

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES
Thursday, February 18, 2021, 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): Brent Olson, Ron Antony, John Winter, Doug Erickson, Duane Anderson, Marlys Bjur, and Eric Rudningen. Absent: Julie Asmus, Dennis Ulrich. Admin Staff on site: Laurie Ortega, Director. Guest: Ria Newhouse, head librarian Spicer/New London/Raymond/Atwater/Lake Lillian.

Roll call was taken and a quorum was present. All votes were taken by roll call.

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

Minutes of the December 17, 2020 Executive/Finance Committee were approved at the January 21, 2021 board meeting.

COMMITTEE REPORTS:

Finance Committee:

- A. **The January 2021 Financial Report** was approved on a motion by Antony, seconded by Anderson.

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

- C. **2020 Fund Transfers:** Following a review of balances – there are no fund transfers at this time.

Personnel Committee:

- **New Hires:** The following new hires were approved on a motion by Antony, seconded by Bjur:
 - Claire Guggemos, Library Asst. II, Winsted
 - Janice Albers, Library Asst. II, Montevideo
 - Gretchen Sietsema, Library Asst. II, Clara City

OLD BUSINESS: None

NEW BUSINESS:

A. **2021 Committee Appointments** were approved on a motion by Olson, seconded by Erickson.

DIRECTOR'S UPDATE:

A. **2020 Audit:** The audit process has begun. Auditors will be completing the process from their office this year rather than coming to PLS headquarters. Needed documents are being supplied via upload to the auditor's portal. It is hoped that the entire process can be completed remotely this year. The annual audit presentation will be on the agenda for the April board meeting.

B. **Virtual Library Legislative Day** (week) is scheduled for February 21-27.

C. **The annual MLA Conference** will be held virtually again in 2021. The conference is scheduled for October 6-8. More information will be shared as it is received.

D. 2020 Annual Report: Each year MN libraries are required to submit an annual report to the state. This process has begun for 2020 and, as expected, it looks a little different this year. Additional questions on the federal level regarding libraries response to the Covid-19 pandemic have been added. In addition, expanded questions regarding service hours, closures, limited services, programming provided in-person, virtually, self-directed and in other forms have been included. The final due date for entering the compiled data is April 1.

OTHER: Next board meeting scheduled for April 15, 2021 @ 7:00 p.m. (Finance Committee meeting at 6:30 TBD)
Executive/Finance Meetings: March 18 & May 20 @ 6:00 p.m.

The meeting was adjourned by consensus at 6:21 p.m.
Recording Secretary – Laurie Ortega