

Governing Board
April 19, 2017
Draft

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
April 19, 2017**

Approved June 21, 2016

TIME & PLACE:

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN, on Wednesday, April 19, 2017.

PRESENT:

Commissioner Donna Gravley, Cottonwood County
Commissioner Cathy Hohenstein, Jackson County
Commissioner Charles Sanow, Lyon County
Commissioner Corey Sik, Lincoln County
Commissioner Gene Metz, Nobles County
Commissioner Bruce Kooiman, Pipestone County
Chris Lang, Jackson County (Lakefield)
Clara Friese, Redwood County (Redwood Falls)
Evan Schiller, Pipestone County (Pipestone)
Gwen Sturrock, Lyon County (Marshall)
Judy Horn, Murray County (Slayton)
Kathy Craun, Worthington (Nobles County)
Reba Lipinski, Lincoln County (Ivanhoe)
Susan Hansberger, Worthington (Nobles County)
Tom Ellig, Redwood County (Redwood Falls)
Carole Martin, Lyon County (Marshall)
Commissioner Jim Salfer, Redwood County
Commissioner Jody Reisch, Rock County
Commissioner Lori Gunnink, Murray County
Anita Winkel, Cottonwood County (Windom)
Judy Hagen, Lyon County (Minneota)

Jim Trojanowski and Rebecca Hudson, Cleo Wicks and Joel Sasse were PCLS staff in attendance. Also present was Kari Ourada, Advisory Council Liaison, and Sandy Stobb and Les Nath, Governing Board Alternates.

ABSENT:

Glenda Vizecky, Lyon County (Cottonwood)

1. CALL TO ORDER

Chair Jody Reisch called the meeting of the Governing Board to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

M/S C. Sanow/B. Kooiman to approve the agenda with the following additions:
Outreach final figures
-Sale of the Outreach van
-Approval of sale of surplus equipment

6. MINUTES

M/S B. Kooiman/C. Hohenstein to approve the minutes of the January 18, 2017 Governing Board meeting and March 15, 2017 Executive Committee meeting. Motion carried by unanimous vote.

M/S D. Gravley/T. Ellig to accept the Advisory Council minutes from February 10, March 1 and April 5, 2017. Motion carried by unanimous vote.

7. FINANCIAL REPORTS

Cash Analysis, Statement of Rev/Exp., Balance Sheet
Monthly Payment Processing Report
Credit Card Statements

Trojanowski said the budget is on target and there are no unusual items in the financial reports.

M/S B. Kooiman/C. Friese to accept the financial documents. Motion carried by unanimous vote.

8. DIRECTOR'S REPORT

The report was made in writing; however, Trojanowski discussed the state budget process as it concerns public libraries and the Joint Powers Agreement approval process orally at the meeting.

9. ADVISORY COUNCIL LIAISON REPORT

Liaison Kari Ourada reported Advisory Council approved the newly formed ILS committee charter, lost/damaged policy, and adding holdings manual. An ad hoc committee has been formed to explore the relationship between the school and public libraries on the shared integrated library system.

10. UNITED PRAIRIE DIRECTORS' RESOLUTION

M/S C. Lang/C. Sanow to approve the United Prairie Director's Resolution. Motion carried by unanimous vote.

11. MNLINK SERVER SITE AGREEMENT

M/S D. Gravly/R. Lipinski to approve the MNLink Server Site Agreement. Motion carried by unanimous vote.

12. RECORDS RETENTION POLICY

M/S E. Schiller/C. Hohenstein to approve the new Records Retention policy. Motion carried by unanimous vote.

13. LOST AND DAMAGED ITEMS POLICY FOR INTERLIBRARY LOAN

M/S C. Friese/C. Lang to approve the new Lost and Damaged Items for Interlibrary Loan policy. Motion carried by unanimous vote.

14. JOB DESCRIPTIONS

The revised job descriptions of director, fiscal administrator, office administrator, ILS/network system administrator, cataloger, ILL coordinator and delivery driver were discussed. Discussion as to whether descriptions should require a valid driver's license and ability to operate a motor vehicle was held.

M/S D. Gravley/C. Friese to approve the new job descriptions with the removal of the motor vehicle requirement for all positions except delivery driver. Motion carried unanimously.

It was noted the job description for the director omitted compiling the budget and preparing LSTA, RLBSS and RLTA applications.

M/S C. Sanow/E. Schiller to call the motion back. Motion carried.

M/S C. Sanow/E. Schiller to approve all of the job descriptions except for the director's which will be revised to include the additions of budget and grant writing duties, and removing of the motor vehicle requirement in all job descriptions except the delivery driver. Motion carried by unanimous vote.

15. 2016 ANNUAL REPORT

M/S B. Kooiman/A. Winkel to approve the 2016 State Annual Report. Motion carried by unanimous vote.

Governing Board

April 19, 2017

Draft

16. CAMP READ-A-LOT COOPERATIVE AGREEMENT

MS C. Lang/C. Sanow to approve the 2017 Camp Read-a-Lot cooperative agreement between Plum Creek Library System and Pioneerland Library System to jointly sponsor the annual event. Each system will provide \$4,097.50 in ACHF funds. Motion carried by unanimous vote.

17. RLBSS FUNDING REQUEST

This was addressed in the Directors Report.

18. ROLE OF ADVISORY COUNCIL LIAISON

The role of Advisory Council Liaison was discussed and it was agreed that it is beneficial for the board to hear about AC meetings. The board welcomes input from the liaison during discussion.

19. BUDGET

Trojanowski anticipates a .5% decrease in RLBSS, or \$1,750, next year. The Governing Board discussed the possibility of increasing fees to member libraries and/or seeking operating funds from member counties.

20. BUILDING DISCUSSION

A comparison of the cost estimates for moving the system headquarters and remodeling the building in Slayton (\$61,790), and for remaining in Worthington with updates to that building (\$60,424) was made. Ongoing costs, if remaining in the current location, are \$2,704, while annual rent paid, if a move to Murray County was made, would be \$21,600. M/S D. Gravly/C. Friese to remain in the building in Worthington. Motion carried with Commissioner Lori Gunnink abstaining.

21. FINAL OUTREACH FIGURES

The closing costs of Outreach have now been determined, including unemployment compensation and vacation pay-out, with the final actual cost at \$223 short. Plum Creek will not be asking counties to pay that amount.

22. OUTREACH VAN

The 1999 Dodge minivan has been sold for \$200.00.

23. SURPLUS EQUIPMENT

M/S C. Lang/T. Ellig to declare surplus 2 Dell PE 4600 Servers purchased in 2003. Motion carried by unanimous vote.

24. ADJOURNMENT

M/S D. Gravley/J. Reisch to adjourn the meeting at 8:22 p.m. Motion carried by unanimous vote.

NEXT MEETING

Date: June 21, 2017

Location: Murray County Government Center, 6:30 p.m.