

Governing Board
January 18, 2017
Approved April 19, 2017

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
January 18, 2017**

TIME & PLACE:

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN, on Wednesday, January 18, 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)
Les Nath, Pipestone County (Jasper)
Reba Lipinski, Lincoln County (Ivanhoe)
Susan Hansberger, Worthington (Nobles County)
Tom Ellig, Redwood County (Redwood Falls)

Jim Trojanowski, Cleo Wicks, Joel Sasse, Anne Ouellette, and Rebecca Hudson were PCLS staff in attendance. Also present was Kari Ourada, Advisory Council Liaison.

ABSENT:

Rhonda Fredericks, Lyon County (Tracy)
Commissioner Jim Salfer, Redwood County
Commissioner Jody Reisch, Rock County
Commissioner Lori Gunnink, Murray County
Anita Winkel, Cottonwood County (Windom)

1. CALL TO ORDER

Acting Chair Charles Sanow called the meeting of the Governing Board to order at 6:30 p.m.

M/S E. Schiller/B. Kooiman to appoint Sanow as temporary chair in the absence of Chair Jody Reisch and with no appointed Acting Chair. Motion carried by unanimous vote.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

The agenda was approved with a discussion of Outreach being added to the agenda.

6. OATH OF OFFICE

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7. MINUTES

M/S B. Kooiman/T. Ellig to approve the minutes of the October 19, 2016 Governing Board meeting. Motion carried by unanimous vote.

8. FINANCIAL REPORTS

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

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

9. BUILDING CONCERNS

Murray County Commissioner James Jens was on hand to answer questions related to the office building being offered for lease to Plum Creek by the county. The initial offer from the county board was to lease 1,850 square feet of office space at a cost of \$1,000 per month. The county offered an additional 952 square feet at the cost of \$512 per month, bringing the total potential rent for the 2802 square foot office to \$1512.00. Annual rent for the building would be \$18,175.08.

The lease would include heating, cooling, electric, snow removal, garbage, water and sewer. The county would provide basic renovation of the building with the bulk of construction costs including wiring and the addition of walls to be Plum Creek's responsibility.

The board discussed unknown costs that would be involved with making this move including construction, internet, telephone, moving, and furniture expenses. Commissioner Gene Metz commented that there are numerous unknown factors involved. Board member Tom Ellig agreed that there needs to be some idea of what these things would cost before a decision can be made.

Commissioner Donna Gravley asked about the costs of fixing the existing system headquarters and discussion followed as to the water drainage issue at the front of the building due to the low level that the building sits at. Metz noted that Nobles County has offered its engineering assistance to study the matter.

Commissioner Bruce Kooiman pointed out that the cost of repairing and updating the existing headquarters would be significant and added that Pipestone County is not in favor of spending any money on the existing headquarters building.

Jim Trojanowski reported that a realtor believes the existing facility could sell for \$140,000 to \$185,000 based on two similar properties that have recently sold in Worthington.

Trojanowski asked that board members send him any questions that they have and he will compile and distribute to the board. The matter was tabled until more information outlining potential construction costs and costs connected with the fiber optic internet connections have been acquired.

10. DIRECTOR'S REPORT

The director's report was emailed out prior to the meeting. Some discussion as to the draft of the new Joint Powers Agreement was held.

M/S B. Kooiman/C. Friese to approve Trojanowski's report. Motion carried by unanimous vote.

11. OUTREACH

Gravley inquired as to when the final figures for the Outreach program will be available and Trojanowski reported that they should be ready by the next Governing Board meeting.

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12. ADVISORY COUNCIL LIAISON REPORT

Liaison Kari Ourada reported on the January Advisory Council meeting where information was given on the Southwest Regional Development Council's conference on succession planning. Libraries will be distributing "I Love Libraries" promotional materials and collecting post cards to be presented to legislators on Legislative Day on February 22. The Advisory Council continues to work on developing policies that deal with KOHA issues.

13. ELECTION OF Vice-Chair/Chair Elect

M/S C. Sanow/B. Kooiman to nominate Evan Schiller to the office of Vice Chair. Motion carried by unanimous vote. No further nominations were presented.

M/S G. Sturrock/T. Ellis to elect Evan Schiller as Vice Chair. Motion carried by unanimous vote.

14. ELECTION OF SAMMIE REPRESENTATIVES

M/S D. Gravley/E. Schiller to nominate Gwen Sturrock and Chris Lang as SAMMIE Board Representatives. Motion carried by unanimous vote.

15. APPROVAL OF OUT OF STATE TRAVEL

A new Out of State Travel policy was reviewed and approved. Board member Chris Lang suggested that the daily food allowance of the system's current travel policy seems low at \$35.00 and perhaps that should be adjusted.

M/S Reba Lipinski/C. Friese to approve the Out of State Travel policy as written. Motion carried by unanimous vote.

16. BIDS FOR AUDIT SERVICE

MS B. Kooiman/E. Schiller to approve the Pay Equity Report. Motion carried by unanimous vote.

17. OUTREACH VAN SALE

M/S D. Gravley/G. Sturrock to sell the 1999 Dodge Caravan by sealed bids. Motion carried by unanimous vote.

18. APPROVAL OF 2017 MEETING SCHEDULE

M/S B. Kooiman/T. Ellis to approve the 2017 Governing Board meeting schedule. Motion carried by unanimous vote.

19. APPROVAL OF 2017 AUDIT COSTS

M/S C. Friese/C. Hohenstein to approve the additional audit costs involved with GASB 45 rules, for a total of \$8,625. Motion carried by unanimous vote.

20. CLOSED SESSION

The board unanimously agreed to go into closed session as permitted by attorney-client privilege (section 13D.05, subdivision 3(b)) to discuss possible litigation with Mark Ranum.

M/S C. Sik/G. Sturrock that Mark Ranum's letter be reviewed by the attorney who handled the case, and that the \$3,000 being requested by Ranum be released.

M/S D. Gravley/E. Schiller to amend the motion to read that Ranum's letter will be reviewed by the attorney who handled the case and payment of \$3,000 will be made to Ranum upon his agreement that he will not pursue further litigation concerning his employment at Plum Creek. Motion carried with Lang voting "nay".

Motion carried with Lang voting "nay".

21. ADJOURN

M/S G. Sturrock/B. Kooiman to adjourn the meeting at 8:30 p.m. Motion carried by unanimous vote.

NEXT MEETING

Date: April 19, 2017

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