

**PCLS Executive Board**  
**July 16, 2015**  
**Approved 10-21-2015**

**Time and Place:** A meeting of the Executive Committee convened on July 16, 2015, at the Murray County Courts building, with Chair Clara Friese presiding.

**Present:**

Clara Friese, Chair  
Anita Winkel, Secretary  
Jean Meester, Treasurer

**Absent:**

Commissioner Rose Schultz, Past Chair  
Commissioner Charlie Sanow, Vice Chair/Chair Elect

Plum Creek staff members present included: Director Jim Trojanowski, Cleo Wicks, Rebecca Hudson, Margie Salentiny and Kelly Hoogendoorn.

**1. CALL TO ORDER**

The meeting was called to order at 5:58 p.m. by Chair Clara Friese.

**2. INTRODUCTIONS**

**3. PUBLIC COMMENTS**

**4. AMENDMENTS TO THE AGENDA**

**M/S A. Winkel/J. Meester** to approve the agenda with the correction that the October 21 meeting will be the full board rather than executive committee.

**Motion carried** by unanimous vote.

**5. MINUTES**

**M/S J. Meester/A. Winkel** to approve the minutes of the June 17, 2015 Governing Board as written.

**Motion carried** by unanimous vote.

The minutes of the June 17, 2015 Advisory Council meeting were reviewed.

**6. REPORTS**

6A. Financial reports including June cash analysis, balance sheet, checked issued, and statement of revenue/expenditures were reviewed.

**M/S A. Winkel/J. Meester** to approve the financial reports.

**Motion carried** by unanimous vote.

#### 6B. Director's Report

- Trojanowski reported that he will be looking at policies, by-laws, personnel manual, job descriptions and other documents to review and update them.
- There will soon be an Advisory Board liaison to the Governing Board who will attend the board meetings, give a short report from the libraries, participate in discussion and report back to the Advisory Council.
- A PCLS staff meeting was held on July 9. Plans are to hold subsequent meetings on a regular basis.
- Trojanowski will attend the Jackson County library board meeting July 13. Other meetings are scheduled with Elberta DeJager (Edgerton) and Serena Gutnik (Rock County). In addition, there will be budget meetings with the county commissions in August.
- There is a Council of Regional Public Library System Administrators (CRPLSA) conference July 29-30 and he will be attending. At that time there will be offered orientation for new system directors.
- The Marshall-Lyon County Library has completed its 6-month probationary period with the system.

#### 6C. Report on Programming

1. A review of legacy programs for the FY 2014-15 period was given, showing a total of 78 programs presented throughout PCLS during that time.
2. Camp Read-a-Lot will be held on August 4-5, at the Ramada in Marshall. There are 47 attendees for day #1 and 37 for day #2 as of now.

### 7. OLD BUSINESS

#### 7A. Annual Meeting

Friese announced that the meeting will be held in the Marshall Library and presented options for food catering from Hy-Vee. The cost of 1 meat with 2 side dishes is \$9.00. Two meats would cost an additional \$1.00, dessert \$1.25, and beverage \$1.00. The library has offered to provide punch, coffee and/or iced tea.

**M/S J. Meester/A. Winkel** to contract with Hy-Vee for 2 meats, 2 sides and 1 dessert at a cost of \$11.25 plus tax and gratuity.

Discussion followed: assistance setting tables and chairs up for the meeting will be needed. The possibility of including the Minneota library in the event was raised. Trojanowski said that he will discuss this with Mary Buysse regarding the Minneota library holding an open house earlier in the afternoon for anyone wishing to visit. There will be no speaker for the annual meeting and official business will be kept to a minimum.

**Motion carried** by unanimous vote.

### 8. NEW BUSINESS

#### 8A. Election of new Governing Board Treasurer

Jean Meester will no longer be a member of the Nobles County library board. Discussion about whether she will remain in her position as Governing Board Treasurer through the end of this year followed. Anita Winkel agreed to take on the position next year. It was decided that Meester will

remain the treasurer until the end of the year and the matter was tabled until October when officer elections are done.

#### 8B. Legacy Budget and Narrative

The Fiscal Year 2016 Legacy budget was reviewed and adopted – with a total of \$100,549.28 to be received. The narrative outlines how PCLS will administer the funds.

**M/S J. Meester/A. Winkel** to approve the budget and narrative document.

**Motion carried** by unanimous vote.

#### 8C. RLTA Chair Signature Approval

**M/S J. Meester/A. Winkel** to authorize Friese to sign the Regional Libraries Telecommunications Aid application FY 2015 Final Report.

**Motion carried** by unanimous vote.

### 9. DISCUSSION

#### 9A. Financial Procedures

Trojanowski is working on updating the financial practices policy, which is still in draft form.

#### 9B. Work from Home Policy

This item was tabled.

### 10. CALENDAR OF EVENTS

**A. September 16, 2015 – Annual Meeting (Marshall-Lyon County Library)**

**B. October 21, 2015 – Governing Board Meeting (Murray County Government Center 6:30 p.m.)**

**C. November 7, 2015 – Advisory Council Meeting (Southwest Regional Development Commission)**

### 11. PENDING AGENDA ITEMS

#### A. Strategic Plan

The PCLS strategic plan needs to be reviewed and either updated or rewritten and since this is due by the end of this year, Trojanowski suggested reviewing and possibly amending it. Tam Erickson and Clint Wolthuizen have agreed to work on this, and any other directors are welcome to work with them as well.

### 12. NEXT MEETING

- A. Wednesday, October 21, 2015  
Murray County Courts Building  
6:30 p.m.

### 13. ADJOURNMENT

Being no further business, the meeting was declared adjourned at 7:29 p.m. by Chair Friese.