

Governing Board  
February 21, 2018  
Approved April 25, 2018

**PLUM CREEK LIBRARY SYSTEM  
GOVERNING BOARD  
February 21, 2018**

**TIME & PLACE:**

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN, on Wednesday, February 21, 2018.

**PRESENT:**

Kathy Craun, Worthington (Nobles County)  
Tom Ellig, Redwood County (Redwood Falls)  
Commissioner Donna Gravley, Cottonwood County  
Commissioner Lori Gunnink, Murray County  
Commissioner Cathy Hohenstein, Jackson County  
Judy Horn, Murray County (Slayton)  
Joyce Johnson, Redwood County (Redwood Falls)  
Commissioner Gene Metz, (Nobles County)  
Michael Murray, Lyon County (Ghent)  
Commissioner Les Nath (Pipestone County)  
Commissioner Charles Sanow, Lyon County  
Evan Schiller, Pipestone County (Pipestone)  
Commissioner Corey Sik, Lincoln County  
Sandy Stobb, Lyon County (Tracy)

Jim Trojanowski, Rebecca Hudson, were PCLS staff in attendance.

**ABSENT:**

Judy Hagen, Lyon County (Minnesota)  
Susan Hansberger, Worthington (Nobles County)  
Commissioner Bruce Kooiman, Pipestone County  
Reba Lipinski, Lincoln County (Ivanhoe)  
Kari Ourada, Advisory Council Liaison  
Commissioner Jody Reisch, Rock County  
Commissioner Jim Salfer, (Redwood County)  
Anita Winkel, Cottonwood County (Windom)

**1. CALL TO ORDER**

Chair Evan Schiller 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/T. Ellig to approve the agenda as written. Motion carried.

**6. MINUTES**

M/S G. Metz/C. Sanow to approve the minutes of the November 1, 2017 Governing Board meeting. Motion carried.  
The minutes of the January 24, 2018 Executive Committee meeting and February 7, 2018 Advisory Council minutes from were accepted as written.

**7. FINANCIAL REPORTS**

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

M/S C. Sanow/C. Hohenstein to accept the financial documents subject to audit. Motion carried.

**8. DIRECTOR'S REPORT**

Trojanowski reported that one of four staff team building sessions has been held, led by psychologist E. Lynn Herrick of Worthington. There are two new board trustees joining the board: Joyce Johnson from Redwood Falls and Michael Murphy from Ghent. There are two new library directors: Janine Bunjer at Lake Benton and Calla Jarvie at the Rock County library. Work on changing the library system's liability and property insurance to the MCIT Insurance pool is progressing and should result in a significant cost savings. Nearly half of the signatures on the new Agency Agreement have been received to date. The State Library Legislative Day is March 6 in St. Paul and Trojanowski will attend. CRPLSA will seek to build support for an increase in funding for the 12 regional library systems. The MN Writes MN Reads platform is now available and statewide publicity is being introduced.

**9. ADVISORY COUNCIL LIAISON REPORT**

There was no Advisory Council Liaison report given.

**10. APPROVAL OF EMPLOYMENT POLICIES**

The board approved several personnel policy revisions:

M/S L. Nath/T. Ellig to approve the revision, "Definitions". Motion carried.

M/S C. Hohenstein/L. Gunnink to approve the revision, "Hiring Law". Motion carried.

M/S L. Nath/G. Metz to approve the revision, "Holidays Observed". Motion carried.

M/S C. Hohenstein/D. Gravley to approve the revision, "Hours Worked". Motion carried.

**11. APPROVAL OF MEMBERSHIP IN MINNESOTA COUNTIES INTERGOVERNMENT TRUST**

M/S T. D. Gravley/L. Nath to approve membership in the Minnesota Counties Intergovernmental Trust (MCIT). Motion carried.

**12. RESOLUTION REGARDING WORKERS' COMPENSATION FOR TRUSTEES OF PLUM CREEK LIBRARY SYSTEM**

M/S C. Sanow/T. Ellig to adopt the resolution rejecting workers' compensation coverage for board trustees. Motion carried.

**13. APPROVAL OF COVERAGE AND COSTS FOR INSURANCE WITH MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST**

M/S J. Johnson/L. Gunnink to approve the coverage and costs for property and liability insurance from MCIT with an estimated contribution for the calendar year 2018 of \$6,927. Motion carried.

**14. APPROVAL OF AMENDMENT TO MINNESOTA LIBRARY RECIPROCAL BORROWING COMPACT**

M/S L. Gunnink/C. Sik to approve the amendment to the Minnesota Library Reciprocal Borrowing Compact, that would allow libraries in Plum Creek, Pioneerland and Traverse des Sioux library systems to issue a library card to an out of system patron who does not already have a library card in their home library system. Motion carried.

**15. APPROVAL OF PLUM CREEK LIBRARY SYSTEM PHOTOGRAPH POLICY**

M/S G. Metz/C. Sanow to approve a new photograph policy that would require libraries to obtain permission from a parent or guardian of a minor before any photographs can be posted on websites that are hosted by Plum Creek. Motion carried.

**16. BUDGET DISCUSSION**

Trojanowski reviewed anticipated revenue and funding for fiscal year 2018. It will be necessary to build the reserves for replacing the delivery truck in two years.

**17. DISCUSSION OF PLUM CREEK LIBRARY SYSTEM BUILDING COMMITTEE**

Committee Chair Charles Sanow noted that the committee, set up in August of 2017 by the Executive Committee, will not meet since Plum Creek has no money.

**18. APPOINTMENT TO SAMMIE BOARD**

M/S C. Sanow/L. Nath to nominate Clara Friese to the SAMMIE board of directors. Motion carried.

**19. ADJOURN**

The meeting was adjourned at 7:43 p.m.