

PIONEERLAND LIBRARY SYSTEM  
EXECUTIVE/FINANCE COMMITTEE MINUTES  
Thursday, August 20, 2020, Via Zoom due to COVID-19

The meeting was called to order at 6:04 p.m. by Chair B. Olson.

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

All votes were taken by roll call.

**The agenda** was approved on a motion by Ahmann, seconded by Duly.

**Minutes of the July 16, 2020 Executive/Finance Committee** were approved on a motion by Hay, seconded by Ulrich.

**COMMITTEE REPORTS:**

**Finance Committee:**

- A. **The July 2020 Financial Report** was approved on a motion by Ulrich, seconded by Duly.
- B. **Bills and Check Registers** were approved on a motion by Ahmann, seconded by Maatz.

**Personnel Committee:**

- **New Hires:** The following new hires were approved on a motion by Hay, seconded by Ulrich:
  - Naomi Dempcy, Library Asst. III, Madison
  - Lisa Liebl, Library Asst. III, Spicer

**OLD BUSINESS:** No old business.

**NEW BUSINESS:**

- A. **Telecommunications Contract Extension:** Pioneerland's current contract with Arvig for telecommunications services includes two optional 1 year extensions. PLS has exercised the first 1-year extension for services that began July 1, 2020. Ortega is asking for the ability to exercise the second 1-year extension option for services beginning July 1, 2021. Due to Covid-19 the Director feels now is not the time to begin an RFP process, which is what would need to happen in order for any new contract to be in place by July 2021. We are satisfied with the service, bandwidth speed, and price we are receiving from Arvig. Motion was made by Hay, seconded by Duly to exercise the second 1-year renewal option with Arvig. Motion carried.
- B. **RLTA FY20 Final Report:** Approval to sign and submit the FY20 RLTA Final Report was given on a motion by Ulrich, seconded by Ahmann.

**C. RLTA FY21 Application:** Approval to sign and submit the FY21 RLTA Application was given on a motion by Duly, seconded by Hay.

**DIRECTOR'S UPDATE:**

**A. Plexiglas Shield Costs:** At the July meeting, the possible reimbursement to libraries for Covid-19 related expenses from city/county CARES dollars was discussed. Ortega has put together a list of costs for Plexiglas shields that have been installed in libraries and paid for with budget dollars. Motion was made by Ahmann, seconded by Hay, that Ortega draft a letter to counties requesting reimbursement for these and other Covid related expenses such as masks, gloves etc. Motion carried.

**OTHER:** Next board meeting scheduled for Thursday, October 15, 2020 @ 7:00 p.m.  
Executive/Finance Meetings: September 17 and November 19 @ 6:00 p.m.

The meeting was adjourned by consensus at 6:25 p.m.

Recording Secretary – Laurie Ortega