

Governing Board  
October 19, 2016  
Approved January 18, 2017

**PLUM CREEK LIBRARY SYSTEM  
GOVERNING BOARD  
October 19, 2016**

**TIME & PLACE:**

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN, on Wednesday, October 19, 2016.

**PRESENT:**

Cindy Albrecht, Jackson County (Jackson)  
Commissioner Don Evers, Lincoln County  
Rhonda Fredericks, Lyon County (Tracy)  
Commissioner Donna Gravley, Cottonwood County  
Commissioner Sharon Hollatz, Redwood County  
Commissioner Bruce Kooiman, Pipestone County  
Commissioner Glenn Kluis, Murray County  
Dean McNeal, Murray County (Fulda)  
Commissioner Gene Metz, Nobles County  
Commissioner Les Nath, Pipestone County (Alternate)  
Commissioner Charles Sanow, Lyon County  
Evan Schiller, Pipestone County (Pipestone)  
Commissioner Rosemary Schultz, Jackson County  
Gwen Sturrock, Lyon County (Marshall)  
Anita Winkel, Cottonwood County (Windom)

Jim Trojanowski, Cleo Wicks and Rebecca Hudson were PCLS staff in attendance.  
Also present was Kari Ourada, Advisory Council Liaison, and Darrin Ogdahl, CPA.

**ABSENT:**

Kathy Craun, Worthington (Nobles County)  
Tom Ellig, Redwood County (Redwood Falls)  
Clara Friese, Redwood County (Redwood Falls)  
Susan Hansberger, Worthington (Nobles County)  
Reba Lipinski, Lincoln County (Ivanhoe)  
Commissioner Jody Reisch, (Rock County)

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

**3. INTRODUCTIONS**

**4. PUBLIC COMMENT**

**5. AMENDMENTS TO THE AGENDA**

The agenda was approved as written.

**6. MINUTES**

M/S D. Evers/E. Schiller to approve the minutes of the June 15, 2016 Governing Board meeting.

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**7. FINANCIAL REPORTS**

September: Cash Analysis, Statement of Rev/Exp., Balance Sheet  
Monthly Payment Processing Report  
Credit Card Statements

M/S R. Schultz/S. Hollatz to accept the financial documents. Motion carried by unanimous vote.

**8. Audit Report**

Darrin Ogdahl of Conway, Deuth & Schmiesing, presented the completed 2015 audit report. Ogdahl noted that the financial matters are consistent with the previous year and added that there were no communication problems in completing the audit. It was suggested by the auditors that the system review its out of state travel policy.

M/S B. Kooiman/G. Metz to approve the 2015 audit report. Motion carried by unanimous vote.

**9. DIRECTOR'S REPORT**

The director's report was emailed out prior to the meeting.

**10. ADVISORY COUNCIL LIAISON REPORT**

Kari Ourada reported that the Advisory Council has been considering several options to add to the system's electronic database, including putting more money into the Overdrive database or adding the OneClick Recorded Books database. The council approved the newly revised Agency Agreement with a few minor changes. Librarians Vanessa Hoffmann (Morgan) and Kari Ourada (Westbrook) agreed to work with Jody Reisch and Charles Sanow to plan next year's annual meeting.

**11. ELECTION OF OFFICERS**

Don Evers volunteered to serve as Executive Board Vice-Chair. Approved by unanimous vote.  
M/S S. Hollatz/A. Winkel to nominate Donna Gravley as Executive Board Secretary. Motion carried.  
M/S D. Gravly/E. Schiller to nominate Anita Winkel as Executive Board Treasurer. Motion carried.

**12. ELECTION OF REPRESENTATIVE TO LEGACY COMMITTEE**

Rhonda Fredericks agreed to serve a 2-year term on the Legacy Committee.

**13. REPLACEMENT OF TRUSTEES WITH EXPIRING TERMS**

The terms of county commissioners and board members that will expire at the end of this year were noted and there will be appointments and/or renewals made in January.

**14. BIDS FOR AUDIT SERVICE**

Discussion as to whether to seek bids for this year's audit was held, and it was decided that the firm of Conway, Deuth & Schmiesing has done an excellent job with the system's audit the last two years and no change should be made.

**15. APPROVAL OF CRPLSA RLBSS FUNDING AND FORMULA CHANGE**

Discussion was held regarding CRPLSA's proposal to present to the state legislature a funding formula change for the Rural Library Basic System Support. The formula would shift funding from the Equalization to Basic factor and result in more funding for each of the twelve library systems.

M/S B. Kooiman/G. Kluis to approve the funding formula change proposal. Motion carried by unanimous vote.

**16. APPROVAL OF PLUM CREEK LIBRARY SYSTEM AGENCY AGREEMENT**

The draft of the newly revised Agency Agreement was reviewed. Trojanowski highlighted a few of the changes made to the current agreement.

M/S B. Kooiman/A. Winkel to approve the new Plum Creek Library system Agency Agreement. Motion carried by unanimous vote.

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**17. APPROVAL OF REGIONAL LIBRARY TELECOMMUNICATION AID (RLTA) APPLICATION**

M/S G. Metz/D. Evers to approve the RLTA application. Motion carried by unanimous vote.

**18. APPROVAL OF REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS) FINAL REPORT**

M/S E. Schiller/D. Gravley to approve the RLBSS final report. Motion carried by unanimous vote.

**19. APPROVAL TO PURCHASE NEW SERVER**

Two quotes were reviewed for the budgeted purchase of a HP ProLiant Processor Server.

M/S S. Hollatz/C. Albrecht to award the bid to the Computer Man, Inc., of Marshall, MN. for the amount of \$7,768.09. Motion carried by unanimous vote.

**20. OFFER FROM MURRAY COUNTY TO LEASE OFFICE SPACE**

Murray County has proposed leasing office space located at 2989 Maple Road, in Slayton, for the Plum Creek headquarters. Glenn Kluis, on behalf of the Murray County board of commissioners, noted that there would be available 1,850 square feet. The lease, at \$1,000 per month, would include heating, cooling, electric, snow removal, garbage, water and sewer and the county would provide basic renovation of the building.

Discussion as to staff preferences and system needs followed. Trojanowski noted that it is important to determine the actual needs of the library system before making a decision. The state of the current office building headquarters was discussed and it was agreed that improvements need to be made there.

It was decided that prior to the January 18 meeting, those who would like to see the building in Slayton that the county is offering can tour the facility, at 6:00 p.m. Before that time a list of needs, as well as pros and cons will be compiled. It was also noted that other options available for the system should be explored.

M/S D. Evers/E. Schiller to table the matter until the January meeting. Motion carried by unanimous vote.

**21. ADJOURN**

M/S G. Sturrock/D. Gravley to adjourn the meeting at 8:40 p.m. Motion carried by unanimous vote.

**NEXT MEETING**

Date: January 18, 2017  
Location: Murray County Government Center  
Time: 6:30 p.m.