

PIONEERLAND LIBRARY SYSTEM
EXECUTIVE/FINANCE COMMITTEE MINUTES
Thursday, August 19, 2021, Willmar Library Multi-purpose Room

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

Committee members present: Dennis Ulrich, Brent Olson, Julie Asmus, John Winter, Doug Erickson, Marlys Bjur, Duane Anderson, and Eric Rudningen. Admin Staff on site: Laurie Ortega. Guest: Jackee Fountain, head librarian, Glencoe/Brownnton. Absent: Ron Antony.

The agenda was approved on a motion by Rudningen, seconded by Asmus.
There were no minutes to approve. Committee did not meet in July due to lack of a quorum.

COMMITTEE REPORTS:

Finance Committee:

- A. **The July 2021 Financial Report** was approved on a motion by Ulrich, seconded by Asmus.

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

Personnel Committee:

- **New Hires:** The following new hire was approved on a motion by Bjur, seconded by Winter: Jordan Marrero Library Asst. I, Appleton
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OLD BUSINESS: No old business.

NEW BUSINESS:

- A. **PLS Lease Agreement/Renewal:** The agreement to renew Pioneerland's lease for office space for 2022-2023 was approved on a motion by Rudningen, seconded by Ulrich. The agreement calls for the 2022 cost to remain the same as 2021 with a 2% increase for 2023.

- B. **RLTA FY21 Final Report:** Approval to sign and submit the FY21 RLTA Final Report was given on a motion by Bjur, seconded by Winter.

DIRECTOR'S UPDATE:

- A. **ARPA Projects Update:** The list of projects being planned for use of the \$91,311 in American Rescue Plan Act (ARPA) dollars being directly distributed to PLS through State Library Services include the following. September 30, 2022 is the hard deadline for spending these funds:
 - * purchase of approx. 100 Chromebooks for checkout = \$30,000)
 - * renewal of Brainfuse (Database for Homework Help & More) subscription = \$14,000.
 - * purchase of a 3-year subscription with unrestricted 24/7 access from library or home (includes access for schools/educational institutions in our region) to Tumblebook Library (a curated database of Children's ebooks

available by subscription to schools/public libraries around the world.) = \$31,000.

* the remaining approx. \$16,000 will be used for Overdrive content.

B. 13D.021 subd. 1 Meetings During Pandemic or Chapter 12 Emergency: This section of MN Open Meeting Law allows for *“the presiding officer, chief legal counsel, chief administrative officer for the affected governing body to determine that an in-person meeting or a meeting conducted under section 13D.015 or 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12.”*

As the national pandemic emergency declaration remains in effect, and due to the continued spread of Covid19 and the possible impact on those attending in-person meetings, a motion was made by Rudningen, seconded by Ulrich, giving PLS board chair Brent Olson the authority to invoke this clause as needed. The motion carried. ***Chair Olson invoked 13D.021 subd. 1 for the September 16 meeting of the PLS Executive/Finance Committee - this meeting will be held virtually.*** The status of meetings will be evaluated on a monthly basis and declared and shared ahead of the meeting date.

C. Masking for Staff: Committee declines to institute a masking mandate for staff at this time. Staff are highly encouraged to wear masks while working with the public and in close contact with each other, in accordance with CDC guidelines. PLS will comply with any local, regional, or statewide mandates if and when they are enacted.

OTHER: Next full board meeting scheduled for Thursday, October 21, 2021 @ 7:00 p.m.
Executive/Finance Meetings, 6:00 pm , Sept. 16 (virtual) and November 18 (TBD)

The meeting was adjourned by consensus at 7:30 p.m.

Recording Secretary – Laurie Ortega