

## **PIONEERLAND LIBRARY SYSTEM BOARD MEETING**

Thursday, October 21, 2021, @ 7:00 p.m. Under Minnesota Statute, Section 13D.021, subd. 1, this meeting was held remotely due to the ongoing health pandemic.

The October 21, 2021 meeting of the Pioneerland Library System board was called to order at 7:00 p.m. by Chair Olson. Roll call was taken and a quorum was present.

Admin Staff on site: Laurie Ortega, Director

Guest attending remotely: Deb Lanthier, head librarian, Madison/Canby/Dawson.

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

**Minutes** of the June 17, 2021 Board and the September 16, 2021 Executive/Finance Committee were approved on a motion by Erickson and seconded by Huesing.

### **COMMITTEE REPORTS**

#### **FINANCE COMMITTEE**

1. **The September 2021 Financial Report** was approved on a motion by Fagnano, seconded by Bjur.
2. **Bills and Check Registers** were approved on a motion by Ulrich, seconded by Schmalz.
3. **2022 Preliminary Budget:** Following discussion the 2022 preliminary budget was approved on a motion by Antony, seconded by Bjur.

#### **PERSONNEL COMMITTEE:**

1. **New Hires:** the following new hires were approved on a motion by Ulrich and seconded by Anderson: Veronica Denton, Library Asst. I, Willmar  
Sarah Otterson, Library Asst. II, Spicer/New London
2. **Director Review:** Director Ortega submitted a self-review for 2020 which was reviewed by Personnel Chair Antony and Board Chair Olson. Following a recommendation of a satisfactory review, approval was given on a motion by Antony, seconded by Jensen, to grant a step increase for the director, retroactive to July 1, 2021.

**OLD BUSINESS** – None

#### **NEW BUSINESS:**

1. **FY22 RLTA Application:** Approval to sign/submit the FY22 RLTA application for state telecom funding was given on a motion by Fagnano, seconded by Jensen.
2. **Fine Free for JV:** Following discussion, motion was made by Schmalz, seconded by Hanson, to approve the elimination of late fees for Juvenile and YA materials. Motion carried. PLS owned juvenile and young adult materials will not accrue fines when overdue. However, these items will still be subject to charges if lost or damaged. Admin staff will begin work on putting this in place.

#### **DIRECTORS REPORT**

**2022 Health Insurance Premium:** There will be a 9% increase in health insurance premium cost for 2022. The preliminary budget will be updated to reflect new figures following the open enrollment period in November before final budget approval in January.

**ARPA Funds:** PLS's application for ARPA dollars from the State Library Grant has been approved. This is a reimbursable grant. Chromebooks have been ordered and should be on the way soon. We are working on purchasing/installing the Tumblebook subscription as well.

**Telecom RFP process:** We have begun meeting with trueNorth Consulting Group to draft the RFP for WAN services. The RFP should be ready for posting in early November with a projected date for 'final bids due' of December 22<sup>nd</sup>. The intent is to have a recommendation for bid award at the January 2022 board meeting.

#### **OTHER**

- A. The next full board meeting is scheduled for January 20, 2022 @ 7:00 p.m.  
Executive/Finance meetings: November 18 & December 16 @ 6:00 p.m.

The meeting was adjourned by consensus at 7:59 p.m.

Recording Secretary – Laurie Ortega