

Governing Board
February 17, 2021
Approved June 16, 2021

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD**
April 21, 2021

TIME & PLACE:

The Plum Creek Governing Board met in person (at the Murray County 4H building), and online on Wednesday, April 21, 2021.

PRESENT:

Arlene Erickson, Cottonwood County (Westbrook)
Commissioner Donna Gravley, Cottonwood County (Windom)
Commissioner Lori Gunnink, Murray County (Lake Wilson)
Pat Haynes, Lincoln County (Lake Benton)
Commissioner Cathy Hohenstein (Lakefield)
Mary Ingenthron, Nobles County (Worthington)
Joyce Johnson, Redwood County (Redwood Falls)
Commissioner Gene Metz, Nobles County (Lismore)
Michael Murray, Lyon County (Ghent)
Commissioner Bob Paplow, Nobles County (Bigelow)
Commissioner Jody Reisch, Rock County (Luverne)
Commissioner Dallas Roskamp, Pipestone County (Edgerton)
Commissioner Charles Sanow, Lyon County (Marshall)
Evan Schiller, Pipestone County (Pipestone)
Robin Stegner, Redwood County (Redwood Falls)
Anne Wagner, Jackson County (Heron Lake)
Commissioner Rick Wakefield, Redwood County (Walnut Grove)
Shannon Welling, Murray County (Fulda)
Charlene Wintz, Nobles County (Worthington)
Advisory Council Liaison Scott Sobocinski

Absent:

Commissioner Corey Sik, Lincoln County (Lake Benton)

Plum Creek Library System staff members Michele Leininger, Joel Sasse, Cleo Wicks and Rebecca Hudson were in attendance.

1. CALL TO ORDER

Chair Gene Metz 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

M/S P. Haynes/E. Schiller to approve the agenda as written. Motion carried.

6. MINUTES

M/S J. Reisch/M. Ingenthron to approve the Governing Board minutes of February 17, 2021, and to accept the Executive Committee minutes of March 17, 2021. Motion carried.

7. FINANCIAL REPORTS

Cash Analysis – March 2021
Statement of Revenues and Expenditures – February 2021
Balance Sheet – February 2021
Check Register – March 2021
Monthly Payment Processing – March 2021
Credit Card Statements – February/March, 2021

M/S P. Haynes/L. Gunnink to accept the financial reports subject to audit. Motion carried.

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8. UNITED PRAIRIE BANK DIRECTOR'S RESOLUTION

M/S R. Stegner/P. Haynes to adopt the annual United Prairie Bank Director's Resolution. Motion carried.

9. UNITED PRAIRIE BANK SECURITIES COVERAGE

M/S J. Reisch/R. Stegner to approve adding another savings account in which to deposit funds to avoid the necessity of increasing the securities for each account when deposits are at a high level. Motion carried.

10. FY 2021-22 BUDGET

The RLBSS funding and formula request is currently in both the House and Senates' education bill and is being discussed by legislators. An incremental increase in funding is being requested as well as a change in the formula that would decrease equalization from 25% to 15% and increase the base from 5% to 15%.

In reviewing staff wages and possible increases, Interim Director Michele Leininger noted that she would not accept a step increase in her hourly wage since she has a contract in place with Plum Creek for her services. Discussion included reviewing job descriptions and reconfiguring the step scale.

M/S R. Stegner/C. Sanow to approve a 3% wage increase, with the exception of the director's position, beginning July 1, 2021. Motion carried.

11. EQUIPMENT PURCHASES

M/S D. Gravley/P. Haynes to approve the following budgeted equipment purchases based on bids received:

- Server - \$7,441 (The Computer Man)
- 3 Switches - \$2,010 (The Computer Man)
- Work Station - \$1,338.50 (The Computer Man)

Motion carried.

12. ANNUAL REPORT

The completed 2020 annual report was shared. The report was submitted to the state on April 1, and the Governing Board approved Chair and Director signatures for the report at the February meeting.

13. REPORTS

a. Director

- The purchases that will be made with the \$117,852 RLBSS funding were reviewed, including PCLS website update, digital materials, Hotspots/connectivity, and several new databases.
- Leininger reported that she intends to step back as interim director by the end of this year and advised that the system is ready for a full-time director and should be preparing for a search.
- There will be a van naming contest taking place through the months of April and May and Governing Board members will be asked to vote in the first round on submissions received, with the final votes being cast by library directors.

b. Advisory Council Liaison

Scott Sobocinski reinforced Leininger's suggestion to hire a full-time director noting that it was agreed at the April Advisory Council meeting that what is needed most at this time is advocacy, both locally and on the state level, from a full-time system director, and that is something that cannot be fully accomplished with a limited time director

14. ADJOURN

The meeting was adjourned at 8:03 p.m.

Next meeting: Wednesday, June 16, 2021 – 6:30 p.m. (online and at the Murray County 4-H building, Slayton MN)