

Governing Board  
June 20, 2018  
Approved March 20, 2019

**PLUM CREEK LIBRARY SYSTEM  
GOVERNING BOARD  
June 20, 2018**

**TIME & PLACE:**

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN, on Wednesday, June 20, 2018.

**PRESENT:**

Tom Ellig, Redwood County (Redwood Falls)  
Commissioner Donna Gravley, Cottonwood County  
Judy Hagen, Lyon County (Minnesota)  
Commissioner Cathy Hohenstein, Jackson County  
Joyce Johnson, Redwood County (Redwood Falls)  
Commissioner Bruce Kooiman, Pipestone County  
Reba Lipinski, Lincoln County (Ivanhoe)  
Commissioner Gene Metz, (Nobles County)  
Michael Murray, Lyon County (Ghent)  
Commissioner Charles Sanow, Lyon County  
Evan Schiller, Pipestone County (Pipestone)  
Sandy Stobb, Lyon County (Tracy)  
Carol Wagner, Jackson County (Heron Lake)

Jim Trojanowski and Rebecca Hudson were PCLS staff in attendance.

**ABSENT:**

Kathy Craun, Worthington (Nobles County)  
Commissioner Lori Gunnink, Murray County  
Judy Horn, Murray County (Slayton)  
Commissioner Jody Reisch, (Rock County)  
Commissioner Jim Salfer, (Redwood County)  
Commissioner Corey Sik, Lincoln 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 B. Kooiman/C. Sanow to approve the agenda as written. Motion carried.

**6. MINUTES**

M/S G. Metz/R. Lipinski to approve the minutes of the April 18, 2018 Governing Board meeting. Motion carried.  
M/S D. Gravley/T. Ellig to approve the minutes of the May 16, 2018 Executive Committee meeting.  
The May 2, 2018 minutes of the 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/T. Ellig to accept the financial documents subject to audit. Motion carried.

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**8. DIRECTOR'S REPORT**

Trojanowski reported that the new Agency Agreement has been approved by all 49 signatories. The new agreement calls for the Board to meet at least 6 times a year so the Executive Committee will be reviewing a draft schedule. Review of current by-laws has begun as is the process for library board naming representatives to the Governing Board. Beginning in 2019 the five counties providing county Aid to Public Libraries will be sending their checks directly to libraries. The PCLS annual meeting will be held on September 19, in Jackson County this year and likely in Lakefield. The PCLS staff will be working at discarding old equipment and documents that are no longer needed.

**9. ADVISORY COUNCIL LIAISON REPORT**

**10. APPROVAL OF 2018/2019 BUDGET**

M/S B. Kooiman/T. Ellig to approve the 2018-2019 budget. Motion carried. Trojanowski will be meeting with counties in July and August to discuss the budget.

**11. APPROVAL OF 2018-2019 SALARY SCHEDULE**

M/S J. Johnson/M. Murray to approve the 2018-2019 salary schedule. Motion carried. The Executive Committee will be reviewing step positions and bringing a recommendation to the full board for approval.

**12. APPROVAL OF GRANTS TO MEMBER LIBRARIES FROM RLTA CATEGORY 2 FUNDS**

M/S D. Gravley/C. Sanow to approve the new policy that will allow PCLS libraries to apply for reimbursement for allowable e-rate and internet expenses from the Rural Library Telecommunications (RLTA) account. Motion carried.

**13. APPROVAL OF ARTS AND CULTURAL HERITAGE FUND APPLICATION**

M/S B. Kooiman/C. Hohenstein to approve the 2018-2019 ACHF application. Motion carried.

**14. APPROVAL OF RURAL LIBRARY BASIC SYSTEM SUPPORT APPLICATION**

M/S C. Sanow/G. Metz to approve the 2018-2019 RLBSS application. Motion carried.

**15. APPROVAL OF 2016 FINAL ARTS AND CULTURAL HERITAGE FUND REPORT**

M/S T. Ellig/B. Kooiman to approve the 2016 final ACHF report. Motion carried.

**16. APPROVAL OF THE PURCHASE OF TELEPHONE SYSTEM FROM FRONTIER COMMUNICATIONS**

M/S B. Kooiman/J. Johnson to purchase a new Voice Over Internet Protocol telephone system from Frontier Communications.

**17. APPROVAL OF COOPERATIVE AGREEMENT WITH PIONEERLAND LIBRARY SYSTEM FOR CAMP READ-A-LOT**

M/S D. Gravley/C. Hohenstein to approve the cooperative agreement with Pioneerland Library System for Camp Read-a-Lot. Motion carried.

**18. RESOLUTION TO CREATE A COMMITTED RESERVE FUND FOR A DELIVERY VAN**

M/S C. Sanow/B. Kooiman to create a reserve fund for a delivery van. Motion carried.

**19. RESOLUTION TO CREATE A COMMITTED RESERVE FUND FOR LIBRARY TECHNOLOGY**

M/S G. Metz/T. Ellig to create a reserve fund for library technology. Motion carried.

**20. ADJOURN**

Being no further business, the meeting was adjourned at 7:50 p.m.