

The January 20, 2005 meeting of the Pioneerland Library System Board was called to order at 7:30 pm by Chair John Baker. Role was passed. We have a quorum. Welcome and introduction of new board members. Visitors are Cindi Hendrickx and Sue Hilgert. Hale changed VI.B. to info from action. Wilde added VII.A.7. Baker & Taylor agreement and VII.A.8. Clarkfield Contract. Reigstad removed VII.B.2. New and revised policies from the agenda. **Hale motioned to approve the agenda as amended. Second by Reigstad. Carried. Reckdahl motioned to approve the November 2004 minutes. Second by Nelson. Carried.**

John Baker presented for the nominating committee. Baker nominated Garrison Hale for Chair and called for further nominations. There being none, Reigstad moved to cease calls and cast a unanimous ballot for Hale for Chair. Second by Hannemann. Carried. Baker nominated Eric Weiberg for Vice Chair and called for further nominations. There being none, Reckdahl moved to cease calls and cast a unanimous ballot for Weiberg for Vice Chair. Second by Lopez. Carried. Baker nominated Amy Wilde for Treasurer and called for further nominations. There being none, Reckdahl moved to cease calls and cast a unanimous ballot for Wilde for Treasurer. Second by Reigstad. Carried. Baker nominated Stacey Schuette for Secretary and called for further nominations. There being none, Hannemann moved to cease calls and cast a unanimous ballot for Schuette for Secretary. Second by Dille. Carried. Baker nominated Jeff Lopez for Finance Chair and called for further nominations. There being none, Falk moved to cease calls and cast a unanimous ballot for Jeff Lopez for Finance Chair. Second by Dille. Carried.

Baker turned the meeting over to new Chair Hale who welcomed all and reviewed a list of key items PLS will need to look at this year. These include:

- Automation
- Restructuring of PLS/State Library Plan
- Funding Health
- Policies - Operations, Personnel and Infrastructure
- Trustee Education - Roles of Board/Director
- PLS Collections
- Union Contract for '06-'07
- Future of Libraries - what do the patrons want?

There are a number of board members who retired. Ivey Vonderharr, Gary Johnson, Herb Rotunda, Julie Jury, Mary Huesing, Jim Schueller, Al Clouse, Neva Kamrath, Jack Johnson, Alvin Maas and Dean Shuck. Thanks to all of them. They will be receiving a certificate of appreciation.

Beth Lunn made a presentation of the automation system selection process with the aid of Jean Clark, Cindi Hendrickx and Sue Hilgert. Director Houlahan presented the portion on costs/financing and the group took questions from the board.

Hale presented for the Joint Executive/Finance Committee. There will be orientation for new board members. Other members may join for a refresher as well. We are looking at setting up a trustee education meeting in July. This would be a special meeting. There are several new policies being looked at by committees that will be brought to future meetings. Make sure to hand in your committee preferences. The committees will be selected before the next meeting.

Amy Wilde presented for the Finance Committee. **Wilde motioned to approve the December 2004 Financial Report with the correction of the Yellow Medicine County line item and the '05 budget revisions. Second by Nelson. Carried. Wilde motioned to approve the Bills and Check Registers. Second by Reigstad. Carried. Wilde motioned to adopt the current Federal mileage reimbursement rate of \$.405 per mile and keep the current meal rate. Second by Hannemann. Questions. Carried. We need to update our flex plan due to changes in state and federal law. Wilde motioned to approve the changes. Second by Reigstad. Carried. Wilde motioned that we sign an agreement with Baker & Taylor for a current in print**

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**book list. Second by Reckdahl. Carried.** This will save about \$700 per year over our other listing supply option. Clarkfield is not a member of PLS but PLS patrons may use their holdings due to a contract we maintain with them for \$3899 per year. **Wilde motioned to renew the contract with Clarkfield. Second by Brown. Carried.** These funds come from Yellow Medicine County.

Dan Reigstad presented for the Personnel Committee. **Reigstad motioned to approve the new hire of the following:**

- **Beth Selle at Brownton**
- **Teagan Earhart at Glencoe**
- **Stacey Penk at Grove City**
- **Mary Ann Price at Hutchinson**
- **Sarah Hobbs at Litchfield**
- **Barbara Fjeldstad at Madison**
- **Carol Harberts at Madison**

**Second by Setzepfandt. Carried.** The Policies will be moved to the Feb. Meeting.

Schuette presented for the ad hoc Evaluation/Goals committee. There was a day long session wherein the PLS staff informed the committee of their jobs and what they think it is crucial to maintain as a central function regardless of system type. These include processing and technology.

Hale presented for the LMC and Negotiating committees. Hale is resigning from Negotiation committee due to his election as Board chair. Setzepfandt motioned to accept that resignation and appoint Dan Reigstad as chief negotiator. **Second by Jeff Lopez. Carried.** There needs to be 1 more member. If interested, let Director or Hale know. The LMC also need volunteers of 2 alternates.

Director Houlahan presented the director's report.

We still need a site for the Awards banquet to be held 4/21. **Nelson moved that Willmar host the banquet. Second by Baker. Carried.** The MLA annual conference is in September. **Baker moved that PLS pay the way for board members who attend. Second by Sandberg. Carried.** Sandy Ward has received MN voluntary program certification. **Wilde motioned that the board send her a letter of congratulation. Second by Nelson. Carried.** The LMC meeting will be March 8 and every other month on the 2<sup>nd</sup> Tuesday evening thereafter. These are at the Montevideo library. The Executive meeting will be rescheduled. The ALA conference is in Chicago in June. Director Houlahan would like to attend. **Wilde motioned to authorize Director Houlahan to attend. Second by Hannemann. Carried.** Feb. 24<sup>th</sup> is MLA legislative day. Let Mary know if you are interested in attending and she will set up appointments.

**Setzepfandt motioned to adjourn. Second by Hannemann. Meeting adjourned at 10:10 pm.**

Stacey Schuette  
Secretary

Minutes  
Hutchinson Public Library Board Meeting  
January 24, 2005

Members present: Julie Jensen, Larry Ladd, Connie Lambert, John Hassinger, Mary Henke, Librarian, and Jack Sandberg, Pioneerland Library System (PLS) representative

Members absent: Kay Johnson, Newt Potter, and Kay Peterson

President Connie Lambert called the meeting to order. The minutes from the last meeting on November 22, 2004 were reviewed and approved.

Reports:

1. Mary reported on the meeting with McLeod County commissioner Grant Knutson and McLeod librarians on Jan. 11, 2005 at the Glencoe Public Library. The county has approved a 3% increase for 2005 as requested. Commissioner Knutson has met with PLS board to get information on new automation system.
2. Jack Sandberg gave a report on the PLS Board meeting on Jan. 20. A new automation package is being purchased. Cost and benefits were reviewed.

Old Business:

1. Placement of librarians' portraits has been established. Raising of funds is through Friends of the Library.
2. New Century Charter School computer instruction continued to be implemented. Times and dates are being set.
3. Replacement of light fixtures in entry area to be done in February.
4. Community forum committee continues to meet. A forum on the Hutchinson family and the social issues of the early days to be developed. An additional forum on the media coverage and the Iraq situation being developed.

New Business:

1. Idea of having additional lighting on exterior of library facing Main Street being examined. Additional benches will be added to the park as weather permits.
2. Recommendations for two new board members to be pursued. Newt Potter and Connie Lambert will be going off the board in April.
3. Library Legislative Day is Feb. 24 in St. Paul. Connie and Mary to attend.

Meeting adjourned. Next meeting will be Monday, Feb. 28 at 4:30 p.m.

Submitted,  
John Hassinger, Secretary

The February 17, 2005 meeting of the Pioneerland Library System Board was called to order at 7:30 p.m. by Chair Garrison Hale. New members introduced were Joe Fagnano, Raye McKim, Todd Patzer and Jeff Olson. Guests were Sheila Bosch, New London/ Spicer Head Librarian and Cindy Hendrickx, Appleton Head Librarian. A quorum was announced. Director Houlahan passed around a draft of the Mardag Foundation Report for members to see. Changes to the agenda by Hale were V1.A4 to Info, add V1.A7 Furniture Purchase, change V1.B2 to Info, and add IX.4. Benson Library Meeting. **Weiberg motioned to approve the agenda as amended. Second by Reigstad. Carried. Wilde motioned to approve the 1/20/2005 minutes. Second by Reigstad. Carried. Wilde motioned to authorize Dir. Houlahan and Beth Lunn to begin negotiations with Ill to replace the PALS system. Second by Sandberg. Carried.**

Amy Wilde presented for the Finance Committee. **Wilde motioned to accept the Jan. '05 Finance report. Second by Antony. Carried. Wilde motioned to approve the Bills & Check Registers. Second by Reckdahl. Carried.** We have some fund transfers resulting from a refund of overpaid PERA monies. These dollars are being transferred back to the local libraries as well as interest earned on vacation/sick leave and Mardag funds. **Wilde motioned to do the fund transfers from PLS back to the local libraries. Second by Setzepfandt.** Mardag report info will be presented with the Director's report. There is a grant available for PLS to participate in wherein a library kiosk would be placed in a public location within Pioneerland. **Wilde motioned to not participate in the grant and to suggest to the offerers that the dollars would be better used to upgrade current technology. Second by Weiberg. Carried.** PLS can apply for a \$15,000 grant to help offset cost of delivery. This is federal dollars. Approval of grant application will be requested at the March meeting. The PLS central office needs replacement of very old (13 - 15 years) desk chairs. There was \$2500 in the budget for this but new cost will be around \$3000. **Wilde motioned to authorize the purchase of new furniture for the central office for up to \$3000. Second by Reigstad. Carried.**

Dan Reigstad presented for the Personnel Committee. There were no new employees in the past month. Board members should review the new policies in the packet for discussion and approval at next months meeting. **Reigstad motioned to approve the Administrative Specialist position description with the addition of #8. Other duties as assigned. Second by Hennemann. Carried.**

Garrison Hale presented for the Executive Committee. Committee list is in the packet. There are a number of new policies that will be distributed to the appropriate committees to work on. There is a new Ad Hoc committee to look into finances that will be two groups headed by Wilde and Weiberg. Let director know if interested in these committees. We need 7 board members. This is a short term committee that will dissolve when a plan is in place. Hale also presented a talk on the State of the Library and what it's going to look like in the 21<sup>st</sup> century. This talk will be presented around the state. The State Library board will also be looking at redoing MN Statute 134 to be more current.

Old Business. The awards banquet will be held on the April meeting date at Ridgewater College. There will be a 5:30 reception with dinner from 6 -7 and a board meeting at 7:00 followed by the awards. At 7:45 there will be a speaker. Please get nominations for Hall of Fame in by the March Board meeting. Cost is \$11.00 for guests. Board members' dinners will be paid by PLS. New Trustees let Dir. Houlahan know if it will work to have orientation prior to that meeting.

There is no New Business.

Director Houlahan presented his report. Legislative Day is coming soon and the House is working on a bonding bill that could mean \$2 million for library capital improvements. There was a library meeting at Benson to discuss Head Librarian Pat Cina's retirement and how to proceed. She will retire in late May. Present were John Baker, Garrison Hale, Barb Nelson, Dir. Houlahan and members of the city council and Friends of the Library. Discussion included combining the Benson position with another head librarian position as others in PLS have already done. Dir. Houlahan also presented information on the Mardag Grant and what we are doing with it. We have spent about 1/2 of the dollars and would like an extension to use knowledge gained to develop use for remaining dollars. For the July Trustee training meeting, we will try and get so that we can meet together with SAMMIE and Plum Creek as well as PLS. The August meeting will be changed to a non-meeting date.

Other: Dir. Houlahan requested that the board also send Chair Hale to the ALA conference in Chicago in June. **Setzepfandt motioned to send Hale. Second by Hennemann. Carried. Reckdahl motioned to adjourn. Second by Reigstad. Meeting adjourned at 8:40.**

Stacey Schuette  
Secretary

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## Minutes

### Hutchinson Public Library Board Meeting

Feb. 28, 2005

Members present: Julie Jensen, Larry Ladd, Connie Lambert, John Hassinger, Newt Potter, Kay Peterson, Mary Henke, Librarian, and Jack Sandberg, PLS Library system representative

Members absent: Kay Johnson

President Connie Lambert called the meeting to order. The minutes of the last meeting on January 24, 2005 were reviewed and approved.

### Reports

1. Jack Sandberg reporting: Pioneerland has begun the process to purchase a new automation system. Awards night will be held at Willmar Ridgewater College on April 21.
2. Legislative Day, Feb, 24, 2005 Mary Henke reporting: Mary and Connie attended. Both felt it was a very worthwhile venture. They were able to meet with Scott Newman and Steve Dille. They heard discussions on library funding and also learned there is money in the bonding bill for library construction.

### Old Business

1. Portraits of librarians. The Friends of the Library will spend up to six hundred dollars on preparing the picture display. The types of frames to be used was discussed.
2. New Century Charter School computer classes. The classes held at the library are up and running. One class of 12 students has been held and another group of 18 are signed up. The classes emphasis library usage.
3. The new lights have been installed in the entryway.
4. Community Forum. The fine tuning for the forum continues. The topic is Truth in Media. The forum most likely will be held either April 12 or 13. The presenter will be a reporter from the St. Cloud news paper.
5. Library board appointments. The terms of Connie Lambert and Newt Potter will expire in April. The board will pick two names to forward to the city council at the next board meeting on March 28.

**New Business**

1. National Library Week will be April 10 to 16. The topic for the week is **SOMETHING FOR EVERYONE**.
2. A discussion was held about paint colors for the conference room. The custodian will do the painting.

**Next meeting: Monday, March 28 - 4:30**

**Meeting adjourned at 4:25.**

**Newt Potter, secretary**

Minutes

Hutchinson Public Library Board Meeting

March 28, 2005

Members present: Newt Potter, Connie Lambert, Julie Jensen, John Hassinger, and Mary Henke, Librarian.

Members absent: Kay Peterson, Kay Johnson, and Larry Ladd

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

Old Business

1. Julie Jensen updated and presented information on portraits of librarians. She was able to locate photographs of Marjorie Wakefield and Ella Adams at the McLeod County Museum.
2. Plans for the Community Forum on April 14<sup>th</sup> were reviewed. Flyer and public relations materials were examined.
3. Moved and seconded that John Paulsen and Janet Vacek be recommended for appointment to the Hutchinson Library Board.
4. Information on the Pioneerland Library System Awards Banquet on April 21<sup>st</sup> was provided. Connie Lambert and Newt Potter are nominated for recognition. Mary will take care of reservations.

New Business

1. Presentation to McLeod County Commissioners will be on May 3 at 9:30 a.m. in Glencoe. Budgets that are available will be presented with information on the new computer system to be provided.
2. Mary gave a report on the Adult Winter Reading Program. Had 138 people sign up and had 71 people complete the program, reading at least 4 books, per month.

The library received a donation of \$1,000 from the Kiwanis Club for children's materials.

Next meeting is Monday, April 25 at 4:30p.m.

Meeting adjourned.

Submitted,

John Hassinger, Secretary

The April April 21, 2005 meeting of the Pioneerland Library System Board was called to order by Chair Garrison Hale at 6:45 p.m. at the Willmar Community College. A quorum was announced. **Eric Weiberg motioned to approve the agenda. Second by Pat Brown. Carried. John Baker motioned to approve the Feb. 17, 2005 minutes with a correction of \$3000 expenditure approval for furniture for the central office, not chairs. Second by Weiberg. Carried.**

Jeff Lopez presented for the Finance Committee. **Weiberg motioned to approve the Feb. 2005 and March 2005 Reports & Expenditure reports. Second by Amy Wilde. Carried. Ron Anthony motioned to approve the Bills and Check registers. Second by Joan Reckdahl. Carried. Weiberg motioned to accept the 6 month RLTA report. Second by Reckdahl. Carried.** All members should now have a copy of the 2004 audit. Review for the next meeting.

There was no old business.

New Business. There has been a request to have staff members on the Ad Hoc committee on Goals/evaluation. **Baker motioned to expand the committee to 10 with the addition of Director Houlahan and 2 librarians. Second by Reigstad. Carried.** The Board Chair then appointed Mary Henke from Hutchinson and Vicki Grimli from Ortonville to be the librarian representatives.

Dan Reigstad presented for the Personnel Committee. **Paul Setzepfandt motioned to approve the hire of Bruncker, Haugen, Johnson and Weeding. Second by Herman Hennemann. Carried.**

The Directors report is in your packet to read. The Director will contact committee members as to the dates of future meetings. There will be a special finance/ad hoc meeting on May 4 at 6:30 p.m.

**Lopez motioned to adjourn. Second by Setzepfandt. Carried.** The meeting was adjourned at 7:00 p.m. to be followed by the annual awards banquet.

Stacey Schuette  
Secretary

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## Minutes

Hutchinson Public Library Board Meeting

April 25, 2005

Members present: John Hassinger, Kay Johnson, Kay Peterson, Julie Jensen, Newt Potter, Mary Henke, Librarian

Members absent: Larry Ladd

New members: John Paulson, Janet Vacek

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

The meeting began with cake served in honor of the departing board members: Connie Lambert and Newt Potter.

### Reports

1. Pioneer Land banquet was held on April 21 at Willmar Ridgewater College. Connie Lambert and Newt Potter were given Hall of Fame awards. A short business meeting was held. Mary Henke was appointed to Library Structure committee. The program was presented Jan Walters and inspirational speaker.

### Old business

1. A presentation will be made to the County Commissioners on Tuesday, May 3. Mary will talk about upcoming projects. All county librarians will attend. Information will be presented about upgrading the Pioneer Land computer system. The cost is about \$300,00. John Hulihan will discuss needed budget increases.
2. Library portrait project. There have been six librarians in the history of the library. It is hoped that the pictures will portray the history of the library.
3. Community forum. Truth in Media evaluation. The evaluations seemed to be positive. We had a nice turnout of about 50 people. The event went well. Mary has sent out thank you notes and planning will begin soon for a fall forum.

### New business

1. Election of officers. On a motion by John Hassinger and seconded by Kay Johnson the following officers were unanimously elected.  
President - Julie Jensen  
Vice President - John Paulson  
Secretary - John Hassinger and Janet Vacek
2. Future agenda items. Sherry Lund will present information about the summer reading program. Discussion will be held about establishing Library Foundation.

Donations:

Joel Sheggeby family - \$13.95 for book purchase  
Pam's Furniture staff - \$160 for Orville Jacobson memorial  
Julie Jensen - \$4,999.44 value of 337 children's books

Next meeting is May 23, at 4:30

Meeting adjourned

Submitted,  
Newt Potter Secretary

The May 19, 2005 meeting of the Pioneerland Library System Board was called to order in the Willmar Public Library Meeting Room at 7:30 p.m. by Chair Garrison Hale. A quorum was announced. Guests were introduced. They are Jeanette Stottrup, the Litchfield Head Librarian who also manages Grove City and Dassel, Lori Ortega, the Willmar Head Librarian, Scott Van Buren, PLS auditor and Barb Hoyhtya from Canby. New members Brent Olson and Francis Schweiss were introduced.

**Barbara Nelson motioned to approve the agenda. Second by Paul Setzepfandt. Carried. Joan Reckdahl motioned to approve the April 21, 2005 minutes. Second by Dan Reigstad. Carried.**

Scott Van Buren presented a report on the 2004 audit. Reviewed the changes involved in the switch to the GASB 34 accounting system and gives PLS accounts a clean opinion. He also answered questions from board members. **Richard Falk motioned to approve the PLS 2004 audit. Second by Reigstad. Carried.**

Amy Wilde presented for the Finance Committee. **Wilde motioned to approve the April 2005 Financial report. Second by Reckdahl. Carried. Wilde motioned to approve the Bills and Check registers. Second by Reigstad. Carried.** The board will need to approve the overall 2006 budget in June. Visit with your local librarians if you have questions on their budgets. Breakdown of the local budgets will be available after the 2006 budget is complete. The Finance and Ad Hoc committees have approved the funding formula presented in Column F of the Funding Formulas Options sheet. This brings the numbers used to create the formula up to date and involves more factors. Each entity will have 2 years in which to pay the dollar amounts listed on the sheet. **Wilde motioned to approve the use of the Column F formula. Second by Falk. Carried.** Note that this amount does not go toward Maintenance of Effort as it is for a capital expense. The Mardag grant that we currently have will be extended as Director Houlahan requested. This will be brought for motion in June. The Kandiyohi County Law Library contract is up for renewal. This covers all PLS expenses involved in maintaining that collection. **Wilde motioned to renew the Kandiyohi County Law Library Contract. Second by Reigstad. Carried.** The LSTA federal delivery grant may be around \$15,000. This is to go toward the \$50,000 plus required to maintain our delivery contract. This will be brought for action in June. Our new Telecom network agreement is less dollars and higher level of service than last year. **Wilde motioned to approve the new Telecom agreement with Direct Communications, LLC. Second by Pat Brown. Carried.** PLS may designate an agent of record for our health insurance. **Wilde motioned to designate Bill Chukuske as agent of record. Second by Reigstad. Carried.**

Beth Lunn presented for Technology. She passed out a confidential preliminary contract with III. Members are to read through and call Beth with questions or concerns before 5/26. This will be brought for motion in June at which time, all dollar figures will be included.

Dan Reigstad presented for the Personnel committee. New Policies will be covered at the next meeting. **Reigstad motioned to approve the hire of Rebecca Nelson at Willmar. Second by Setzepfandt. Carried.**

Other Business. Legislative update is in the Directors written report. Also, a verification to make sure that all are receiving the monthly packet in the manner they requested. June 22 will be the next Head librarian meeting. Volunteers from the board are requested to attend. Barb Nelson and Stacy Grothem will each attend ½ day. Mention was made by Chair Hale that there has been very tentative discussion as to combining with other library systems. An e-mail will be going out to the Evaluation/Goals committee regarding the next meeting date.

**Nelson motioned to adjourn. Second by Schweiss. Meeting adjourned at 8:35.**

Stacey Schuette  
Secretary

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Minutes  
Hutchinson Public Library Board  
May 23, 2005

Members present: John Paulsen, Kay Peterson, Julie Jensen, Larry Ladd, Janet Vacek, and Mary Henke

Members absent: Kay Johnson and John Hassinger

President Julie Jensen called the meeting to order. Kay Peterson moved that the minutes from the April 25, 2005 meeting be approved with John Paulsen seconding the motion. The motion passed.

Report from County Commissioners' meeting on May 23, 2005: Mary reported that she requested a 4% increase to cover operating funds in 2006. This was a joint request from the McLeod libraries: Brownton, Hutchinson, Glencoe and Winsted. Jackee Fountain, the Glencoe librarian then spoke about the updated computer information system and the selection process. John Houlahan, Pioneerland Library System director, made a speech regarding the automation project's cost and funding proposal. The commissioners listened, asked questions, and will make a decision in the future.

Old business

1. Librarians' portrait project: Mr. Corby gave us examples of photographs he enhanced from a small picture of one of the librarians. Janet Vacek moved to choose the sepia colored photograph vs. the black and white photograph for all the librarians with the exception of Mary Henke's, which will be in color. Kay Peterson seconded the motion. Motion passed.
2. Community forum: Tabled until future meeting when Forum Committee members Kay Johnson and John Hassinger are present.
3. Thank you note from Connie Lambert, former Library Board President, was passed around.

New business

1. PLS automation presentation to City Council: Mary Henke prepared a fact sheet for the Library Board members, City Council, and to provide general information about the project. Mary will present to the City Council using this tool.
2. Children's summer reading program: Sherry Lund, Children's Librarian, shared plans for this summer's programs for children. "What's Buzzing at Your Library" is the statewide theme and features bugs of all kinds. Stories in the Park, a story hour located outside with community readers, will be held on Thursday mornings throughout June, July and August. The summer reading program sign-up starts June 6. Businesses in the community have been generous in supplying weekly prizes for the children as they meet their reading goals. These businesses are Mid Country Bank, Scoop's, McDonald's, CashWise, Hardee's, Taco John's, Dairy Queen and Subway. Sherry displayed the reading records, punch cards and stickers that will be used to track the children's progress. Friends of the Library have donated funds for a puppet show at the end of the summer. Last year, about 370 kids participated.
3. Library endowment: The library board has received a request from a patron to consider establishing a library endowment. Our first hurdle as a board is to decide if we would like such a fund to exist with what terms and options. If we want to do this, we need to have an informed person advise us. Kay Peterson made the motion that we contact a person to present information about endowment at our next board meeting. John Paulsen seconded the motion. Motion passed. Julie will contact Rich Peterson, a local lawyer and former library board member, about talking to us with Ron McGraw or Neil Jensen as back-up choices.

John Paulsen made a motion to adjourn the meeting with a second by Janet Vacek. Motion passed.  
Our next meeting will be Monday, June 27 at 4:30 p.m.

There were no donations in April.

Respectfully submitted,  
Janet Vacek, Co Secretary

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The June 16, 2005, meeting of the Pioneerland Library System board was called to order by Chair Garrison Hale at 7:30 p.m. in the Willmar Public Library meeting room. A quorum was announced. Guests were introduced. Librarians Anne Lauer of Graceville, Cindy Hendrickx of Appleton and Vicki Grimli of Ortonville also attended. Dan Reigstad asked that Agenda item B.1. New Employees be deleted. **Herman Hannemann motioned to approve the agenda as modified. Second by Reigstad. Carried. Reigstad motioned to approve the May 21, 2005, minutes. Second by Francis Schweiss. Carried.** Cindy Hendrickx delivered a slide presentation on the Pioneerland Library System, its member libraries and communities.

Amy Wilde presented for the Finance Committee. **John Baker motioned to approve the May 2005 Financial report and the May 2005 bills and check register. Second by Hannemann. Carried.** There was discussion on the 2006 budget presented for recommendation to member counties and cities. Chair Hale pointed out the Finance Committee's concern on the trend toward deficit spending. **Reigstad motioned to approve the proposed 2006 Budget. Second by Raye McKim. Carried.** Wilde explained the Canby working capital budget. **Barb Nelson motioned to amend the Canby Migration Budget. Second by Richard Falk. Carried.** Our Delivery contract is up for annual renewal. Our current vendor came in at \$18,000 higher than the low bid. The finance committee recommends the low bid vendor of Unishippers. **Wilde motioned to accept Unishippers with a bid of \$41,583 for our delivery carrier next year. Second by Baker. Carried.** The contract will include a 30 day opt-out clause. **Wilde motioned to approve a 3 month extension with PALS, our current automation vendor through March '06. Second by Joan Reckdahl. Carried.** This is needed as that is the time when the new system should be ready to go. The MN State RLBS Grant application was completed for 2006 funding of approximately \$433,000. **Reckdahl motioned to approve submitting the grand application. Second by Reigstad. Carried.**

Dan Reigstad presented for the Personnel Committee. **Reigstad motioned to approve new policies 302 - Veterans Preference and 401 - Probationary Period. Second by Sarah Groves-Speece. Carried.** Members should review policies 301, 303, 303A, 304, 305 and 1106 as these will be presented for board approval at our next regular meeting. If you have any questions, let Dan know.

Stacey Schuette presented a brief synopsis for the Goals/Evaluation/Library Future committee. There was no action required.

**Old Business.** Director Houlahan reviewed the Automation Contract with III. We will have closing costs with PALS to remove our records from them and additional Spanish Language portion of the new catalog will be paid through the Mardag grant. There will be no change to the city and county formulas as a result of these additional costs as shown in the 6/16 revision of the PLS Automation Acquisition budget. The most up-to date budget is the Online Budget Revised 6/16/05. Director Houlahan reviewed this budget also. **Nelson motioned to approve the Automation Contract with III. Second by Pat Brown. Carried. McKim motioned to approve the Automation Acquisition Budget. Second by Reigstad. Carried. Schweiss motioned to approve the PLS On-Line Budget. Second by Reigstad. Carried. Falk motioned to approve the PALS migration cost. Second by Wilde. Carried.** Director Houlahan expressed thanks to all committees that worked on this process.

Garrison Hale presented a report on the State Library Advisory Council. Also, Plum Creek Library system has formally asked for a dialogue with Pioneerland.

**New Business.** **Wilde motioned to allow extension of Flex Plan according to new federal rules, conditional upon librarian acceptance. Second by Reigstad. Carried.** We need to amend our Blue Cross/Blue Shield agent of record as our chosen agent cannot be such due to legalities. **Wilde motioned to rescind the May 19 motion to appoint Bill Chukuske as agent of record. Second by Reckdahl. Carried. Baker motioned to change our agent of record to Richard Ford. Second by Jeff Olson. Carried.** Bill will still provide services as previously. Our Director and Officer's Insurance is increasing due to a lawsuit. The premium will increase from \$1726 to \$2159 and the deductible will increase from \$2500 to \$5000. The insurance is due June 20, 2005. **Wilde motioned to approve the new rates and renew with St. Paul Co's. Second by Hannemann. Carried.**

Director Houlahan presented the Director's report. He thanked Cindy Hendrickx for her earlier presentation and mentioned Pat Cina's retirement as Benson Head Librarian. Tuesday is the Appleton Prison Library Visit. Holly Johnson is researching library standards for prisons and will assist Director Houlahan in the review of the Appleton Prison library. The state has not come up with a budget but they will try to get monies through to the library systems to carry them should there be a shut-down.

Jeff Olson motioned to adjourn. Second by Reigstad. Meeting Adjourned at 9:50

Stacey Schuette  
Secretary

5/25

Minutes  
Hutchinson Public Library Board  
June 27, 2005

Members present: Julie Jensen, Kay Peterson, John Hassinger, John Paulsen, Mary Henke, Janet Vacek, Kay Johnson and Larry Ladd

Members absent: None

President Julie Jensen called the meeting to order. Minutes were reviewed and approved.

Old Business:

1. Endowments: An informational presentation on endowments was made by Cary Linder, director of the Hutchinson Area Foundation for Health Care. Many issues were brought forward regarding the structure of foundations, legal ramifications, degrees of restrictions, etc.
2. Librarians' portraits: A decision was made to have Mary Henke have her portrait taken to match the sepia tones of the other librarians' portraits. The darker matting and the simplest frame were chosen from Bill Corby's choices.
3. Community Forum: The committee of Kay Johnson, John Hassinger and Mary Henke will meet to discuss a possible program on the Hutchinson Family Singers.

New Business:

1. A motion was made and seconded to allow the Hutchinson Community Foundation the use of the library on September 11, 2005 for a reception following the dedication of the statues of the Hutchinson Family Singers. The Hutchinson Community Foundation will be responsible for any costs.
2. There will be a Board Development Workshop on July 21, 6:30—8:30 p.m. at Willmar. All board members are welcome.
3. Library Break-in: Adjustments have been made to the physical environment. No suspects at present according to the police. The amount of money in the library will be minimal.
4. Jack Sandberg will attend our next board meeting to talk about important Pioneerland Library System issues including funding cuts, service reduction, etc.

The meeting was adjourned. The next meeting will be July 25, 2005 at 4:30 p.m.

Submitted by  
John Hassinger, Co-Secretary

Minutes  
Hutchinson Public Library Board  
July 25, 2005

Members present: John Hassinger, Julie Jensen, Larry Ladd, John Paulsen, Janet Vacek and Mary Henke (Ex-Officio), Jack Sandberg, Pioneerland Library System (PLS) representative

Members absent: Kay Peterson and Kay Johnson

President Julie Jensen called the meeting to order. Motion was made by John Hassinger and seconded by John Paulsen to approved the minutes. Motion passed.

Reports:

1. Janet Vacek reported on the Board Development Workshop that Julie Jensen, Mary Henke and she attended on July 21, 2005 at PLS Headquarters in Willmar. The goal of the workshop was to help board members learn how to become better ambassadors to the community on behalf of the library while strengthening the organization.
2. Mary Henke talked about the Friends of the Library meeting on July 18. The purpose of the meeting was to discuss the needs of the library and decide what projects to fund. Their main source of funds comes from their used book sales. The current membership of the group is 47, with about 15 present at the meeting.
3. Jack Sandberg, one of the Hutchinson representatives on the PLS board, gave a report on issues and financial challenges facing PLS as its state and federal funding stays the same or decreases. The PLS administration and board members are looking for ways to reduce costs such as renegotiating service contracts, cooperating with neighboring library systems and restructuring their organization.

Old Business:

1. Library endowment: At this time, the Board chooses not to pursue establishing a foundation after learning about the legalities and financial requirements at our last meeting.
2. Librarians' portraits: Bill Corby has all the materials needed for framing the pictures and should have them ready in a week or two. The board discussed plaques for the portraits and the portraits' arrangement. At the next board meeting, we will invite several people involved in the project to our meeting for an "unveiling".
3. Fall Community Forum: We discussed the feasibility of having a program on the Hutchinson Family Singers. Board members were asked if they would be willing to work with Mary on this program. Julie Jensen will speak with Kay Johnson in regard to her interest in developing and working on this project. We will discuss this again next month.

Our next meeting will be on Monday, August 22, 2005 at 4:30 p.m.

John Hassinger made a motion the meeting be adjourned with John Paulsen seconding the motion. Motion passed.

Respectfully submitted,  
Janet Vacek, Co Secretary

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Minutes  
Hutchinson Public Library Board  
August 22, 2005

Members present: Julie Jensen, Larry Ladd, John Paulsen, Kay Peterson, Janet Vacek and Mary Henke (Ex-Officio)

Members absent: John Hassinger and Kay Johnson

President Julie Jensen called the meeting to order. Kay Peterson moved to approve the minutes with John Paulsen seconding the motion. Motion passed.

Old Business:

1. Julie spoke with Kay Johnson about her interest in developing and working on the Fall Community Forum. Kay declined. An issues forum is scheduled for early 2006 possibly.
2. Mary reported on the Pioneerland Library System (PLS) Ad Hoc Committee on Evaluations and Goals meeting she attended on August 9, 2005. Discussion is around cities and counties picking up additional costs because of PLS's declining funding from the state and federal government.

New Business:

1. Library assistants: Three new students are being hired to replace current students who are leaving for college or other commitments. The new students hired are Elisabeth Lauer, Makayla Hahn, and Heather Otto.
2. Usually the board takes a one-month vacation from a board meeting in the summer. Since we haven't done that yet, Julie asked the board if they would like to skip the next meeting. The board decided to have no September meeting.

Our next meeting will be on Monday, October 24, 2005 at 4:30 p.m.

Janet moved to adjourn the meeting with Kay Peterson seconding the motion. Motion passed.

We then moved upstairs for the unveiling of the Head Librarians' portraits and made a toast to a project completed. Special guests joining us were Joyce Beytien, President of the Friends of the Library, Barbara Whittenberg, former Head Librarian, and Connie Lambert, past Library Board President.

**PIONEERLAND LIBRARY SYSTEM BOARD**  
**September 15, 2005, Meeting Minutes**

The September 15, 2005, meeting of the Pioneerland Library System board was called to order by Chair Garrison Hale at 7:35 p.m. in the Willmar Public Library meeting room. Roll call was taken; a quorum was announced. Hale asked that two items be added to the agenda: VI.A. Recording Secretary; and VII.B. PLS/PCLS Meeting. **Brent Olson moved to approve the agenda as modified; second by Ron Antony; carried. Joan Reckdahl moved to approve the June 16, 2005, minutes; second by Barb Nelson; carried.**

Jeff Lopez presented for the Finance Committee:

- 1) August 2005 financial report stated expected levels; recommended approval.
- 2) August 2005 bills/check registers reflected routing expenditures; recommended approval. **Jack Sandburg moved to approve the August 2005 Financial report and the August 2005 bills and check register; second by Brent Olson; carried.**
- 3) Lopez asked Director John Houlahan to provide information on Canby and Benson library vacancies resulting from retirements. Houlahan reported there are several options available to PLS (sharing a head librarian with another PLS member library or having an Asst. III staff person serve as interim acting head librarian until June 2006). No action will be taken until the union reviews the proposed course of action.
- 4) **Lopez moved that PLS' State Report on Results of Accomplishments, due in early October, should be signed by Chair Hale upon the finalization of the budget numbers. John Baker second; motion carried.**
- 5) Investment strategies for managing and increasing interest income was tabled until the October meeting so that all options and requirements for investing federal and/or grant monies can be investigated.
- 6) Houlahan reported 2006 health insurance rate increases were significantly less than expected and recommended PLS learn more about VEBA and insurance options. He will be investigating further information sessions/ workshops with Appletree to see if VEBA will be appropriate and/or cost effective.
- 7) 2006 City and County MOE showed a significant increase in net tax capacity. PLS cities and counties particularly affected include Atwater, Renville County, Yellow Medicine and Meeker.
- 8) Houlahan provided information on special monies available to PLS: a matched-funding Gates grant; extension of grant funds upon Mardag Foundation's approval of the Marketing Plan (provided for review). He also recommended the librarians' request that they be reimbursed for mileage and time when they attend LMC meetings become a topic for discussion at the upcoming union contract negotiation meetings.

Contrary to the IRS increase in mileage to 48.5¢, PLS should adopt a wait-and-see posture and retain its 40.5¢ mileage reimbursement amount figures until 1/1/06, generating much discussion. **Richard Falk moved that PLS raise its mileage reimbursement rate to 48¢, effective 10/15/05; second by Antony. Following more discussion and a request by Reckdahl, Richard Falk amended his motion too raise the PLS mileage reimbursement rate to 48¢ for PLS employees and retain the 40.5¢ reimbursement rate for board members, effective 10/15/05; second by Antony; carried with two dissenting votes.**

Minutes  
Hutchinson Public Library Board  
October 24, 2005

Members present: Julie Jensen, John Hassinger, Larry Ladd, Kay Johnson, Janet Vacek and Mary Henke (Ex-Officio)

Members absent: John Paulsen and Kay Peterson

President Julie Jensen called the meeting to order. August minutes were approved.

Reports:

1. Mary provided information on the development of Pioneerland Library System (PLS) Ad Hoc Committee to look at Future Structures. They are now gathering information to look at ways to structure PLS. Different models are being investigated and each model will be "costed out". A library summit will be held with county and city administrators on December 15. The goal is to have changes in place by June of 2006 for 2007 budgeting.
2. Mary reported on the State Library Task Force plan. They are looking at how information is delivered in the state. A meeting in Willmar on October 11 was attended by Mary.
3. Children's librarian Sherry Lund gave a report on the Children's Summer Reading Program. There were 392 registrations. There was a large increase in participation because of children coming to a puppet show. Planning is underway for next summer's program.

Old Business:

1. Discussion of Community Forum for 2006. Forums are issue or topic based. Kay Johnson suggested a visiting author presentation. An Ad Hoc committee of John Hassinger, Kay Johnson and Mary Henke will meet to explore ideas for a 2006 forum. A search for an author for a presentation during National Library Week will be undertaken.
2. A Review of Focus Group information held October 22, 2002. President Jensen asked board members to review suggestions made at that time and the level of implementation accomplished.

New Business:

- 1: Increased noise created by cell phones is to be addressed with policy. Signs will be posted.
2. Building entrance has problems and will be addressed. New concrete will be installed and entrance will be unusable for 4-5 days after Oct. 31 during construction. A temporary entrance will be available on the south side of the building during this period.

The meeting was adjourned. The next meeting will be November 28, 2005.

Submitted,  
John Hassinger, Co-Secretary

Slays

**PIONEERLAND LIBRARY SYSTEM BOARD**  
**November 17, 2005, Meeting Minutes**

The November 17, 2005, meeting of the Pioneerland Library System board was called to order by Chair Garrison Hale at 7:30 p.m. in the Willmar Public Library meeting room. Roll call was taken; a quorum was announced. Jeff Lopez asked that the following changes be made to the agenda: V.A.5 - Interest & Investment strategy update (added); V.A.6 - Bill for Willmar Expendable Trust Fund update (added); V.A.7 - Letter of support for Atwater's Building Grant; V.B.1 - New employees (deleted); and V.D. - PLS, Plum Creek & SAMMIE to include Statement of Cooperation: PLS/Plum Creek/SAMMIE (modified). **Barb Nelson moved to approve the agenda as modified; second by Bridget Wynn-Kienenberger; carried. Herman Hannemann moved to approve the October 20, 2005, minutes; second by Stacey Schuette; carried.**

Jeff Lopez presented for the Finance Committee:

- 1) October 2005 financial reports show expected amounts; recommended approval. **Ron Antony moved to approve the October 2005 Financial report; second by Eric Weiberg; carried.**
- 2) October 2005 bills/check registers reflect routine expenditures; recommended approval. **Eric Weiberg moved to approve the October 2005 bills and check register; second by Todd Patzer; carried.**
- 3) Jeff Lopez reported that the Willmar, Bird Island, Hector, and Kerkhoven libraries were awarded a \$2,000 Every Child Ready to Read grant.
- 4) Jeff Lopez presented the contract for the Willmar Library's 8-week Spanish Course for approval. **Pat Brown moved to approve signing contract; second by Amy Wilde.** Board discussion included appropriateness of use of funds, purpose of Mardag grant funds to develop and test model for reaching underserved populations in rural libraries, reasoning behind location of course, positive impact of bilingualism on children's SAT/ACT scores, level and focus of training. **Motion carried.**
- 5) Jeff Lopez reported that pursuant to October's board motion to compare investment returns, Bremer did offer the best rates for interest income based on the approved investment strategies.
- 6) Eric Weiberg reported that board members had not yet had an opportunity to meet with city of Willmar officials to discuss the Willmar Public Library's ceiling leaks due to a design and/or construction flaw, but that these members would continue to pursue this meeting.
- 7) Jeff Lopez requested board approval to sign a letter of support for the City of Atwater's building grant. **Joan Reckdahl moved to approve signing letter of support; second by Ron Antony.** After discussion regarding whether PLS would be obligated for funds in this relocation (no), **motion carried.**

Paul Setzepfandt presented for the Personnel Committee, recommending approval of the following six policies which had their first reading at the September 15, 2005, meeting:

- 1) 203 - Criteria for Salary/Benefit Increases: Non-Represented Employees
- 2) 213 - Head Librarian Hours
- 3) 1106 - Compensation for Unused Leave Upon Separation
- 4) 2301 - Sexual Harassment
- 5) 2302 - Prevention of Workplace Violence
- 6) 2302 - Harassment

**Paul Setzepfandt moved to approve all six policies; second by Herman Hannemann; motion carried.**

Stacey Schuette presented for the Ad hoc Committee on Goals/Evaluation/Restructuring. The meeting scheduled for November 18<sup>th</sup> was cancelled due to weather and has been rescheduled for Tuesday, November 29<sup>th</sup> at 5:30 p.m.

Chair Hale reported on the ongoing discussions between PLS, PCLS, and SAMMIE. During the most recent meeting, discussed were areas of possible collaboration and/or sharing resources, such as grant writing, delivery service, and providing services to school districts/libraries. Chair Hale discussed the difficulties facing public school and post-secondary libraries. Amy Wilde noted that special education is a big area for sharing resources for schools without any fear of merging/consolidating. Chair Hale noted that counties and cities frequently do this in the areas of administrators and engineering/public works staff. The next meeting will be held January 11<sup>th</sup> at the Marshall Community Center from 4-5:30 p.m.. Director Houlihan stated he hoped to talk about sharing costs for PLS staff time with PLS and SAMMIE in the area of grant writing to pursue an LSTA grant to develop a plan/partnership with PCLS and SAMMIE. **Barbara Hoyhtya moved to approve signing statement of cooperation; second by Jack Sandburg; motion carried.**

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Amy Wilde and Director Houlahan discussed current LMC meeting results as well as the need to find a replacement for Wilde, whose term expires January 3, 2006. The replacement board member will be seated after the date of the next LMC meeting on January 11<sup>th</sup>. Amy Wilde asked the board if she should still represent PLS at the January LMC meeting. Chair Hale suggested promoting one of the designated alternates (Anne Wilkening or John Baker) to serve for Amy Wilde. In addition to Anne Wilkening and John Baker, other current members of the LMC committee are Dan Reigstad, Paul Setzepfandt, and Jeffrey Lopez.

Chair Hale then asked if any board member who has experience with negotiation would volunteer to serve as an alternate on the Negotiation Committee. Richard Falk volunteered. Chair Hale volunteered to serve as the second alternate. **Eric Weiberg moved to accept Falk as alternate; second by Ron Antony. Joan Reckdahl moved to accept Chair Hale as second alternate. Eric Weiberg and Ron Antony agreed to amend their motion; Joan Reckdahl concurred; motion carried.**

With no new business, Director Houlahan presented his Director's Report. He discussed the upcoming meeting to be held on March 22, 2006, at the Holiday Inn/Convention Center in Willmar. This forum is being put on jointly by the MN Library Trustee Association and the Minnesota Friends of Libraries Association (MALF). The meeting will focus on the concerns of board trustees and friends' groups in rural areas. Until January 1, MALF is requesting subjects for discussion and desired agenda items. Chair Hale suggested issues relating to MN Stat. 134 - Governance and Models of Library Systems (e.g., consolidated, federal, etc.). Director Houlahan asked board members to contact him if they have suggestions. The meeting will probably be held about 10 a.m. to 3 p.m. on March 22, 2006.

Chair Hale asked Director Houlahan to update members on the December 15 City and County Administrators Library Summit. Director Houlahan asked Holly Johnson to explain the list of names provided to board members at the beginning of the meeting. She provided each board member with the name(s) of individuals invited to the summit who had not yet RSVPed. She asked board members to contact the individuals to encourage them to RSVP for themselves or their designee, concerning their intent to attend the summit.

Director Houlahan requested Nominating Committee members to meet after the meeting to set the date for their meeting.

Amy Wilde discussed how the lateness in releasing the most current M.O.E. information affected several cities/counties within PLS. She reported that the MN state auditor had presented information about the "unfunded mandates" in her community and how unfunded mandate reform might address the timing issues with M.O.E. The MN state auditor stated Joint Powers Boards could adopt a resolution recommending the figures used in determining M.O.E. be from the previous year and not the current year. This resolution would go to all PLS governing bodies, who could adopt it. Further, the state auditor reported that if it receives 6 or more such resolutions, it will post them on its website as a recommendation to the legislature to address. Amy Wilde recommended all cities and counties do this at their local level and offered to draft a model resolution using the state's format for review at the December 15<sup>th</sup> Joint Executive Board/Finance Committee meeting.

**Joe Fagnano moved to adjourn the meeting; second by Francis Schweiss; motion carried. Meeting adjourned at 8:30 p.m.**

Respectfully submitted,  
Holly Johnson, Recording Secretary

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Minutes

Hutchinson Public Library Board

November 28, 2005

Members present: John Hassinger, Julie Jensen, Larry Ladd, Kay Peterson, Janet Vacek and Mary Henke (Ex-Officio)

Members absent: John Paulsen and Kay Johnson

President Julie Jensen called the meeting to order. Kay Peterson made a motion to approve the minutes from the October 24, 2005 meeting and John Hassinger seconded the motion. Motion passed.

- Reports:
1. Mary reported that the State Library Task Force is still gathering information at meetings throughout the state.
  2. Pioneerland Library System (PLS) Ad Hoc Committee on Future Structures. City and county administrators have received invitations to a December 15<sup>th</sup> meeting at PLS headquarters to learn about the issues facing PLS and discuss their concerns.
  3. 2006 City and County budget requests. Mary talked to Nan Cray and Grant Knutson and found out we will receive the 4% increase as requested plus ½ of the outlay for automation software upgrade in 2006 and the other ½ in 2007. Kay Peterson talked to Ken Merrill, City Finance Director, who said the budget included the dollars we requested. The funds for the automation software upgrade will come from a capital improvement or outlay fund.

Old Business:

1. Cell phone policy. Mary reported that 2 signs were put up asking that cell phones be turned off and favorable response was noted in compliance.
2. Community forum. Mary was unable to get committee together. Suggestions for topics were global warming (state climatologist or Paul Douglas) and pandemics (Mike Osterholm). Mary encouraged us to keep our eye out by watching newspapers, news, etc. for interesting topics and speakers.
3. National Library Week, April 2-8, 2006 author visit. Mary spoke to Doug Ohman, author of Barns of Minnesota and Churches of Minnesota, about coming to speak. If he can sell his books, he will charge \$150 for a visit and is free during National Library Week. The board chose Tues., April 4 as their 1<sup>st</sup> choice and Thurs., April 6 as their 2<sup>nd</sup> choice to have him speak on Minnesota historic landmarks.
4. Focus group follow-up. The group continued to explore the ideas offered by focus group. Mary suggested we could add an evening book club.
5. Building entrance issues. The sidewalk replacement took about 4 days and people used the south door with some complaints. The city offered us 2 wooden benches with cast iron supports to place in front of the library seasonally with pots of flowers on each side. The group approved.

New Business: There was none. Mary said that the change to the new automation system is scheduled for March, 2006.

There will be no meeting on December 26 with our next meeting on January 23, 2006.

The meeting was adjourned.

Submitted,  
Janet Vacek, Co-Secretary

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