

**PCLS Executive Committee Meeting**

**May 20, 2015**

**Minutes - DRAFT**

**TIME AND PLACE:** A meeting of the Executive Committee convened on May 20, 2015, 6:30 p.m. at the Murray County Courts meeting room.

**PRESENT:**

Clara Friese, Chair (Redwood Falls)

Commissioner Rose Schultz, Past Chair (Jackson County)

Commissioner Charlie Sanow, Vice Chair/Chair Elect (Lyon County)

Anita Winkel, Secretary (Cottonwood County)

Jean Meester, Treasurer (Nobles County)

Plum Creek staff members present included Bob Boese, Cleo Wicks and Rebecca Hudson.

Also present was Deb Gau, Marshall Independent reporter.

**1. CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by Chair Friese.

**2. INTRODUCTIONS**

Introductions were made.

**3. PUBLIC COMMENT**

PCLS welcomes comments from the public on agenda topics or other issues. However, no action will be taken by the Board on comments made. The public is encouraged to notify Plum Creek prior to the meeting if they are interested in making comments on a specific agenda topic or issue. Individual's comments will be limited to five (5) minutes. PCLS will allow a maximum of twenty (20) minutes for public comment during any one Board meeting.

**4. AMENDMENTS TO THE AGENDA**

**M/S C. Sanow/A. Winkel** to accept the agenda as written.

**Motion carried unanimously**

**5. REPORTS**

**5A Interim Director's Report**

-Boese has visited with Hendrick's library board members, librarian and mayor on two occasions and has given them until the end of May to decide if they want to rejoin the library system. In order to do so they would need to increase open hours to a minimum of twenty hours (currently it is open eleven hours per week). It was discovered that there are still hard feelings regarding the last time the library left PCLS, when they were required to

return \$2,000 in State grant funds after withdrawing. Boese feels there is reluctance on the part of the library board and librarian to rejoin PCLS.

-There has been no increase in Regional Library Basic System Support in the legislature, nor a change in the formula. The governor has vetoed the education bill as well. The status of Legacy funds is also unclear as the legislature failed to pass a budget before the close of the session. Boese expects for Plum Creek to receive approximately \$110,000 for FY 2016 and FY 2017.

-The Legislature added language to the RLTA to more closely conform to the Federal E-Rate program. As a result, library systems will not be provided additional funding above the actual telecommunications reimbursement and will be required to apply to the state for any needed equipment purchases.

-There has been a complaint that an individual has been accessing pornography on one of the public computers at the Minneota library. Librarian Mary Buysse is aware of this and the matter will be addressed by the Minneota library board. It is suggested that the library develop an internet use policy, which it does not have in place at this time.

-Woody Sisson is donating 12 refurbished computers to update the PCLS computer lab located in Slayton. In order to update software there will be a cost of approximately \$75 per computer.

-Marshall has been experiencing difficulties with its interface between Koha and a couple programs that connect with it and Joel Sasse reports that those vendors are updating the software.

-New routers are scheduled to be replaced at the following libraries: Edgerton, Lake Benton, Morgan, Tyler and Wabasso, at the cost of approximately \$880 per building.

-Sasse has requested to attend the annual Koha conference in Erie, PA, August 5-8. Boese has approved the request. With a \$400 continuing education grant from SAMMIE, the cost to PCLS will be approximately \$1,100.

**5B.** Financial reports including cash analysis, balance sheet, revenue/expenditures, checks issued, and credit card statements were reviewed.

## **6. OLD BUSINESS**

Boese announced that Jim Trojanowski has been chosen for the position of Plum Creek Library System director and will begin his duties on July 6. Two other candidates were interviewed along with him on May 6. Trojanowski has served the last ten years as director

of the Northern Waters Library Service in Ashland, Wisconsin, and brings with him experience with a multi-county federated library system. The new director will be on site at PCLS headquarters June 4 & 5 to meet with staff and seek housing.

The salary offered and accepted will be \$82,000. Trojanowski will start at 5% less, or \$78,151, for the first six months probationary period. He will also receive \$2,000 in moving expenses.

**M/S C. Sanow/A. Winkel** to accept the recommendation from the Personnel Committee to hire Jim Trojanowski for the position of Director of Plum Creek Library System.

Winkel brought up the question of whether a background check will be made before finalization of employment. The board directed Boese to inquire with the Nobles County law enforcement office about running a criminal check.

**Motion carried unanimously**

## **7. NEW BUSINESS**

Boese is in the process of working on the fiscal year 2016 RLBSS and operating budget. It may be necessary to raise the cost of services to libraries for automation and delivery by approximately 25%. Boese proposed the purchase of a used vehicle for use by the system director and other staff travel. Sanow suggested possibly purchasing a used vehicle through the city of Marshall. There are no allowances for staff salary increases, though Boese said that he would like to work in a nominal increase for employees.

In addition to the operating budget, Boese also presented a list of capital needs for Plum Creek Headquarters and the Outreach program. Items included carpeting, front door repair, new signage, sealing of the uncapped well, and outreach and administrative vehicles. He suggested requesting a total of \$39,000 from the nine counties in the system to cover these needed improvements and expenditures.

Winkel questioned the continued need for outreach, noting that it is a large outlay for a small population. Discussion followed, with Friese suggesting that Margie Salentiny might give a presentation on how the Outreach program is operating.

## **8. DISCUSSION**

In order to allow members of the Governing Board to meet the new director, there will be a meet and greet session from 5:00-6:00 p.m. on Thursday, July 16, prior to the Executive

Committee meeting. There will be no meeting in August and the annual meeting will be held in September. Discussion on where to hold that meeting followed and it was suggested that Marshall or Minneota would both be good locations. Sanow said that he would talk with the Minneota library to see about having the annual meeting in that town.

**9. CALENDAR OF EVENTS**

- A. Advisory Council of Library Directors – Wednesday, June 17, 2015 (9:30 a.m.)
- B. Governing Board – Wednesday, June 17, 2015 (6:30 p.m.)
- C. Meet and Greet – Thursday, July 16, 2015 (5:00-6:00 p.m.)

**10. NEXT MEETING**

- A. Executive Committee – Thursday, July 16, 2015, (6:00 p.m.)

**10. ADJOURNMENT**

The meeting was adjourned by Friese at 7:57 p.m.