

Governing Board
November 1, 2017
Approved February 21, 2018

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
November 1, 2017**

TIME & PLACE:

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

PRESENT:

Kathy Craun, Worthington (Nobles County)
Tom Ellig, Redwood County (Redwood Falls)
Clara Friese, Redwood County (Redwood Falls)
Commissioner Donna Gravley, Cottonwood County
Commissioner Lori Gunnink, Murray County
Commissioner Cathy Hohenstein, Jackson County
Judy Horn, Murray County (Slayton)
Commissioner Bruce Kooiman, Pipestone County
Reba Lipinski, Lincoln County (Ivanhoe)
Commissioner Jody Reisch, Rock County
Commissioner Charles Sanow, Lyon County
Commissioner Jim Salfer, (Redwood County)
Evan Schiller, Pipestone County (Pipestone)
Sandy Stobb, Lyon County (Tracy)
Glenda Vizecky, Lyon County (Cottonwood)
Anita Winkel, Cottonwood County (Windom),

Jim Trojanowski, Rebecca Hudson, Cleo Wicks were PCLS staff in attendance.
Also present were Darrin Ogdahl, CPA, and Kari Ourada, Advisory Council Liaison.

ABSENT:

Judy Hagen, Lyon County (Minneota)
Susan Hansberger, Worthington (Nobles County)
Chris Lang, Jackson County (Lakefield)
Commissioner Gene Metz, Nobles County
Commissioner Corey Sik, Lincoln County

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

The agenda was approved as written, with the exception of moving the Audit Report up on the agenda.

6. AUDIT REPORT

Auditor Darrin Ogdahl reviewed the 2017 audit report and noted that nothing appeared out of compliance and the audit was in line with last year's report. M/S C. Sanow/B. Kooiman to accept the audit report. Motion carried.

7. MINUTES

M/S D. Gravley/K. Hohenstein to approve the minutes of the June 21, 2017 Governing Board meeting. Motion carried.

The Advisory Council minutes from September 13, 2017 and October 10, 2017 were accepted as written.

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8. FINANCIAL REPORTS

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

M/S E. Schiller/A. Winkel to accept the financial documents. Motion carried.

9. DIRECTOR'S REPORT

Trojanowski presented his report with the board, including recent discussion between regional libraries and multi-type systems and future collaboration. The system will be participating in a statewide launch of SELFe, a self-publishing software that can be used in conjunction with Pressbooks, which allows authors to create work. Trojanowski reviewed the status of the new Joint Powers Agreement, noting the goal of Governing Board final approval at its first meeting of the year.

10. ADVISORY COUNCIL LIAISON REPORT

Liaison Kari Ourada reported on Advisory Council meetings in September, October and November.

11. ELECTION OF OFFICERS

M/S B. Kooiman/C. Friese to accept the nominations for officers. Motion carried.
Chair Elect – Lori Gunnink
Secretary – Donna Gravley
Treasurer – Anita Winkel

12. COMMITTEE ASSIGNMENTS

M/S T. Ellig/J. Horn to accept the appointment of Kathy Craun and Monica Sullivan to the Legacy Committee. Motion carried.

13. APPROVAL OF ELECTRONIC FUNDS AND WIRE TRANSFER POLICY

M/S L. Gunnink/C. Friese to approve the Electronic Funds and Wire Transfer policy. Motion carried.

14. APPROVAL OF REGIONAL LIBRARY TECHNOLOGY AID (RLTA) APPLICATION

M/S C. Sanow/B. Kooiman to approve the Regional Library Technology Aid application. Motion carried.

15. APPROVAL OF REGIONAL LIBRARY TECHNOLOGY AID (RLTA) 2017 FINAL REPORT

M/S D. Gravley/C. Sanow to approve the Regional Library Technology Aid 2017 final report. Motion carried.

16. APPROVAL OF REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS) FINAL REPORT

M/S E. Schiller/A. Winkel to approve the Regional Library Basic System Support final report. Motion carried.

17. APPROVAL OF ARTS & CULTURAL HERITAGE FUND (ACHF) 2015 FINAL REPORT

MS B. Kooiman/A. Winkel to approve the Arts & Cultural Heritage Fund 2015 final report. Motion carried.

18. APPROVAL OF ARTS & CULTURAL HERITAGE FUND (ACHF) 2016 INTERIM PROGRESS REPORT

M/S L. Gunnink/K. Craun to approve the Arts & Cultural heritage Fund 2016 Interim Progress report. Motion carried.

19. APPROVAL OF GOVERNING BOARD MEETING CALENDAR

M/S E. Schiller/K. Hohenstein to approve the Governing Board meeting calendar with the addition of the Director's Review in April. Motion carried.

20. APPROVAL OF JOINT POWERS AGREEMENT

No action was taken.

21. APPROVAL OF REVISED ACHF COMMITTEE POLICY

M/S C. Sanow/T. Ellig to approve the revised ACHF committee policy. Motion carried.

22. APPROVAL OF TENNESSEN WARNING

M/S C. Sanow/T. Ellig to approve the Tennesen Warning. Motion carried.

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23. APPROVAL OF AGREEMENT FOR SCHOOLS ON THE ILS

M/S C. Friese/L. Gunnink to approve the Agreement for Schools on the ILS, with the correction of a typographical error. Motion carried.

24. APPROVAL OF RETURN TO WORK POLICY

M/S D. Gravley/E. Schiller to approve the Return to Work policy. Motion carried.

25. APPROVAL OF 2018 HEALTH INSURANCE RATES

M/S/ C. Friese/K. Craun to approve the 2018 health insurance rates. Motion carried.

26. ADJOURN

The meeting was adjourned at 7:56 p.m.