

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES
Thursday, September 17, 2020, Via Zoom due to COVID-19

The meeting was called to order at 6:00 p.m. by Chair B. Olson.

Committee members present (attending remotely): Todd Hay, Abigail Duly, Dennis Ulrich, Steve Ahmann, Brent Olson, Ron Antony, John Maatz and Doug Erickson. Susan Snow, new board member representing the city of Benson, was also in attendance. Admin Staff on site: Laurie Ortega, Director. Guest attending remotely: Beth Cronk, Meeker County head librarian.

Absent: Joe Tacheney, and Ron Shimanski.

All votes were taken by roll call.

The agenda was approved on a motion by Antony, seconded by Ulrich.

Minutes of the August 20, 2020 Executive/Finance Committee were approved on a motion by Maatz, seconded by Hay.

COMMITTEE REPORTS:

Finance Committee:

- A. **The August 2020 Financial Report** was approved on a motion by Duly, seconded by Ulrich.

- B. **Bills and Check Registers** were approved on a motion by Antony, seconded by Ahmann.

Personnel Committee:

- **New Hires:** The following new hires were approved on a motion by Antony, seconded by Ulrich:
 - Heather Castle, Library Asst. III, Fairfax
 - Dawn Buckingham, Library Asst. II, Appleton
 - Lamae Maiers, Library Asst. I, Hutchinson
 - Mandy Sommer, Library Asst. I, Hutchinson

OLD BUSINESS: No old business.

NEW BUSINESS:

- A. **MCIT Insurance Renewal:** PLS has received the estimated cost from MCIT for 2021 insurance coverage. The overall increase to members will be 12%. PLS will also need to make up the miscalculation on the 2020's contribution amount in 2021. Ortega is asking to increase the P&C deductible (not auto) from \$500 to \$5,000 to help reduce some of the impact of this increase. On a motion by Antony, seconded by Hay, approval was given to increase the P&C deductible amount to \$5,000.

- B. **RLBSS FY20 Report of Results:** Approval to sign and submit the FY20 RLBSS Report of Results was given on a motion by Ulrich, seconded by Snow.

DIRECTOR'S UPDATE:

A. The October meeting is scheduled as a full board meeting. Ortega would like to plan for this to be a virtual meeting, rather than in person, unless something changes with the governors peacetime emergency declaration before the October 15th meeting date.

B. All libraries are open and are providing adjusted services including curbside pickup, express browsing, and limited computer time. Browsing times are limited to 15/20 minutes for patrons to browse the collection, check out items, pick up holds, ask reference questions and apply for a library cards. Maximum capacity numbers along with masking and social distancing requirements are followed. Libraries continue to provide limited outdoor programming within the recommended guidelines along with virtual programming.

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

The meeting was adjourned by consensus at 6:32 p.m.

Recording Secretary – Laurie Ortega