

**Viking Library System
Executive Committee Meeting
August 18, 2026**

Rebecca Stolee called the VLS Executive Committee meeting to order at 5:15 p.m.

Board members attending were Nina Battistini, Sharon Hintgen, Bob Lahman, Pat Lesmeister-Nelson and Rebecca Stolee. Staff members attending were Erin Smith, Julia Davis, and Jody Lehn. The meeting was held in the meeting room of the Viking Library System.

Agenda and Roll Call

Bob Lahman made a motion to approve the agenda for August 18, 2026, with one addition under 8c. Delivery Van repair. Nina Battistin seconded. Motion carried.

Consent Agenda

Minutes June 16, 2026, and RLTA FY26 Final Report

Bob Lahman made a motion to approve the consent agenda as presented. Sharon Hintgen seconded. The motion carried.

Bills

Sharon Hintgen made a motion to approve the list of disbursements as presented. Nina Battistini seconded. Motion carried.

Financial Report:

Nina Battistini made a motion to approve the financial report as written. Pat Lesmeister-Nelson seconded. Motion carried.

Director's Report

See written report in board packet.

Delivery Van Repair

Erin explained that the transmission in the delivery van needs repair. The Committee discussed repair and replacement options. VLS has 2026 budgeted funds for vehicle replacement that could be reallocated to repair/replacement. In addition, VLS has committed fund balance that could be applied should costs exceed 2026 budgeted funds, which Erin shares is likely considering repair/replacement estimates received to this point.

Bob Lahman made a motion to direct Erin to use her discretion in deciding to move forward with purchasing a new van or with repairing the current delivery van. Sharon Hintgen seconded. Motion carried.

Staffing update (informational)

Erin shared that VLS staff are filling in for part-time delivery staff out on leave. Currently, coverage is needed through mid-September. This may be extended.

ILS Project update (informational)

Erin provided an update on the ILS Project including a review of committed fund balance that could be applied to the one-time migration portion of the Project should a migration be part of the outcome of the RFP process.

- The survey for member library staff launched August 4 and will remain open through September 18.
- A draft RFP is in process and it is anticipated the RFP will be brought before the VLS Executive Committee for consideration of approval during the regular October meeting.
- The RFP draft will also be sent to VLS legal counsel for review prior to distribution

Committee: Budget

Erin reported that all six county budget request presentations have been completed.

Annual Report to Members – Final Draft (informational)

A final draft of the 2025 Annual Report was included in the meeting packet.

Executive

Director's Annual Review Summary (informational)

Chair Stolee provided a verbal review of the outcome of the Director's Annual Review. A written copy of the review summary will be included in the Board files.

Director's Anniversary Step Increase

Pat Lesmeister-Nelson made a motion to recommend to the Governing Board to approve Erin's step increase from #9 to step #10, Range 15, of the 2026 pay scale. Bob Lahman seconded. Motion carried.

Unfinished Business

New Business

Policy Review and Member Education

Data Practices Policies Update

Nina Battistini made a motion to approve the updates to the VLS Data Practices Policy as presented. Pat Lesmeister-Nelson seconded. Motion carried.

Policy Updates

Sharon Hintgen made a motion to approve the updates to the Earned Sick and Safe Leave Policy, Workers' Compensation Policy, and Minnesota Paid Leave Policy as presented. Bob Lahman seconded. Motion carried.

Local Library Boards, NLLN Governing Board

Glenwood Public Library recently held their annual booksale and with the year-long entryway cart book sales, after expenses, the Library netted \$2,100.

Pat Lesmeister-Nelson made a motion to adjourn. Sharon Hintgen seconded. The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Jody Lehn, Office Coordinator