

Governing Board
October 21, 2015
Approved January 20, 2016

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
October 21, 2015**

TIME & PLACE:

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN on October 21, 2015, presided by Chair Clara Friese.

PRESENT:

Commissioner Donna Gravley, Cottonwood County
Commissioner Rosemary Schultz, Jackson County
Commissioner Don Evers, Lincoln County
Commissioner Charles Sanow, Lyon County
Commissioner Glen Kluis, Murray County Alternate
Commissioner Bruce Kooiman, Pipestone County
Commissioner Sharon Hollatz, Redwood County
Commissioner Jody Reisch, (Rock County)
Cindy Albrecht, Jackson County (Jackson)
Anita Winkel, Cottonwood County (Windom)
Dean McNeal, Murray County (Fulda)
Reba Lipinski, Lincoln County (Ivanhoe)
Gwen Sturrock, Lyon County (Marshall)
Evan Schiller, Pipestone County (Pipestone)
Clara Friese, Redwood County (Redwood Falls)
Tom Ellig, Redwood County (Redwood Falls)
Les Nath, Alternate (Pipestone)
Patsy Amborn, Rock County (Luverne)
Kathy Craun, Worthington (Nobles County)

Jim Trojanowski, Rebecca Hudson, Cleo Wicks, were PCLS staff in attendance.
Chris Lang, Jackson County Alternate, observed.
Auditor Darin Ogdahl was also present.

ABSENT:

Commissioner Gene Metz, Nobles County
Rhonda Fredericks, Lyon County (Tracy)
Susan Hansberger, Worthington (Nobles County)

1. CALL TO ORDER

Chair Clara Friese called the meeting of the Governing Board to order at 6:30 p.m.

2. INTRODUCTIONS

3. PUBLIC COMMENT

Chris Lang commented that the Lorna Landvik author presentation at the Lakefield library was well received and she thanked the Plum Creek Library Staff for making the Regional program possible.

4. AMENDMENTS TO THE AGENDA (action)

M/S B. Kooiman/C. Sanow to approve the October 21 meeting agenda as written.

There was no further discussion.

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Motion carried by unanimous vote.

5. MINUTES

5A. Governing Board

- 5A1. Governing Board, June 17, 2015
- 5A2. Executive Committee, July 16, 2015
- 5A3. Executive Committee, September 29, 2015
- 5A4. Advisory Council, June 17, 2015
- 5A5. Advisory Council, July 15, 2015
- 5A6. Advisory Council, August 19, 2015
- 5A7. Advisory Council, October 7, 2015

M/S C. Sanow/J. Reisch to approve the minutes of the June 17, 2015 Governing Board meeting, with the correction that Rhonda Fredericks was absent and Tom Runholt should be listed as "alternate"; July 16, 2015 Executive Committee meeting; and with the correction being noted that the action to approve the "RLTA Application" at the July 16, 2015 meeting should be noted that it was the RLTA Report not the Application;

There was no further discussion.

Motion carried by unanimous vote.

There were no questions or comments.

6. REPORTS

6A. Financial Reports

- 6A1. July/August/September Cash Analysis
- 6A2. July/August/September Statement of Revenue/Expenditures
- 6A3. July/August/September Balance Sheet
- 6A4. Monthly Payment Processing Report
- 6A5. Credit Card Statements

M/S D. Evers/T. Ellig to approve the financial documents as listed and reviewed.

-There was discussion regarding reimbursements to employees for meals. G. Sturrock questioned whether more than the allowed amounts were being paid and Jim Trojanowski noted that the system's travel policy does not include specific amounts.

-Sturrock also noted that the balance sheets were \$3.00 off and Cleo Wicks explained that this is as a result of software rounding.

-The board discussed ways to reduce the volume of handouts provided and whether all of the financial documents still need to be mailed out. An alternative that was suggested was mail those documents to board members electronically. After some discussion it was decided to continue the practice of mailing paper copies of all the financial documents to board members.

Motion carried by unanimous vote.

6. Director's Report

6B. Trojanowski met with Friese and Sanow to prioritize a list of priorities for his first year. Those include updating policies, the Joint Powers Agreement and By-laws. The Advisory Council has been working to review, revise and develop KOHA policies. Library visits continue, with more than half completed. With two new directors hired recently, orientation is important so he is in the process of developing a program to get them the information they need.

Trojanowski noted that with medical insurance renewal coming soon, there will be a rate change. The deductible for the health savings plan is being increased by \$200 for employees and 4/10% increase for Plum Creek. The

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traditional insurance plan will be going down 5% for Plum Creek and there will be a slight increase in benefits for employees.

Trojanowski will be meeting with other system directors next week at the fall CRPLSA meeting that will be held in Warroad, October 29 and 30.

6C. Report on Programs – Rebecca Hudson

6C1. Legacy Interim Report

The Legacy Interim Report was completed and filed with the state. Plum Creek had a total of 86 programs/events with a total participation of 5516 in the 2015 Fiscal Year.

7. OLD BUSINESS

7A. Election of new Governing Board Treasure

M/S D. Evers/B. Kooiman to appoint Anita Winkel as treasurer for 2016.

There was no further discussion.

Motion carried by unanimous vote.

7B. Strategic Plan

The system's strategic plan needs to be updated by the end of 2015. A committee of library directors consisting of Shelly Finzen, Clint Wolthuizen, and Tam Erickson worked on the project and presented the revised plan at the Advisory Council's last meeting, where it was approved.

M/S S. Hollatz/C. Albrecht to approve the revised Strategic Plan.

There was no further discussion.

Motion carried by unanimous vote.

7C. Hendricks Public Library

The Hendricks Public/Severson Library has decided to join the Plum Creek Library System and is working toward that goal. Trojanowski has met with librarian Laura Lee Rue as well as other city officials and Rue has been encouraged to attend Advisory Council meetings.

8. NEW BUSINESS

8A. Audit Report

Auditor Darrin Ogdahl, CPA with the firm of Conway, Deuthe and Schmiesing, presented the Fiscal Year 2015 audit report.

M/S C. Sanow/B. Kooiman to approve the audit report as presented.

8B. Election of Officers for 2016

8B1. Jody Reisch, Chair-Elect

8B2. Dean McNeal, Secretary

M/S T. Ellig/E. Schiller to approve the nominees.

There was no further discussion.

Motion carried by unanimous vote

8C. Director Liaison to Governing Board Policy

M/S C. Sanow/T. Ellig to approve the Governing Board Liaison Policy.

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Discussion followed regarding whether the liaison will be expected to attend both the Governing Board as well as Executive Committee meetings and the policy was amended to read in the second paragraph, "And the Executive Committee".

Motion carried by unanimous vote, amended as discussed.

8D. Approval of Personnel Policies

8D1. Purpose of Policy

M/S C. Sanow/E. Schiller to approve the Purpose of Policy, with the addition of the statement, "Each member of the staff must take an active interest in the improvement and development of the system."

There was no further discussion.

Motion carried by unanimous vote.

8D2. Disclaimer

M/S D. Gravley/A. Winkel to approve the Disclaimer Statement.

There was no further discussion.

Motion carried by unanimous vote.

8D3. Equal Employment Opportunity Policy

M/S J. Reisch/D. McNeal to approval the Equal Employment Opportunity Policy

There was no further discussion.

Motion carried by unanimous vote.

8D4. Work Hours Policy

M/S D. Evers/T. Ellig to approve the Work Hours Policy with the addition of "Monday-Friday" to be included.

There was no further discussion.

Motion carried by unanimous vote with the addition as discussed.

8D5. Work from Home Policy

M/S R. Schultz/R. Lipinski to approve the Work Hours Policy with the removal of the paragraph defining the allowable situations for working at home and addition of "At the Director's Discretion".

Motion carried by unanimous vote with revisions as discussed.

8D6. Travel Policy

M/S C. Sanow/A. Winkel to approve the Travel Policy with the following revisions: "Meals will be reimbursed up to \$35.00 per day, and employees must provide an itemized receipt and a voucher to receive reimbursement."

Motion carried by unanimous vote with revisions as discussed.

8E. Authorization to Sign Checks

M/S K. Craun/C. Sanow for the addition of the following new signatures authorized to sign checks: Director (Jim Trojanowski), Chair (Charlie Sanow), Chair-Elect (Jody Reisch), Treasurer (Anita Winkel), Past Chair (Clara Friese); the removal of Rosemary Schultz, Joel Sasse, Chris Lang, and Cleo Wicks as permitted signatures; and

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adding the amendment that the bank be asked to provide information to Cleo Wicks but the bookkeeper will not sign checks.

Motion carried by unanimous vote.

M/S C. Sanow/T. Ellig to approve the portion of the minutes pertaining to "Authorization to Sign Checks."

Motion carried by unanimous vote.

8F. Non-Resident Library Card Fee

M/S S. Hollatz/D. Gravley to accept the recommendation from the Advisory Council to raise the fee of a Non-Resident card from \$25.00 to \$50.00, effective January 1, 2016.

Discussion followed and Trojanowski explained that the Advisory Council discussed this issue at length, and the main criteria are that the fee being charged currently is hardly enough to replace items a temporary card holder may not return. In addition, the fee is considerably lower than many of the library systems charge their temporary residents. These charges apply only to out of state patrons and the policy does not affect the statewide reciprocal borrowing.

Motion carried with G. Kluis and D. McNeal voting "Nay".

8G. Meeting Schedule

M/S J. Reisch/B. Kooiman to approve the meeting dates schedule for 2016.

Discussion to add, "Extra months may serve as Executive Committee meeting months".

Motion carried by unanimous vote with the revision as discussed.

8H. RLBSS Report of Results and Expenditures

M/S A. Winkel/D. Evers to approve the RLBSS Results and Expenditures Report.

Motion carried by unanimous vote.

8I. Environmental Assessment

M/S J. Reisch/C. Sanoe to approve the expenditure of \$500 for a mold assessment and up to \$500 for additional assessments if deemed necessary at the Plum Creek Library System headquarters building.

Motion carried by unanimous vote.

9. DISCUSSION

10. CALENDAR OF EVENTS

10A. Wednesday, November 4, 2015 – Advisory Council of Librarians Meeting

11. PENDING AGENDA ITEMS

10. NEXT MEETING

10A. Date: TBD

10B. Location:

10C. Time:

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12. ADJOURNMENT

Having completed the agenda, the meeting was formally adjourned at 8:57 p.m. by Chair Clara Friese.