

Governing Board  
April 17, 2019  
Approved June 19, 2019

**PLUM CREEK LIBRARY SYSTEM  
GOVERNING BOARD  
April 17, 2019**

**TIME & PLACE:**

The Plum Creek Governing Board met at the Murray County 4-H Building, Slayton, MN, on Wednesday, March 20, 2019.

**PRESENT:**

Commissioner Larry Anderson, Cottonwood County  
Wendy Buschena, Murray County (Fulda)  
Kathy Craun, Worthington (Nobles County)  
Commissioner Jim Eigenberg, Jackson County  
Tom Ellig, Redwood County (Redwood Falls)  
Arlene Erickson, Cottonwood County (Westbrook)  
Commissioner Lori Gunnink, Murray County  
Pat Haynes, Lincoln County (Lake Benton)  
Mary Ingenthron, Nobles County (Worthington)  
Joyce Johnson, Redwood County (Redwood Falls)  
Commissioner Bruce Kooiman, Pipestone County  
Commissioner Gene Metz, Nobles County  
Michael Murray, Lyon County (Ghent)  
Commissioner Jody Reisch, Rock County  
Commissioner Charles Sanow, Lyon County  
Evan Schiller, Pipestone County (Pipestone)  
Commissioner Corey Sik, Lincoln County  
Carol Wagner, Jackson County (Heron Lake)

**ABSENT:**

Commissioner Donna Gravley, Cottonwood County  
Judy Hagen, Lyon County (Minneota)  
Commissioner Jim Salfer, (Redwood County)

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

**1. CALL TO ORDER**

Chair Lori Gunnink called the meeting of the Governing Board to order at 6:31 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. INTRODUCTIONS**

**4. PUBLIC COMMENT**

**5. AMENDMENTS TO THE AGENDA**

M/S B. Kooiman/J. Reisch to approve the agenda with the removal of item #18, Undesignated Reserve Fund Resolution, and addition of #22, Pay Scale Discussion. Motion carried.

**6. MINUTES**

M/S C. Sanow/J. Johnson to approve the minutes of the March 20, 2019 Governing Board meeting as written. Motion carried.

**7. FINANCIAL REPORTS**

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

M/S B. Kooiman/G. Metz to accept the financial reports subject to audit. Motion carried.

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**8. DIRECTOR'S REPORT**

Trojanowski asked that board members complete the Oath of Office. He noted that because of continued power outages in Worthington, the Plum Creek Library System office was closed April 11 and 12. With the State Legislative deadline of May 20, CRPSLA's request for added funding and RLBSS formula change has passed House approval at the funding of \$3.6 million year one and \$4.0 million year 2, while the Senate has not yet approved any increase or formula change. In addition to Plum Creek, three library regions are currently seeking new directors. Marjorie Ferguson is the new director at the Nobles County Library. M/S J. Eigenberg/T. Ellig to accept the Director's report.

**9. ADVISORY COUNCIL LIAISON REPORT**

Liaison Kari Ourada reported that the Advisory Council is reviewing policies and considering revisions to several including patron registration, library card renewal, fines, suspended borrowing privileges, holds, lost & damaged interlibrary loan and patron privacy. It has been decided that the cost of authority files will be assessed to libraries based on the formula used for digital materials.

**10. THE COMPUTER MAN SERVER TRADE**

M/S J. Reisch/E. Schiller to approve the agreement with The Computer Man to trade an HPE MSA P200 SAN in return for \$440 of services to install its replacement. Motion carried.

**11. APPROVAL TO RECYCLE EQUIPMENT**

M/S J. Reisch/E. Schiller to recycle a Dell PowerEdge 6800, Dell PowerEdge 2900, and HP Proliant 380 Gen5. Motion carried.

**12. CARPET THE DIRECTOR'S OFFICE AND MEETING ROOM**

M/S B. Kooiman/P. Haynes to accept the bid from Carpet Plus of \$2,535.44 for carpeting in the meeting room and director's office. Motion carried.

**13. APPROVAL OF BUDGET ADJUSTMENTS FOR 2018/2019 BUDGET**

M/S E. Schiller/B. Kooiman to approval adjustments for the 2018-2019 budget. Motion carried.

**14. 2019/2020 BUDGET REVIEW AND DISCUSSION**

Based on predictions, it is likely that the budget will show a \$5,400 deficit. Discussion of options included approving the budget with the deficit, generating more revenue through counties and/or libraries, looking for savings within the budget, delay step increases to the anniversary date.

**15. APPROVAL TO CONTRACT WITH MARCIVE FOR AUTHORITY FILE PROCESSING**

M/S B. Kooiman/G. Metz to approve the contract with Marcive for backfile authority processing and one year of ongoing processing. Motion carried.

**16. REVIEW BOARD BY-LAWS**

The board reviewed proposed changes to the Board By-Laws that includes adding the stipulation that each county must have an alternate to the Governing Board, and updating language in several areas.

**17. APPROVAL OF RLBSS APPLICATION**

M/S E. Schiller/B. Kooiman to approve the 2019-20 RLBSS application. Motion carried.

**18. DISCUSSION OF WEED CONTROL AT PCLS HEADQUARTERS**

**19. APPROVAL OF CAMP READ-A-LOT COOPERATIVE AGREEMENT WITH PIONEERLAND LIBRARY SYSTEM**

M/S T. Ellig/G. Metz to approve the 2019 Camp Read-a-Lot Cooperative Agreement with Pioneerland Library System. Motion carried.

**20. DIRECTOR SEARCH PROCESS**

Gunnink provided an update on the director search which has at this time three applicants.

**21. PAY SCALE**

M/S J. Johnson/T. Ellig to approve the proposed pay scale for 2019-20. Motion carried.

**22. ADJOURN**

The meeting was adjourned at 8:29 p.m.