Dan Reigstad. Carried. Discussion.

There was no old business.

New Business. Feb. 12 is legislation day. If you are interested, let Kathy know and she will register you and make appointments with your legislator.

There is a Policy Committee meeting Tuesday, Jan. 20 at 6:30 pm. Willmar board members to meet after this meeting. Personnel members to meet after this meeting.

Al Clouse called for the meeting to adjourn. The meeting was adjourned by Chair Baker at 8:30 pm
Stacey Schuette
Secretary

5/2/01

Subject: Library Minutes

Date: Mon, 26 Jan 2004 21:07:33 -0600

From: "Newton Potter" <newt@hutchtel.net>

To: "Mary Henke" <mary@hutchinson.lib.mn.us>

Minutes

Hutchinson Public Library
January 26, 2004

Members present: Connie Lambert, Larry Ladd, Newt Potter, Mary Henke, Librarian
Members absent: Kay Johnson, Kay Peterson, Julie Jensen, John Hassenger

The meeting was called to order by President Connie Lambert. The minutes of the November 17 meeting were reviewed and approved.

Reports

Pioneer Land - John Sandberg reporting

New officers for the coming year have been elected.

Office space has been leased through year 2011.

A work shop was held on shop and labor management.

Pioneer Land is in the process of upgrading computers.

At the next meeting Jack will explain the Pioneer Land financial situation.

Meeting of county commissioners and Librarians.

Meeting was held Dec. 16 at the Hutchinson Library. Each of the county librarians gave a report of library activities.

Old Business

Restoration update

A. Heating, ventilating, and air conditioning is almost complete. Cost \$54,000

B. Discussion about replacing entry lights to match the rest of the library decor. Price of lights from Quade's seems to be excessive. Will continue to search for other suppliers.

New computers

Five of eight new computers are installed. Discussion about how to inform public about new computers.

100th Anniversary of Library - June 22, 2004

Work is progressing.

New Business

Pioneer Land Awards Banquet. Thursday April 15.

A motion was made by L.Ladd and seconded by N. Potter to host the banquet. Motion passed.

The banquet will be held at the Peace Center. Mary and Connie will work on arrangement. Newt will provide some door prizes. Entertainment will be provided.

Legislative Day - Thursday, Feb. 12.

Mary is planning to attend. If anyone else would like to go, contact Mary.

Entry and lobby floor mats.

Looked at some samples of mats. Cost \$290. Mary will take care of the purchase.

Next meeting: February 23 - 4:30

Meeting adjourned - 5:33

Newt Potter, Secretary

PIONEERLAND LIBRARY SYSTEM
OFFICIAL PROCEEDINGS

MINUTES OF THE BOARD MEETING
THURSDAY, FEBRUARY 19, 2004 AT 7:30 P.M.

Pursuant to due call and notice thereof, a regular meeting of the Pioneerland Library System Board was called to order at 7:30 p.m. by Chair John Baker on Thursday, February 19, 2004 at 7:30 p.m. in the Willmar Public Library Building Multipurpose Room, Willmar, MN. Roll call was taken and the Chair Baker announced a quorum was present.

Chair Baker requested approval of the agenda subject to additions/deletions: Board members requested the following additions: V. Committee Reports, B. Finance Committee: 5. Clarkfield Library Agreement, 6. Technology Plan Status Report; C. Personnel Committee: 2. Director's Evaluation - status, 3. Health Insurance - status;. Silvermale motioned approval of the agenda as presented with amended additions, seconded by Clouse. Motion carried.

Board member Reigstad moved for the approval of the January 15, 2004 minutes, seconded by Shuck. Motion carried.

Chair Baker moved to a presentation by Barbara Carlson, Development Officer representing the Central Minnesota Community Foundation. Ms. Carlson's presentation was to help people and organizations in making a difference. The foundation fulfills its role by facilitating charitable giving, initiating responses to targeted needs, and building permanent funds for the support of charities both in our region and beyond. Pioneerland Library System committees during 2003 decided they wanted to have option(s) and opportunities for the local libraries to raise money and invest it to build a source of funds outside the usual channels for sustaining a viable local library. Examples would be "Friends of the Library" holding fund raisers and seeking long term pledge donations. The Community Foundation would be one resource where a local library would be able to place their funds with professional investment guidance and management.

Vice Chair Hale opened discussion on the PLS Committee Appointments for 2004. Hale explained that the Executive Committee considered committee assignments based on the requirements of the PLS Bylaws, geographic representation and choices turned in by the members. He went on to mention that every effort was made to ensure that the PLS voting membership was involved on a committee. Hale informed the membership that the Executive Board realigned some of the Committees to more accurately reflect the needs of PLS for 2004. The committees would be: Finance, Personnel, Policy, Technology, Nominating, Ad Hoc Committee on Financial Future/Strategic Planning, Grant and the S.A.M.M.I.E. Governing Board. Chair Baker called for the wishes of the board.

Board member G. Johnson moved to acknowledge and receive the PLS "Committee Appointments for 2004" as appointed by the PLS Executive Committee and Chair, seconded by Weiberg. Motion carried.

Finance Committee Chair Weiberg presented for the Finance Committee. Weiberg motioned to accept the January 2004 Financial Report, seconded by Lopez. Motion carried. A motion was made by Weiberg to accept the Bills and Check Register as presented, seconded by Reckdahl. Motion carried. A motion was made by Weiberg, to authorize the use of reserves in the amount of \$2,700 for the purchase of computers for the Granite Falls Library, seconded by Rotunda. Motion carried.

Finance Chair Weiberg moved to a discussion on the need to consider depository signatures. Weiberg read an interim policy resolution on "Depositories Signatures" where the chair or vice chair signs checks on the top line and the treasurer or secretary signs on the bottom line. A motion was made by Hale to adopt an interim policy on a "Resolution For The Establishment Of The Depository Signatures," and refer the interim policy to the Board Policy Committee for formalization into a board policy, seconded by Lopez. Motion carried.

Weiberg reviewed the 2004 City of Clarkfield (not a PLS member) contractual "Agreement" to provide library services to Yellow Medicine County rural residents. A motion was made by Weiberg to authorize a "2004 Contract For Reimbursement For Services Rendered To Pioneerland [Clarkfield]," seconded by Reigstad. Motion carried.

Chair Weiberg requested Asst. Library Director Matson brief the board on "Technology Plan Status Report." Kathy Matson explained that the State of Minnesota needed PLS's interim report before the March 2004 regular meeting. A motion was made by Weiberg to approve and submit the "Technology Plan Status Report February 19, 2004," seconded by Beck. Motion carried.

Chair Baker moved to the Personnel Committee and called on Jack Sandberg of Hutchinson to discuss the "Awards Dinner" scheduled for Thursday, April 15, 2004 at the Peace Center in Hutchinson, MN.

Chair Weiberg requested Asst. Library Director Matson brief the board on "Technology Plan Status Report." Kathy Matson explained that the State of Minnesota needed PLS's interim report before the March 2004 regular meeting. A motion was made by Weiberg to approve and submit the "Technology Plan Status Report February 19, 2004," seconded by Beck. Motion carried.

Chair Baker moved to the Personnel Committee and called on Jack Sandberg of Hutchinson to discuss the "Awards Dinner" scheduled for Thursday, April 15, 2004 at the Peace Center in Hutchinson, MN.

Chair Baker asked if there was any **Other Business**. Hearing none.

Chair Baker declared the meeting adjourned at 8:45 p.m.

Chair Baker reminded the board that the next meeting would be held 7:30 p.m. Thursday, March 18, 2004 in the Willmar Public Library Building Multipurpose Room, Willmar, MN.

Garrison Hale
Secretary

Minutes
Hutchinson Public Library Board
February 23, 2004

Members present: Connie Lambert, Larry Ladd, Newt Potter, Kay Johnson, Julie Jensen, John Hassinger, and Mary Henke, Librarian

Members absent: Kay Peterson

The meeting was called to order by President Connie Lambert. The minutes of the January 26th meeting were reviewed and approved.

Reports:

Pioneerland Library System Jack Sandberg, our PLS board member, gave a report. He serves on two PLS committees, the Technology Committee and the Ad Hoc Committee on Financial Future/Strategic Planning. Policy changes are being worked on and he illustrated the way they work. PLS is evaluating the value of joining with Central Minnesota Community Foundation in St. Cloud. John passed out comparison PLS budgets from years 2002, 2003, and 2004 so board could see changes in line items. John indicated all libraries in the system are encouraged to have a 3 months reserve. Finally, John reported that cost controls are being evaluated and that health insurance is a major concern.

Legislative Day on Hill Mary attended the session and met with two legislators, Rep. Scott Newman and Sen. Steve Dille.

Old Business:

Restoration Update Mary gave an update on the HVAC work and the consideration of lighting fixtures in the entrance area.

New Computers 9 of the 10 computers are in place. They have been donated by I. J. Burich Family Foundation and Twice is Nice. Publicity will be developed for each organization separately.

100th Anniversary Julie Jensen reported all is going well. The bookmarks are nearly completed, speakers are being lined up, and invitations are in development. A request for financial help for the 100th celebration has been sent to 3M and we are awaiting a reply.

PLS Annual Awards Banquet Plans are in progress. It will be held April 15th at the Peace Center. Kay Johnson will be the speaker. Newt Potter is providing some of the door prizes.

New Business:

National Library Week, April 19-23 Because of all the events in the planning stages, things will be kept simple. Larry suggested asking Sherry Lund about having an event aimed at the children.

Next meeting: March 22, 2004 at 4:30 p.m.

Meeting adjourned.

John Hassinger, Secretary

PIONEERLAND LIBRARY SYSTEM BOARD MEETING
March 18, 2004

The March 18 2004 meeting of the Pioneerland Library System board was called to order at 7:30 pm in the Willmar Public Library meeting room by Chair John Baker. Roll was passed and a quorum announced. Guests are Dave Lauritsen, the head librarian of the Montevideo library and Sue Hilgert, the head librarian of the Olivia library.

Eric Weiberg added VI.A.5 Capitalization Policy change to agenda. John Baker noted that the SAMMIE governing board item VIII.A.1. is information, not action. 2 members are going off the SAMMIE board. Let John or Kathy know if you are interested in going on. **Garrison Hale motioned to approve the agenda as changed. Second by Al Clouse. Carried.** The executive board members are to meet after the meeting to set up a meeting time. **Al Clouse motioned to approve the February 19, 2003 minutes. Second by Vern Silvernale. Carried.** Scott Van Buren from Westberg Eischens & Van Buren presented on the 2003 audit. The auditors gave PLS a clean opinion on the audit. He also explained items in the audit. There will be changes in the future due to the implementation of a new accounting procedure by PLS that brings public sector audits more in line with commercial auditing procedures. There were questions from the board and discussion. Approval on the audit will be requested at the April meeting of the board.

Eric Weiberg presented for the Finance Committee. **Weiberg motioned to accept the Feb. 04 financial report. Second by Jack Johnson. Carried. Weiberg motioned to approve the Bills and Check registers. Second by Al Clouse. Carried.** Due to Kathy retiring this summer, we need to transfer the certification database funds to another system as Kathy has, to date administered the database. The funds are to be transferred to Arrowhead Library System. These are State monies PLS gets for hosting the Volunteer librarian certification program and PLS will not have the staff after Kathy leaves. **Weiberg motioned to approve the transfer of the funds to Arrowhead. Second by Herb Rotunda. Carried. Weiberg motioned to approve the MN Public Library Report 2003. Second by Les Potas. Carried.** This is an annual statistical report all library systems must file. **Weiberg motioned to increase capitalization items to \$1500 from \$500 for depreciation to cover new computer cost. Second by Vern Silvernale. Carried.**

Ivey Vonderharr presented for the Personnel Committee. She requested that everyone get their Hall of Fame nominations in to the committee ASAP. The banquet will be held April 15 in Hutchinson.

Garrison Hale presented for the Negotiation. Negotiation committee needs to meet after current meeting to set a meeting date. The draft should be done by April. The group had discussed a number of topics including Health Insurance, Salary Schedule, Overtime, Longevity and Re-Certification/Renewal. There has also been a request that the meetings be in the evening rather than during the day. Dir. Houlahan queried whether the board would need to hold a special meeting after April 15th to approve the draft. At this time doesn't appear to be necessary.

Jeff Lopez presented for Labor Management. This committee would also like to meet during evenings rather than the day. Sue Hilgert speaking for the librarians agreed. The committee is reviewing the Labor Management By-laws and will discuss the make-up of committees.

Garrison Hale presented for the Director's Evaluation ad hoc committee. Issues that came up were setting goals and objectives and how to handle them and the re-distribution of work after Kathy leaves.

There was no old Business.

Al Clouse explained the SAMMIE Board. He and Herb Rotunda have terms expiring and we need two new members by June. The executive committee will choose new members by that board meeting. State Library Development Services (LDS) also has openings for representatives from our area. This service manages the federal dollars given for state library systems. The Advisory council meets 4 times per year and we need to recommend names for selection. Gary Johnson nominated Vern Silvernale and Al Clouse nominated Garrison Hale. Nominations ceased. **Ivey Vonderharr motioned to submit both names to LDS. Second by Al Clouse. Carried.**

Dir. Houlahan presented the director's report. Kathy's official retirement date is June 30, 2004. At the director's meeting, the topic of oaths of office for board members came up. There was some discussion on this. We will check with several attorneys for opinions. There is a Libraries are Essential grant writing workshop on March 24 if anyone is interested.

Personnel Committee will meet 3/30/04 at 5:30. The executive committee will meet 4/22/04 at 6:30. The labor management committee set a tentative date of 4/27 at 6:30.

Weiberg motioned to adjourn, Second by Jeff Lopez. The meeting adjourned at 8:40.

Stacey Schuette
Secretary

Mary Henke

From: "Newton Potter" <newt@hutchtel.net>
 To: "Mary Henke" <mary@hutchinson.lib.mn.us>
 Sent: Wednesday, March 24, 2004 9:01 PM
 Subject: Library minutes

Minutes

Hutchinson Public Library

March 22, 2004

Members present: Julie Jensen, Kay Johnson, Kay Peterson, Larry Ladd, Newt Potter, Connie Lambert, librarian Mary Henke

Members absent: John Hassinger

The meeting was called to order by President Connie Lambert. The minutes of the February 22 were reviewed and approved.

Old Business

1. Building restoration - Mary reporting

Work continues

Work will begin on landscaping in May

2. Computers

All new computers are in place

Computers have been funded by the I. J. Burich Family Foundation

An article will appear in the Hutchinson Leader to recognize and thank the foundation

3. PLS Banquet

The banquet will be Thursday April 15.

Viewed and approved the invitations

Board members should RSVP to Mary by April 8

Cogley sisters will entertain with medley of music

Kay Johnson will speak - Bridging the Information Gap

Kay Peterson and Julie Jensen will help with registration table

Guides will be available in various areas of the Library to describe the restoration

The menu is still unchosen

3M has donated a variety of tapes for door prizes

4. 100th Anniversary Celebration

Tuesday, June 22

3M will donate up to \$500 to help with costs

1,000 book marks are being printed by the Crow River Press

Overall planning is moving forward. Most big things in place

Invitations still in planning stage.

Invitations will be sent out about one month before the event

3/25/2004

5(a)2

The April 15, 2004 meeting of the Pioneerland Library System Board was called to order at 7:30 pm at Peace Lutheran Church meeting room in Hutchinson by Chair John Baker. A quorum was announced. There were modifications to the agenda. Garrison Hale moved V.A.4. to V.C. Appointment of Negotiation Committee alternates. Garrison Hale motioned to approve the amended agenda. Second by Eric Weiberg. Carried. Vern Silvernale motioned to approve the March 18, 2004 minutes. Second by Ivey Vonderharr. Carried.

Eric Weiberg presented for the Finance Committee. Weiberg motioned to approve the March 2004 financial report. Second by Dan Reigstad. Carried. Weiberg motioned to approve the bills and check registers. Second by Jeff Lopez. Carried. Weiberg motioned to approve the 2003 audit. Second by Garrison Hale. Carried.

Ivey Vonderharr presented for the Personnel Committee. Vonderharr motioned to approve the new hire of Carol Chester at Madison. Second by Al Clouse. Carried.

Garrison Hale presented for the Negotiation Committee. Hale motion to appoint Al Clouse as an alternate and Kathy Matson to back up Director Houlahan. Second by Vern Silvernale. Carried.

There was no old business.

There was no new business.

John Houlahan presented the Director's report, welcoming all to our 7th Annual Award Night and thanking the committees that sponsored the event as well as the city of Hutchinson and the Hutchinson Library. He also noted that we have 4 libraries that are having centennial years as well as building or remodeling recently or in the near future. These are Willmar, Hutchinson, Litchfield and Glencoe. The Director recognized the six staff members with 15 years at PLS. They are Anne Ellefson at Dawson, Jola Johnson at Hector, Carolyn Kvidera at Ortonville, Villa Lippert at Lake Lillian/Raymond, Deb Moe at the Service Center and Marion Nordin at Willmar.

The formal meeting was concluded and turned over to Ivey Vonderharr for the awards portion of the meeting.

Stacey Schuette
Secretary

Minutes
Hutchinson Library Board Meeting
April 27, 2004

Present: Kay Johnson, Julie Jensen, John Hassinger, Mary Henke (Librarian), Newt Potter, Larry Ladd, and Connie Lambert

Absent: Kay Peterson

The meeting was called to order by Julie Jensen, Vice-President. Minutes from the last meeting were reviewed and approved.

Reports:

1. Report on Pioneerland Library System Banquet on April 15, 2004
The program was successful with many positive comments. Many toured the library prior to the banquet.
2. Meeting between McLeod Co. Commissioners/Libraries
Budget presentation to county commissioners is scheduled for May 4, 2004 at 10:30 a.m. at the County Courthouse in Glencoe. Library will request a 3% increase for 2005.

Old Business:

1. Building Restoration
 - A. Reshingling is being considered for roof on original part of library in Fall, 2004
 - B. The fountain is being built and on schedule for completion by 100th anniversary.
 - C. Consideration is being given to putting planters around library grounds. Library Board is in agreement for placing of planters around Library Square.
2. 100th Anniversary Committee Report
All is proceeding. Bookmarks are complete. Invitations are to be mailed the end of May.
3. Julie Jensen and John Hassinger have been reappointed to the Library Board.
4. Need to take a look at the concept of community forums.

New Business:

1. Archie Kucera has resigned effective June 1. A job description is developed. Recognition is to be planned with the City.
2. Election of Officers The following slate of officers was elected.

President:	Connie Lambert
Vice-President	Julie Jensen
Co-Secretaries	John Hassinger and Newt Potter.
3. Work is being done on gathering portraits of the six people who have served as Librarians.
5. Donations of past month to the "Celebrating 100 Years" Book Drive have ranged from \$6.00 to \$500.00.

Next meeting is scheduled for May 24 at 4:30 p.m.
Meeting adjourned.

John Hassinger, Secretary

Minutes
Hutchinson Public Library Board Meeting
May 24, 2004

Present: Larry Ladd, Julie Jensen, John Hassinger, Mary Henke (Librarian), Connie Lambert and Kay Peterson

Absent: Kay Johnson and Newt Potter

The meeting was called to order by President Connie Lambert. The minutes of the April Board meeting were reviewed and approved.

Reports: Pioneerland Library System Board Meeting on May 20 was reviewed by Mary Henke from information received by Kathy Matson, Assistant Director. The automation project is moving ahead with a consultant being hired. Grants for automation are being applied for to handle cost. PLS Board continues to explore foundation possibilities.

Old Business:

1. Building Restoration
 - A. Heating, air conditioning and cooling system controls continue to be adjusted
 - B. Buying an extractor to clean the carpet at a cost of \$2,700 and a life of 10 years
 - B. Fountain on schedule for completion before 100th anniversary
2. 100th Anniversary Committee Report
 - A. Invitations are being sent
 - B. Program being worked on
 - C. Display case is developed
3. Update on Retirement Party for Archie Kucera—will be held at Library at end of day with date to be determined
4. Librarians' Portraits—Pictures are being located. This project will be developed more fully, following the 100th anniversary celebration.
5. Community Forums—Board members are encouraged to think of possible topics. Mary will explore what other libraries are doing.

New Business:

1. Summer Reading Program—Sherry Lund presented plans for the program. The theme will be "Tracking It Down at Your Library". She is planning for up to 300 participants.
2. Donations of \$1,439.45 received for April of 2004.

No meeting scheduled for June unless need arises. Next scheduled meeting will be July 26, 2004 at 4:30 p.m.

Meeting adjourned.

John Hassinger, Secretary

The June 17, 2004 meeting of the Pioneerland Library system in the Willmar Public Library Meeting Room was preceded by a dinner honoring Kathy Matson, who is retiring from her position as Assistant Director of the PLS. As a thank you, Chair John Baker presented Kathy with a gift of money from the board members.

Chair Baker called the meeting to order at 7:15 pm. A quorum was present. He appointed Joan Reckdahl as secretary pro tem. Zeth Lietzan, an intern working on automation and Latino outreach projects, was introduced. Chair Baker also recognized two head librarians, who were there as union representatives, Pat Cina from Benson and Fay Helms from Kerkhoven. He also welcomed two new board members, Barbara Jean Nelson of Benson and Angie Larson of Ortonville.

After two additions and a change in the order of the agenda, it was approved in a motion by Jeff Lopez, second by Dan Reigstad. Vern Silvernale / Eric Weiberg moved to approve the May minutes. Motion passed.

Garrison Hale introduced three representatives from the Southwest Central Service Co-op, a health insurance pool with Blue Cross being the insurance provider at the present time. Richard Ford presented documents comparing the benefits of the plan PLS presently has (PEIP 15/100) with the benefits of AG W / COPAY (Blue Cross). He also distributed sheets showing the costs of the various plans from both providers. Vern Silvernale moved that we join the Co-op effective August 1, 2004. And accept the bid for \$15/100% (Health Plan #4) through 12-31-05. Dean Schuck seconded. Motion passed. Garrison Hale moved to make a formal cancellation of our previous medical plan effective July 31, 2004. Second by Vern Silvernale. Motion passed. Garrison Hale moved to appoint Director John Houlahan as our official representative to the Co-op board. Paul Setzepfandt seconded. Motion passed.

Garrison Hale, for the Personnel Committee, moved to authorize the employment of Dustin Streich in Madison and Iva Lou Gillespie in Graceville. Second by Dean Schuck. Motion passed.

Volunteers were requested to fill the vacancy in the Personnel Committee caused by the resignation of Lowell Ueland. Sarah Groves-Speece volunteered, and her nomination was seconded by Herb Rotunda and approved by a vote of the board.

Eric Weiberg, speaking for the Finance Committee, moved approval of the May, 2004, financial report. Amy Wilde seconded. Motion passed.

Weiberg also moved to pay bills and approve the check register as presented. Jeff Lopez seconded. Motion passed.

Weiberg moved that we approve the West Central Co-op Delivery Service Contract. Seconded by Dan Reigstad. Motion passed.

Weiberg also moved that we approve the revised 2004 budget. Amy Wilde seconded. Motion passed. On a request from Neva Kamrath, future orientation meetings for new board members will be open to present board members who desire a refresher course on the PLS budget.

Weiberg moved, Barbara Jean Nelson seconded, approval of the PLS 2005 budget, which recommends an average increase of 3% for each signatory, Motion passed.

Weiberg moved approval of the Regional Library Basic Support Program (RLBSS) Fiscal Year 2005. Garrison Hale seconded. Motion passed.

Weiberg moved approval of the Position Description of Administrative Specialist, a part-time replacement for some of Kathy Matson's duties. Seconded by Diane Beck. Motion passed.

Weiberg moved that the PLS board pay for the meals of board members at the annual awards night dinner held in April. Second by Garrison Hale. Motion passed.

Garrison Hale, speaking for the Negotiations Committee, summarized the health insurance issues per the negotiations contract. He also said that it would be necessary to have a full board meeting in July to consider the new employee/employer contract.

Chair Baker appointed the following board members to an ad hoc committee on library goals: Neva Kamrath, Mary Huesing, Stacey Schuette, Garrison Hale, and Dean Schuck. Vern Silvernale moved, Angie Larson seconded, approval of the committee membership.

Garrison Hale reported on the Performance Evaluation of the PLS director. The director's performance exceeded expectations in most areas (e.g. Communications, Public Relations, Planning, Human Relations). Hale recommended a three-year Strategic Plan including goals for the library system and for the library director. This would help in the process of evaluation. Hale also recommended that the director should meet with the evaluation committee.

In the Director's Report, John Houlahan reported a good recovery from surgery to donate a kidney.

Our next full board meeting will be held July 22. Vern Silvernale / Garrison Hale moved adjournment. Motion passed.

Respectfully submitted,
Joan Reckdahl, Secretary Pro Tem

5(a)1

The July 22 2004 meeting of the Pioneerland Liary System Board was called to order by Vice Chair Garrison Hale at 7:35 pm in the Willmar Public Library Meeting Room. We have a quorum. Guests present are Villa Lippert and Cindi Hendrixx. Eric Weiberg added V.A.5 RLTA, V.A..6 Litchfield Designated Book fund and V.A.7 MN Library Assoc. Conference and C. Non-union health benefits and Union health benefits. **Dean Shuck motioned to approve the agenda as amended. Second by Amy Wilde. Carried. Jeff Lozez motioned to approve the June 17, 2004 minutes. Second by Dan Reigstad. Carried.**

Eric Weiberg presented for the Finance Committee. **Weiberg motioned to approve the June 2004 Financial report. Second by Jeff Lopez. Carried. Weiberg motioned to approve the bills and check register. Second by Al Clouse. Carried.** Garrison Hale presented information on the new budget process. **Weiberg motioned to approve the renewal of the Ridgewater College/PLS work study agreement. Second by Gary Johnson. Carried.** In this agreement, PLS hires a student from that institute and pays 25% of their wages, the balance coming from the college. We are in the 3rd year of the 5 year RLTA grant which funds our telecommunications. **Weiberg motioned to approve the RLTA grant for 2004-2005. Second by Al Clouse. Carried.** Discussion followed. **Weiberg motioned to establish the Litchfield Designated Book Fund. Second by Pam Dille. Carried.** This fund is from Litchfield dollars. The MN Library Association Conference will be in October in Duluth. **Weiberg motioned to approve attendance by Director Houlahan and one other staff member. Second by Dean Shuck. Carried.** Mary Millard will be the other attendee.

Garrison Hale presented for the Ne gotiation Committee. He described the process of fine-tuning the union agreement from 2003 to 2004-2005. The current contract seniority list Appendix B last line is changed to read Local 1826, not 1836. This document goes with the main union contract document for approval. Hale reviewed the changes from last year to present and went over the health care options allowed by the new contract. **Dean Shuck motioned to accept the new contract. Second by Vern Silvernale. Carried.** The librarians present informed the board that the union has also voted to accept the contract. Eric Weiberg explained how MSA (insurance) accounts work and the need for the non-union employees to have the same health insurance plan as the union employees. There is also a need to put the non-union employees on approximately the same pay scale as the union employees in order to comply with pay equity. **Ivey Vonderharr motioned to approve a \$.63/hr (the rate can vary slightly depending on placement on salary schedule) increase through 2005 for non-union employees plus the same health benefits as union employees on contract for 2004 - 2005. Second by Paul Setzepandt. Carried.** There will be no step increases with this new wage. And it will be retroactive to Jan. '04 as is the Union contract.

Director Houlahan said that we have a candidate for head librarian in Willmar who will be starting August 2nd. **Ivey Vonderharr motioned to approve the appointment of Laurie Ortega as head Librarian in Willmar. Second by Dan Reigstad. Carried.** There was some discussion on board attendance. Director Houlahan introduced Mary Millard to the board. Mary is currently working on a grant and will continue to do this work and take over a number of Kathy's duties.

Stacey Schuette presented for the Ad Hoc Goals/Evaluation committee. Reviewed the direction the committee plans to go regarding evaluation of the director and the board and presented some areas of importance that need to be addressed.

Old Business. Amy Wilde mentioned that some of the libraries may need to adjust their budgets to accommodate the new wages. Dean Shuck had some questions on the new trustee orientation and whether not so new members can get more training on how the budget works. Director Houlahan will tentatively plan to have the next orientation before the 9/16 board meeting and divide this into segments such as systems, automation, history, Interlibrary loan and budgets. Anyone who wishes could attend any of these segments.

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New Business - We have a Thank You card from Kathy Matson for her retirement gift. Director Houlahan presented the Director's report. We have a new commissioner of Education Alice Seagren who is supportive of libraries. There is also a State library meeting next week where directors will discuss the possible restructuring of regional libraries.

Other - Question as to whether gifts can be designated for a particular item. Consensus of the board is that they can but PLS prefers this be more flexible to meet library needs. There will be no regular board meeting in August. There will be a joint Executive Board/Finance committee meeting instead at 7:00 pm.

Dean Shuck motioned to adjourn. Second by Eric Weiberg. Meeting adjourned at 8:45 pm.

Stacey Schuette

Secretary

5/2/1

Minutes
Hutchinson Library Board Meeting
July 26, 2004

Members Present: Kay Johnson, John Hassinger, Kay Peterson, Larry Ladd, Julie Jensen, Connie Lambert, Newt Potter, and Mary Henke (Librarian)

The meeting was called to order by Connie Lambert, President. Minutes from the last meeting were reviewed and approved.

Reports:

1. Pioneer Land Library System board meeting, Jack Sandberg reporting. Pioneer Land budget preparation is delayed so the work will mesh with the cities budget work. There was discussion about a gift to the Litchfield Library. Can a gift be kept for a single library? Discussion about the possible use of Ridge Water College students at the Willmar Library. The Union contract has been settled to the end of 2005. John Houlihan shared information about the state library system. The system could be made to be more efficient.

Old Business:

1. Wrap up of the 100th anniversary celebration. A record of pictures will be made and kept for posterity. The event was completed within budget. A total of \$469 was spent and many donations were received. Thank you notes will be sent to people who donated items. One hundred thirty two books have been purchased with donated funds (\$2429.77).
2. Archie Kucera's retirement party. City will pick up cost for cake and beverage. The party was 2:30 to 4:30 on July 28 in the library meeting room.
3. Portraits of Librarians. A search is on looking for pictures of former librarians. A story will be placed in the Leader to help in the search.
4. Community Forums. Looking for suggestions for forums. Possible topics: Hutchinson's 150th anniversary, internet workshop, candidates forum, history of presidential elections. Committee for forums: Kay Johnson, John Hassinger, Newt Potter

New Business

1. No new business

Next meeting: Will skip August meeting unless something arises that needs attention. Next meeting - September 27

Meeting adjourned 5:35

Newt Potter, Secretary

Minutes

Hutchinson Library Board Minutes

Sept. 27 2004

Members Present: John Hassinger, Connie Lambert, Kay Johnson, Newt Potter, and Mary Henke(Librarian)

Members Absent: Julie Jensen, Larry Ladd

The meeting was called to order by Connie Lambert, President. Minutes from the last meeting were reviewed and approved.

Reports:

1. Pioneerland Library System board meeting, Mary Henke reporting for Jack Sandberg. There was a report on grant related accomplishments of the past year. Labor/management - A clerical error led to the overpayment of employees and created some hard feelings. Pioneerland might agree to help employees by setting up a medical savings account.

John Houlihan is visiting libraries to help with fiscal matters. There is continued discussion of the future of regional library systems.

Old Business:

1. Portraits of Librarians. Action tabled until next month.

2. Community Forums. The committee is continuing to collect information. Most likely will do something in 2005 about the Hutchinson family. The format of the forums is leaning more towards education rather than entertainment.

3. Budget for 2005. The city has not asked the Library to make cuts.

4. Building restoration. Reviewed the things that have been done. Some reshingling is taking place on part of the roof. The entry light is still a concern and is being looked at.

New Business:

1. Children's Librarian Sherry Lund reported on the summer reading program. The theme was "Track it Down". Three hundred fifty two children registered for the program and this was 30 more than last year. Local business gave very good support. Sherry is gearing up for fall programs. The Library would like to encourage increased use by Spanish families.

2. Reappointment of Jack Sandberg to Pioneerland Library board. The appointment is made by the City Council. On a motion by John Hassinger

and seconded by Kay Johnson the board recommends the approval of John Sandberg.

Next meeting: Oct.25, 2004

Meeting adjourned at 5:09

Newt Potter, Secretary

The November 18, 2004 meeting of the Pioneerland Library System board was called to order in the Willmar Public Library meeting room by Chair John Baker at 7:30 pm. A quorum was announced. This will be the last full board meeting for the year. Guests are Sue Hilgert, Olivia Head Librarian, Shirley Schulte, Bird Island Head Librarian, Jean Clark for Central Processing, Cindi Hendrix, Appleton Head Librarian, Mary Millard from the central office, Pat Brown who will be replacing Al Clouse representing Olivia and Ron Anthony who will be replacing Gary Johnson representing Yellow Medicine County. There are 7 board members whose terms are up at the end of this year. They are Gary Johnson, Ivey Vonderharr, Al Clouse, Al Maas, Jim Schueller, Mary Huesing and Herb Rotunda. Thanks to all of them for their years of service.

Al Clouse added V.A.11. Canby Migration Budget and V.A. 12 Ken Parker Donation to the agenda. Director Houlahan added V111.E. April '05 Awards meeting. **Garrison Hale motioned to approve the agenda as amended. Second by Gary Johnson. Carried.** There was a brief discussion on the Oct. 21'04 minutes. Ivey Vonderharr motioned to approve the Oct 21, 2004 minutes. **Second by Dan Reigstad. Carried.**

Al Clouse presented for the Finance Committee.

Clouse motioned to approve the Oct 2004 financial Report. Second by Gary Johnson. Brief discussion. Carried. Clouse motioned to accept the October 2004 bills and check registers. Second by Neva Kamrath. Carried. We are in the process of working on the Appleton Prison Contract. They must have a qualified librarian review their services. We will charge a fee for this. Cindi Hendrix is working on a phased approach to the prison services from the Appleton Library and Pioneerland. There was some discussion on this phased approach. Phase 1 would limit the Prison to 1 library card with a maximum of 100 concurrent loans. ILL not to be from outside PLS. **Garrison Hale motioned to implement Phase 1 along with the director's service contract of \$500 for the year on Jan. 1, 2005 Phase 1 to run the entire year of 2005. Second by Dan Reigstad. Discussion. Carried.** Director Houlahan presented information on the 2004, 2005 budgets. These will go before the Executive/Finance committees for approval in December. For Local budget detail information, see John. He also reviewed briefly the automation budget. See him with questions. There was discussion as to dispersal of \$5661 extra from Granite Falls. This can be used toward capital expenses. These dollars are to relieve 2004 financial issues and continue into 2005. **Al Clouse motioned to accept the extra dollars from Granite Falls to be used to be used toward capital expenses with the offsetting dollars going toward their operation expenses. Second by Amy Wilde. Discussion. This plan has already been approved by the auditors. Carried. Al Clouse motioned to approve a trial run book selling agreement with E-Bay. Second by Gary Johnson. Carried. Al Clouse motioned to approve the new Library Size Criteria. Second by Garrison Hale. Discussion. The new criteria is adjusted for inflation and includes combination of 2 libraries within the criteria. Carried. Garrison Hale motioned to deny librarians reimbursement out of Pioneerland funds for LMC meeting milage. Second by Vern Silvernale. Discussion. Generally, in these situations, the union is responsible for their own costs, not the employer. Carried with 15 yes, 5 no. Al Clouse motioned to accept the entire \$11,000 SAMMIE grant for the Canby migration in one year rather that split over 2 years. Second by Gary Johnson. Carried. Al Clouse motioned to accept a donation from Ken Parker to the Willmar Library of \$25,000 with the interest to be used for the library needs. Second by Ivey Vonderharr. Carried.** The Board also wished to recognize Ken and/or his generosity and publish this in area papers with his consent.

Ivey Vonderharr presented for the Personnel Committee.

Vonderharr motioned to accept the new hires of Beth Selle at Brownton, Barbara Fjeldstad at Madison and Mary Ann Price at Hutchinson. Second by Barbara Jean Nelson. Brief Discussion. Carried. There are no additional policies to discuss. Vonderharr recommended that a letter be sent to Jack Johnson reminding him of the Board's attendance policy.

Stacey Schuette presented for the Ad Hoc Evaluation/Goals committee. See the Directors report for new format including items the committee has designated as important goals to be working on. There will be an all day meeting on Dec. 10th to hear from PLS staff as to their requirements/wishes of services that the central office should provide regardless of what type of library system we are. Anyone who wishes to attend may do so.

We will need to replace Al Clouse on the LMC committee tonight. Hale is also considering resignation from that committee. **Hale motioned to move Paul Setzepfandt from his position as back-up to a committee position. Second by Dan Reigstad. Carried.** Now we will need to replace Paul and select a new negotiating team member. This will occur at the January '05 meeting.

Al Maas presented for the Nominating Committee.

The committee has come up with a list of 1 nominee for each elected position. Other nominations will be taken at the January meeting when the elections are held.

There was no Old Business.

New Business.

The Heritage Searchers agreement, an annual agreement, is up for renewal. They are responsible for the insurance on their items in the library. **Al Clouse motioned to approve the agreement for 2005. Second by Ivey Vonderharr. Carried.**

Prior to the Automation Selection presentation, Director Houlahan presented the Director's report. We are looking for a host for the 2005 banquet. If interested, contact John by January. Also a Thank You to Ivey for organizing the past banquets. Mary Millard presented information on the Mardag project. She also presented on PLS disaster plans which are over 10 years old and need to be updated. Policy committee will look at this. We also need to comply with State health and Safety regulations.

Per Ivey, there will be no Personnel meeting in December.

Beth Lunn presented information on the Automation Software selection process with the assistance of the visiting librarians. They have a preferred software choice selected after much research. This will go first to the December joint Finance/Executive/Technology meeting for approval. Then to the full board after the new year.

The meeting was adjourned at 9:25 pm

Stacey Schuette
Secretary

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Minutes
Hutchinson Library Board Meeting
November 22, 2004

Members present: Kay Peterson, Newt Potter, Connie Lambert, Mary Henke (Librarian), and Larry Ladd

Members absent: Julie Jensen, Kay Johnson

The meeting was called to order by President Connie Lambert. The minutes of the last meeting were reviewed and approved.

Report: Jack Sandberg gave a report on the PLS Board meeting of Nov. 18.

- PLS has developed a contract with Appleton Correctional Facility
- Decrease in book budget from \$200, 000 to \$158,000 for PLS libraries
- PLS has issued a grant to Granite Falls Library so they can maintain acceptable level of service.
- PLS has developed procedure for selling books on E-Bay.
- Libraries, based on budget, are designated small, medium and large. An adjustment to reflect Midwest Consumer Price Index was made.
- PLS did not approve mileage for librarians attending Labor Management Committee meetings.
- Willmar Library received a \$25,000 anonymous gift.
- Committee is working on method of evaluating Director.
- Disaster plan being developed to aid local libraries.
- Foundation grant from Mardag implemented.

Old Business:

1. Jack Sandberg was reappointed to PLS Board.
2. Librarian Portraits—No new portraits have been located. Even though unable to locate portraits of all past librarians, we'll proceed with display. Friends of the Library will be consulted about funding the project.
3. New Century Charter School computer instruction grant is proceeding. Student has been appointed to take leadership in program development.
4. Reshingling of old section of library roof completed last month.
5. Entry area light fixtures bid has been received. The two fixtures are uniquely designed for the areas. Motion made by Larry Ladd, seconded by Newt Potter to purchase two fixtures for entry at a cost of \$3,390. Passed.
6. Discussion of 2005 city and county budget requests. Both city and county supportive of request for 3% increase.

New business:

1. New employees joining the staff are Mary Ann Price and Sally Menton.

Next meeting: Monday, December 27 at 4:30 p.m.
Meeting adjourned.

The following donations were received for Sept. and Oct. 2004:

Hutchinson Lioness Club	\$150
Joel Sheggeby	\$ 15
Harlan Ackland	\$ 50
Barbara Remund	\$ 10
Scope Resource Center	\$150
Total	\$375

**PIONEERLAND LIBRARY SYSTEM
REVENUE AND EXPENDITURE REPORT
NOVEMBER 30, 2004**

HUTCHINSON

	M-T-D AMOUNT	Y-T-D AMOUNT	BUDGET	% OF BUDGET	% OF YEAR
REVENUE:					
UNRESERVED/DESIGNATED FOR WORKING CAPITAL	0.00	121,151.95	121,152.00	100.00%	92%
CITY OPERATING	0.00	104,757.00	104,757.00	100.00%	92%
CITY AUTOMATION	0.00	8,182.00	8,182.00	100.00%	92%
COUNTY OPERATING	0.00	50,590.00	50,590.00	100.00%	92%
COUNTY AUTOMATION	0.00	4,454.00	4,454.00	100.00%	92%
CHARGES, FINES	519.25	5,883.90	6,400.00	91.94%	92%
COPIES (COPIER, FAX, COMPUTER)	407.35	3,409.85	3,000.00	113.66%	92%
GIFTS	215.00	4,832.79	4,000.00	120.82%	92%
BOOK SALES	0.00	0.00	0.00	0.00%	92%
OTHER	173.92	1,914.01	600.00	319.00%	92%
TOTAL REVENUES	1,315.52	305,175.50	303,135.00	100.67%	92%
EXPENDITURES:					
SALARIES	8,791.34	106,663.09	-120,510.00	-88.51%	92%
HEALTH INSURANCE	420.04	1,696.81	-3,101.00	-54.72%	92%
HEALTH INSURANCE- DEDUCTIBLE	0.00	0.00	-320.00	0.00%	92%
PAYROLL TAXES	1,058.93	12,795.53	-15,666.00	-81.68%	92%
BOOKS	1,116.29	19,451.11	-29,000.00	-67.07%	92%
PERIODICALS	8.05	3,685.32	-4,499.00	-81.91%	92%
VIDEOS	0.00	136.40	-1,434.00	-9.51%	92%
TELEPHONE	17.60	273.74	-420.00	-65.18%	92%
POSTAGE	0.00	171.00	-250.00	-68.40%	92%
NEW EQUIPMENT	0.00	176.00	-4,159.00	-4.23%	92%
MAINTENANCE/CONTRACTS	0.00	874.50	-1,428.00	-61.24%	92%
SUPPLIES/PRINTING	0.00	1,309.91	-2,080.00	-62.98%	92%
PROMOTIONAL/PROGRAMS/ADS	12.39	690.46	-636.00	-108.56%	92%
INSURANCE(WORK COMP/CONTENTS/LIABILITY)	0.00	1,441.88	-1,531.00	-94.18%	92%
PROFESSIONAL FEES (AUDIT)	0.00	96.88	105.00	-92.27%	92%
BOOKKEEPING/OVERDUES	346.54	3,584.04	-3,800.00	-94.32%	92%
CONT ED/MTGS/MLGE	18.75	254.41	-444.00	-57.30%	92%
SALES TAX	0.00	0.00	-250.00	0.00%	92%
AUTOMATION SERVICES	1,053.00	11,583.00	-12,636.00	-91.67%	92%
TOTAL EXPENDITURES	12,842.93	164,884.08	202,269.00	-81.52%	92%
UNRESERVED/DESIGNATED FOR WORKING CAPITAL	-11,527.41	140,291.42	100,866.00	-139.09%	92%

5/2/05