

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES
Thursday, July 16, 2020, Via Zoom due to COVID-19

The meeting was called to order at 6:00 p.m. by Vice Chair R. Antony.

Committee members present (attending remotely): Todd Hay, Doug Erickson, Abigail Duly, Ron Shimanski, Dennis Ulrich, Steve Ahmann, Ron Antony, and John Maatz. Admin Staff on site: Laurie Ortega. Guest attending remotely: Nicole Schmiesing, head librarian, Benson/Kerkhoven. Absent: Joe Tacheny and Brent Olson.

All votes were taken by roll call.

The agenda was approved as amended on a motion by Ulrich, seconded by Maatz.
There were no minutes to approve.

COMMITTEE REPORTS:

Finance Committee:

- A. **The June 2020 Financial Report & Bills and Check Registers** were approved on a motion by Duly, seconded by Ulrich.

Personnel Committee:

- **New Hires:** The following new hire was approved on a motion by Hay, seconded by Ulrich: Ashley Olson, Library Asst. III, Montevideo/Milan
- **Director Evaluation:** Antony informed the committee that the typical process for the Director evaluation has been a board review in June, followed by a salary recommendation effective July 1. That process did not happen this year due to the Covid-19 situation. A motion was made by Ulrich, seconded by Shimanski, to table the Director evaluation for 2020 and approve a 3% increase. This is the increase amount approved for all staff for 2020. Motion carried.

OLD BUSINESS: No old business.

NEW BUSINESS:

- A. **The PLS/PCLS Cooperative Legacy Contract** for 2020 'virtual' Camp Read was approved on a motion by Shimanski, seconded by Ulrich.
- B. **FY21 ACHF (Legacy) Application:** Approval to sign and submit the FY21 Legacy Application was given on the same motion by Shimanski, seconded by Ulrich.

DIRECTOR'S UPDATE:

- A. Director Ortega reported that curbside service in Pioneerland is continuing and that all libraries have begun limited computer use by appointment. A number of libraries have begun limited browsing which allows a limited number of patrons in the library at one time to keep within social distancing guidelines. Browsing time is also restricted to 15-20 minutes per patron/family. This allows patrons to choose & check out materials, pick up holds, apply for a library card etc. The maximum number of

patrons allowed at one time differs from library to library depending on the size of their space.

- B.** T-Mobile hotspots have been activated and are ready to be deployed out to libraries. Eight libraries will not receive devices this go-around due to lack of T-Mobile coverage in their area. Funds for this 'pilot project' came from FY20 RLTA dollars freed up by the governor for use in increasing access to digital resources during this time. It is hoped that PLS will be able to use additional funds at a later date to fill in the coverage gaps and increase the number of devices available for check-out.

OTHER: Next board meeting scheduled for Thursday, October 15, 2020 @ 7:00 p.m.
Executive/Finance Meetings: August 20 & September 17 @ 6:00 p.m.

The meeting was adjourned at 6:20 p.m. on a motion by Erickson, seconded by Duly.

Recording Secretary – Laurie Ortega