

Governing Board  
April 19, 2017  
Draft

**PLUM CREEK LIBRARY SYSTEM  
GOVERNING BOARD  
June 21, 2017  
Approved November 1, 2017**

**TIME & PLACE:**

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN., Wednesday, June 21, 2017.

**PRESENT:**

Tom Ellig, Redwood County (Redwood Falls)  
Clara Friese, Redwood County (Redwood Falls)  
Commissioner Donna Gravley, Cottonwood County  
Commissioner Lori Gunnink, Murray County  
Susan Hansberger, Worthington (Nobles County)  
Commissioner Cathy Hohenstein, Jackson County  
Judy Horn, Murray County (Slayton)  
Commissioner Bruce Kooiman, Pipestone County  
Chris Lang, Jackson County (Lakefield)  
Reba Lipinski, Lincoln County (Ivanhoe)  
Commissioner Gene Metz, Nobles County  
Commissioner Jody Reisch, Rock County  
Commissioner Charles Sanow, Lyon County  
Evan Schiller, Pipestone County (Pipestone)  
Commissioner Corey Sik, Lincoln County  
Sandy Stobb, Lyon County (Tracy)  
Glenda Vizecky, Lyon County (Cottonwood)

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

**ABSENT:**

Kathy Craun, Worthington (Nobles County), Commissioner Jim Salfer, (Redwood County), Anita Winkel, Cottonwood County (Windom), Judy Hagen, Lyon County (Minneota).

**1. CALL TO ORDER**

Chair Jody Reisch called the meeting of the Governing Board to order at 6:33 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. INTRODUCTIONS**

**4. PUBLIC COMMENT**

**5. AMENDMENTS TO THE AGENDA**

M/S C. Hohenstein/E. Schiller to approve the agenda as written.

**6. MINUTES**

M/S G. Metz/C. Sanow to approve the minutes of the April 19, 2017 Governing Board meeting. Motion carried by unanimous vote.

The Advisory Council minutes from May 3, and June 7, 2017 were accepted as written.

**7. FINANCIAL REPORTS**

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

Charles Sanow asked why the Income & Expenditure Report and the Monthly Processing Report did not match the figures given in the Cash Analysis report. Cleo Wicks explained that the Income & Expenditure Report and Monthly Processing Report contain all expenses that pertain to that month, and they could have been paid in a previous month,

Governing Board

April 19, 2017

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during that month, or the following month, as PCLS is on an accrual accounting. The Cash Analysis report shows the actual income or expenditures for the month. After discussing the reports it as determined that an additional Check Register Report and an Income Report will be included in the monthly financial documents. M/S D. Gravley/E. Schiller to accept the financial documents. Motion carried by unanimous vote.

#### **8. DIRECTOR'S REPORT**

Trojanowski reviewed his report with the board, including recent activity of the new ILS (Integrated Library System) and the shared ILS committee that will involve participating schools in discussion about the KOHA ILS. CRPLSA has agreed to explore creation of a statewide library card application. A recent meeting with Grinnell Mutual Reinsurance resulted in three areas of concern including removing a small tree near the gas service, creating a binder of Safety Data Sheets for chemicals used and stored in the office, and the need to acquire an ABC fire extinguisher. Staff will be trained on the correct use of fire extinguishers.

#### **9. ADVISORY COUNCIL LIAISON REPORT**

Liaison Kari Ourada reported on Advisory Council meetings in May and June.

M/S C. Friese/S. Hansberger to accept the Advisory Council Liaison report. Motion carried by unanimous vote.

#### **10. APPROVAL OF SYSTEM DIRECTOR JOB DESCRIPTION**

M/S D. Gravley/R. Lipinski to approve the revised System Director job description. Motion carried by unanimous vote.

#### **11. APPROVAL OF FY 2018 RLBSS APPLICATION**

M/S B. Kooiman/C. Friese to approve the FY 2018 RLBSS application pending receipt of funding certification from several cities. Motion carried by unanimous vote.

#### **12. APPROVAL OF FY 2018 ACHF APPLICATION**

M/S E. Schiller/T. Ellig to approve the FY 2018 ACHF application. Motion carried by unanimous vote.

#### **13. APPROVAL OF 2017-2018 PCLS BUDGET**

The proposed budget for 2017-18 was reviewed. Trojanowski recommended a 6% increase for the Integrated Library System (ILS), \$300 increase for each library for delivery service, and a \$150 flat fee for libraries that choose PCLS to provide technology support for them. The budget includes a 1% cost of living increase for staff, a .5% for director, and a 20% increase for fuel.

Trojanowski also suggested several capital expenditures including adding a cleaning and maintenance position, purchasing a new phone system, repair to the window in the director's office, and purchase of new office chairs. Counties would be assessed on a per capita basis to pay for these expenditures.

The budget proposes using \$4,000 in unspent RLBSS funding and adding an additional \$4,000 from the 2018 budget to repair the drainage issue in the front of the PCLS building.

Discussion regarding the budget planning progress was held and it was recommended that preliminary planning of the budget should begin in April so that the board has time to review the final budget before approving it at the June meeting.

M/S B. Kooiman/L. Gunnink to approve the budget, with the removal of the proposed assessments to counties, and drop all capital improvements except for the drainage repairs. Motion carried by unanimous vote.

#### **15. ADJOURNMENT**

M/S S. Hansberger/C. Hohenstein to adjourn the meeting at 8:25 p.m. Motion carried by unanimous vote.

#### **NEXT MEETING**

Plum Creek Executive Committee

Date: TBD

Location: TBD