

## **Plum Creek Library System Governing Board Minutes**

**Wednesday, January 21, 2015**

1. Chair Clara Friese called the meeting to order at 6:30 PM.

Board members also present were: Gwen Sturrock, Patsy Amborn, Reba Lipinski, Donna Gravley, Don Evers, Evan Schiller, Rose Schultz, Bruce Kooiman, Charles Sanow, Dean McNeal, Rhonda Fredericks, Jean Meester, Susan Hansberger, Sharon Hollatz, Gene Metz, Jody Reisch, Cindy Albrecht and Glenn Kuis. Alternate board members in attendance were: Les Nath and Sandra Stobb.

Staff present were Bob Boese (Interim Director) and Cleo Wicks, Bookkeeper. One visitor, Margie S, Plum Creek Outreach Librarian was also present.

2. Introductions - each member was asked to introduce themselves.

4. Public comment - none

5. Amendments to the agenda: Boese asked that two items be added to the agenda: Final payment to the Auditors (as Old Business 8 B) and approval of the System's request for Regional Library Telecommunications funds (as new Business 9 F). Charlie Sanow moved, Jean Meester seconded a motion to approve the agenda as amended. Motion passed.

6. Minutes of past meetings - Charlie Sanow moved, that we approve 6 A 1-4, Susan Hansberger seconded a motion to approve all of these past minutes. Motion Passed. Don Evers moved and, Sharon Hollatz second, to approve the Dec. 11th Executive Board minutes. Cleo noted that the Minutes did not reflect the Medicare costs for Boese's salary. Motion passed with this amendment noted.

7. Reports

a Financial Reports - Cleo reviewed the financial reports. Jody Reisch moved, Bruce Kooiman second, to accept the financial documents as presented. Motion passed.

b. Interim Director's Report - Boese had distributed a written report. He also updated that report with news that Mark Ranum and Pioneerland did not renew their contract. What this means for Plum Creek is that we are now one of four regional public library system looking for directors. He also passed out a preliminary list of the

recommendations of the State Department of Education's "Consultant Group Update" and a copy of the Minnesota Library Association's 2015 Legislative Platform.

c. Marshall - Lyon County Library - Boese reviewed the status of the updates to MLCL's complete reintegration into Plum Creek. We are currently working with our vendor to load the patron records and with the MLCL staff to load the catalog records. The latest target date for going live is March 1, 2015.

8. Old business -

A. Credit Card policy - Evan moved, Rose second, to approve as amended. Motion Passed.

B. Audit Billing - We received an additional explanation for an additional \$5,847 from the auditor, which was not paid at the December meeting. Charlie Sanow moved, Gene Metz second, to approve the payment of the additional \$5,847 requested by the audit firm, Conway, Deuth and Schmiesing. Motion passed.

9 A. Chris Lang's retirement. Jodi Reisch moved, Don Evers second to accept her resignation. Motion passed. Boese noted that we have tentatively planned a retirement party for Chris for Friday evening, February 20th.

B. Schedule for Replacing the Director: The Chair appointed Charlie Sanow, Jody Reisch, Clara Friese to serve on the committee. Sharyl Larson and Clint Wolthuizen were appointed as member librarians. Schedule for hiring new director, Sharon Hansberger and Evan Schiller seconded a motion to approve the schedule as approved by the Executive Committee. Motion passed.

D. Dean McNeal moved and Cindy Albrecht seconded a motion to approve the Outreach Contracts with Cottonwood, Murray, Pipestone and Redwood counties. Motion passed.

E Schedule of Meetings for 2015: The full board will meet on April 15, June 17, September 16th (Annual Meeting) and October 21st, 2015. Committees will meet in February, March, May, July, August, November and December if called by the Chair.

F. Don Evers moved, Dean McNeal second to authorize the Chair and Interim Director to sign the Regional Library Telecommunication Act grant application. We are requesting \$69,083 from this State Program, which will dovetail with the Federal Universal Service Rate Program ("E-Rate") to pay the telecommunications costs for the Plum Creek Headquarters and 18 member libraries or branches. Boese noted that a

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half dozen other libraries receive their telecommunications access from other local sources.

The next meeting date will be Wednesday, April 15th in Slayton.

Board members were asked to sign the oath of office and return them.

The Chair adjourned the meeting at 7:55 PM.

Bob Boese