

Governing Board
April 25, 2018
Approved June 20, 2018

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
April 25, 2018**

TIME & PLACE:

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN, on Wednesday, April 25, 2018.

PRESENT:

Tom Ellig, Redwood County (Redwood Falls)
Commissioner Donna Gravley, Cottonwood County
Commissioner Lori Gunnink, Murray County
Judy Horn, Murray County (Slayton)
Joyce Johnson, Redwood County (Redwood Falls)
Commissioner Bruce Kooiman, Pipestone County
Reba Lipinski, Lincoln County (Ivanhoe)
Michael Murray, Lyon County (Ghent)
Commissioner Jody Reisch, (Rock County)
Evan Schiller, Pipestone County (Pipestone)
Sandy Stobb, Lyon County (Tracy)
Anita Winkel, Cottonwood County (Windom)

Jim Trojanowski and Rebecca Hudson were PCLS staff in attendance. Also in attendance was Advisory Council Liaison Kari Ourada

ABSENT:

Kathy Craun, Worthington (Nobles County)
Judy Hagen, Lyon County (Minnesota)
Susan Hansberger, Worthington (Nobles County)
Commissioner Cathy Hohenstein, Jackson County
Commissioner Gene Metz, (Nobles County)
Commissioner Jim Salfer, (Redwood County)
Commissioner Charles Sanow, Lyon County
Commissioner Corey Sik, Lincoln County

1. CALL TO ORDER

Chair Evan Schiller called the meeting of the Governing Board to order at 6:34 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

M/S J. Reisch/T. Ellig to approve the agenda as written. Motion carried.

6. MINUTES

M/S B. Kooiman/J. Johnson to approve the minutes of the February 21, 2018 Governing Board meeting. Motion carried.
M/S D. Gravley/J. Reisch to approve the minutes of the March 21, 2018 Executive Committee meeting.
The February 7, 2018 minutes of the Advisory Council minutes from were accepted as written.

7. FINANCIAL REPORTS

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

M/S B. Kooiman/J. Johnson to accept the financial documents subject to audit. Motion carried.

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8. DIRECTOR'S REPORT

Trojanowski reported that CRPLSA met in April in St. Paul and one topic of discussion was a \$300,000 surplus in the RLTA (Rural Library Telecommunication Aid) fund. MDE proposed transferring the funds to a similar program for schools, but CRPLSA asked that it be added to RLBS, the basic funding program for regional libraries. This appears unlikely to happen.

Plum Creek plans on hiring two part time delivery drivers to replace Jimmy Kill, who has resigned effective September 30.

There are two new library directors, Calla Jarvie at Rock County and Mandi Kuehn at Morgan.

The system's strategic plan needs updating and a committee of Advisory Council members has been created to begin that process.

9. ADVISORY COUNCIL LIAISON REPORT

Kari Ourada presented her Advisory Council report to the board noting that there was no March meeting. The council discussed a system wide annual report, budgetary considerations, and committee assignments.

10. DIRECTOR EVALUATION

Evaluation forms were sent to all board members, Advisory Council librarians and Plum Creek Library System staff with instructions to return them to Chair Evan Schiller who will tabulate the results and present them at the June board meeting.

11. APPROVAL OF PLUM CREEK LIBRARY SYSTEM LEAVE POLICY

M/S D. Gravley/A. Winkel to approve the revised Leave Policy with the omission of the words, "...leave is a privilege to be used only when a need arises. It is not vacation time." Motion carried.

12. APPROVAL TO ELIMINATE PCLS LEAVE OF ABSENCE WITHOUT PAY POLICY

Discussion as to whether to eliminate the Leave of Absence without Pay policy was held and there were mixed feelings as to if the policy should be retained or removed. The matter was tabled in order to verify state laws and to consider unpaid leave for school conferences and activities.

13. APPROVAL OF ANNUAL REPORT

M/S T. Ellig/J. Johnson to approve the 2017 Annual Report. Motion carried.

14. APPROVAL OF BUDGET AMENDMENTS

M/S B. Kooiman/M. Murray to approve the budget amendments. Motion carried.

15. APPROVAL OF PURCHASE OF SERVER HARD DRIVES

M/S J. Reisch/D. Gravley to approve the purchase of server hard drives at the cost of \$1,750.00. Motion carried.

16. 2018/2019 BUDGET DISCUSSION

The board discussed the proposed budget and the need to set aside reserves for various capital improvements.

17. ADJOURN

The meeting was adjourned at 8:00 p.m.