

Governing Board
MINUTES Approved January 21, 2015
October 15, 2014

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD**

TIME & PLACE:

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN on October 15, 2014 at approximately 6:30 p.m. Chairperson Rose Schultz presided.

PRESENT:

Commissioner Rosemary Schultz, Jackson County
Commissioner Don Evers, Lincoln County
Commissioner Charles Sanow, Lyon County
Commissioner John Giese, Murray County Alternate
Commissioner Gene Metz, Nobles County
Commissioner Harold Miller, Pipestone County
Commissioner Sharon Hollatz, Redwood County
Commissioner Jody Reisch, Rock County
Reba Lipinski, Lincoln County (Ivanhoe)
Anita Winkel, Cottonwood County - Windom
Marcia Kunze, Murray County (Slayton)
Jean Meester, Nobles County (Worthington)
Evan Schiller, Pipestone County (Pipestone)
Clara Friese, Redwood County (Redwood Falls)
Tom Ellig, Redwood County (Redwood Falls)
Marcia Bork, Rock County (Beaver Creek)

M. Ranum, C. Lang, C. Wicks, M. Salentiny, and A. Ouellette were PCLS staff in attendance. Anthony Stern and Darrin Ogdhal, Auditors were in attendance.

ABSENT:

Commissioner Jim Schmidt, Cottonwood County
Cindy Albrecht, Jackson County (Jackson)
Patsy Amborn, Rock County (Luverne)
Susan Hansberger, Nobles County (Worthington)

1. CALL TO ORDER

Chair Rose Schultz called the October 15, 2014 meeting of the Governing Board to or order at approximately 6:30p.m.

2. INTRODUCTIONS

3. PLACE HOLDER

4. 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.

5. AMENDMENTS TO THE AGENDA (e-mailed/mailed) (action)

The Audit review and action was moved to Agenda item 10.

M/S J. Reisch/C. Friese to approve the October 15th Agenda of the of the October 15th meeting of the Governing Board as amended.

Motion carried by unanimous vote.

6. AUDIT PRESENTATION
(approval of the audit will take place under New Business 9A)

The Audit presentation was moved to Agenda item 10.

7. MINUTES

7A. Governing Board

7A1. Governing Board June 18, 2014 (approval)

The Minutes of the June 18 2014 meeting of the Governing Board were reviewed.

The following corrections were made to the June 18 Minutes by Schiller:

Page 3 – Second paragraph, first and second lines: Executive Committee member Claire Friese stated that at the beginning of the Contract review process, she was oppose.....(should be opposed) and that first line is missing a word.

Page 4 – Last line: Option 4 would prevents.....(should be prevent without the s)

Page 5 – First bullet point paragraph, fourth line: that the State Librarian had express (should be “expressed”)

Page 7 – Sixth paragraph, second line: requested the Chair rejected ... (should be “reject”)

Page 9 - Fourth paragraph: Ranum pointed line 51(probable should read, “Ranum pointed “out” line 51...) had

M/S J. Reisch/C. Friese to approve the Minutes of the June 18, 2014 meeting as amended.

There was no discussion.

Motion carried by unanimous vote.

7B. Advisory Council – Information documents

7B1. June 18, 2014 (emailed only)

7B2. September 17, 2014 (mailed & emailed)

The Minutes of the Advisory Council June 18th and September 17th meetings were distributed as information documents.

There were no questions or comments.

8. REPORTS

8A. Financial Report (action) (email/mailed)

8A1. June Checks Issued (emailed & mailed) (Statement of Rev and Exp not included due to audit adjustments)

8A2. July Balance sheet, Statement of Rev and Exp., Checks Issued (emailed & mailed)

8A3. Aug Balance sheet, Statement of Rev and Exp., Checks Issued (emailed & mailed)

8A4. September Checks Issued (e-mailed & mailed)

8A5. July and August Cash Flow statements (e-mailed & mailed)

The PCLS financial documents as listed were reviewed.

M/S E. Schiller/J. Meester to approve the financial documents as presented.

Motion carried by unanimous vote.

Governing Board
MINUTES Approved January 21, 2015
October 15, 2014
There were no questions or concerns.

8B. Member Securities Report (emailed and mailed)

The Member Securities Report was received by the Board for review and awareness.

There were no questions or concerns.

8C. 6-month delivery report of usage

The six-month Delivery Report of Usage was distributed for the Board's review and awareness.

The delivery system report reflects that 105,793 items routed between member libraries; and member libraries and PCLS Headquarters.

8D. 6-month Interlibrary Loan report of usage

The six-month Interlibrary Loan Report of Usage was distributed for the Board's review and awareness.

The interlibrary loan report reflects the number of interlibrary loan transactions sent to and received from member libraries. This report is a reflection of the importance of resource sharing among partners.

8E. SAMMIE (if any)

A SAMMIE automation grant will be submitted to off-set costs to finish the Murray county school automation project.

8F. Other

There were no other Reports brought to the table.

9. OLD BUSINESS (Items A-C will be emailed ONLY)

9A. FY 2014 RLBSS Report of Results accomplished. Ratify Executive Board action

M/S H. Miller/C. Friese to ratify the Executive Board action to approve the submission of the FY 2014 RLBSS Report of Results accomplished.

There was no discussion.

Motion carried by unanimous vote.

9B. FY 2014 Legacy Final Report. Ratify Executive Board action

M/S H. Miller/C. Friese to ratify the Executive Board action to approve the submission of the FY 2014 Legacy Final Report.

There was no discussion.

Motion carried by unanimous vote.

9C. FY 2014 RLTA Final report. Ratify Executive Board action

M/S H. Miller/C. Friese to ratify the Executive Board action to approve the submission of the FY 2014 RLTA Final Report

Governing Board
MINUTES Approved January 21, 2015
October 15, 2014
There was no discussion.

Motion carried by unanimous vote.

9D. Other

There was no Other Old Business brought to the table.

10. NEW BUSINESS

10A. FY 2014 Audit review and acceptance (mailed under separate cover by auditors)

Auditors Anthony Stern and Darrin Ogdhal from the firm of Conway, Deuth & Schmiesing, PLLP Certified Public Accountants provided the Board with a comprehensive audit report and review of the financial conditions of Plum Creek Library system for the time period July 1 2013-June 30 2014.

Discussion of findings ensued.

M/S J. Reisch/C. Sanow to approve and accept the PCLS FY 2013/14 Audit as presented.

There was no discussion.

Motion carried by unanimous vote.

10B. 2015 Meeting Schedule (e-mailed and mailed)

The proposed 2015 Meeting schedule was received and reviewed.

Schiller called the Board's attention to the fact that the proposed February meeting date falls on Ash Wednesday.

The February meeting was therefore cancelled. In lieu of a February meeting, the Board concurred to meet in January 2015.

M/S G. Metz/E. Schiller to approve the following meeting dates/location/times for calendar year 2015.

January 21, 2015	Murray Cnty Courts Building	6:30 p.m.
April 15, 2015	Murray Cnty Courts Building	6:30 p.m.
June 17, 2015	Murray Cnty Courts Building	6:30 p.m.
September Annual Meeting	- September 16, 2015	location and time to be determined.
October 21, 2015	Murray Cnty Courts Building	6:30 p.m.

February, March, May, July, August, November and December will serve as Committee meeting months if needed or no meeting will be called depending on the circumstances at the time.

There was no discussion

Motion carried by unanimous vote.

10C. Election of Officers

10C1. Vice Chair

10C2. Secretary

10C3. Treasurer

M/S D. Evers/C. Friese to approve and cast a unanimous vote for the following slate of officers:
Vice Chair: Commissioner Sanow; Secretary: Anita Winkel; Treasurer: Jean Meester.

There was no discussion.

Motion carried by unanimous vote.

10D. Temporary Credit Card Use policy (e-mailed and mailed)

The Temporary Credit Card Use Policy as prepared by M. Ranum was distributed and reviewed. It was suggested that a committee be formed to review the temporary travel policy. Clara Friese agreed to chair the committee. Jean Meester, Jody Reisch, and Charlie Sanow also agreed to serve on the committee. Cleo Wicks will serve on the Credit Card Policy Committee as a PCLS resource.

Miller suggested that some phrase be added to the travel portion of the Temporary Credit Card Policy that gratuities or alcoholic beverages will not be reimbursed.

It was suggested that the Temporary Credit Card Policy be approved as amended with the understanding that the Committee will work on a more permanent policy.

M/S J. Reisch/C. Friese to approve the Temporary Credit Card Policy with the suggested amendment by Miller regarding gratuities and alcoholic beverages.

There was no further discussion

Motion carried by unanimous vote.

10E. MLCL application for membership

Ranum provided the Board with the following set of specific terms and conditions, financial and governance, as requested by Marshall-Lyon County Library Board.

Following discussion, the terms and conditions under Additional Terms were revised. Items #6 and #7 were deleted. Item #8 was revised to read "for any violation of this agreement".

Under Financial terms, #2 it was suggested that a specific time frame, for example 60 days be added behind "timely manner".

ADDITIONAL TERMS

The additional terms the PCLS Board has set for MLCL to become members are as follows. Please note that all current members of PCLS currently abide by and agree to all of the following terms asked of MLCL, with the exception of the probationary period.

1. *MLCL will abide by the current PCLS Agency Agreement*
2. *MLCL will abide by any current and future policies and procedures set forth by the PCLS Board and Advisory Council under the authority granted to the PCLS Board by the Joint Powers Agreement (Agency Agreement), the PCLS Board Bylaws, or state law. These policies and procedures include all the current resource sharing policies and procedures.*
3. *MLCL agrees to respect the majority rule of the PCLS Board.*
4. *MLCL agrees to cooperate on services in place including OverDrive eBooks, Zinio eMagazines, and Cypress Resume Builder.*
5. *MLCL agrees to collect materials in demand by their patrons, including instituting a policy which requires purchase of at least one copy of items held by another PCLS library when 4 or more MLCL patrons place a hold on that item.*
6. ~~*MLCL agrees to sign any new agency agreement developed and unanimously approved by all other partners in the next three years.*~~
7. ~~*MLCL Agrees to be good partners in library services in PCLS.*~~
8. *MLCL agrees to a probationary period ending June 30, 2015 where the PCLS Board can terminate the agreement for any ~~reason~~ violation of this agreement.*

FINANCIAL TERMS

1. *MLCL agrees to pay any costs incurred by PCLS to join the system, including PCLS staff (automation and cataloging staff only) and vendor costs to integrate their patron and bibliographic data. There may be other costs the PCLS Board will require MLCL to reimburse as well (see below).*
2. *MLCL agrees to pay all invoices for services sent to MLCL in a timely manner (60 days).*
3. *MLCL agrees to cooperate on services in place including OverDrive eBooks, Zinio eMagazines, and Cypress Resume Builder. As MLCL or PCLS may have contracts currently in place which are unable to be changed, this cooperation will take place at the soonest possible date as both groups work together with the vendors.*
4. *MLCL agrees to reimburse other PCLS member libraries for materials lost by their patrons as a result of their withdrawal from the system. PCLS staff has run a report of all items owned by other member libraries, checked out by Marshall patrons, but which have not been returned to the owning library. The PCLS Board expects MLCL would make every effort to have their patrons return those materials or provide reimbursement for those materials as outlined in the Agency Agreement and the PCLS Board policies.*

PCLS staff is still determining some of the additional costs described under Financial term 1. The initial discussions with our vendor and estimates of patron and bibliographic work to be completed by PCLS automation and cataloging staff, based on numbers provided by MLCL, lead PCLS staff to believe the cost will not exceed \$20,000. The PCLS Board cannot guarantee a maximum final overall cost to MLCL for this process. However, PCLS staff will make every attempt to minimize the costs to MLCL for this process.

M/S C. Friese/C. Sanow to offer membership terms and conditions to the Marshall-Lyon County Library Board as presented and amended.

Motion carried by unanimous vote.

10F. Other

There was no Other New Business brought to the table.

11. DISCUSSION

11A. Other

There were no items brought to the table for discussion.

12. PERSONNEL REVIEW OPEN/CLOSED SESSION

13. CALENDAR OF EVENTS

14. PENDING AGENDA ITEMS

14A. Agency Agreement review

14B. Non-Resident Fee review

14C. ByLaws

15. NEXT MEETING

15A. Date: January 21, 2015

15B. Location: To be announced following confirmation of meeting space

15C. Time: 6:30

16. ADJOURNMENT

Governing Board

MINUTES Approved January 21, 2015

October 15, 2014

The October 15th meeting of the Governing Board was declared adjourned at approximately 8:30 by Chairperson Commissioner Rose Schultz having completed the Agenda.

Respectfully submitted

Chris Lang, Office Administrator