

**PCLS Executive Committee**  
**December 6, 2017**  
**Approved January 24, 2018**

**PCLS Executive Committee Meeting**  
**December 6, 2017**

**TIME AND PLACE:** A meeting of the Executive Committee convened on December 6, 2017, 6:30 p.m. at the Slayton Public Library Community Room.

**PRESENT:**

Jody Reisch, Chair (Rock County)  
Charles Sanow, Past Chair (Lyon County)  
Evan Schiller, Chair Elect (Pipestone County)  
Donna Gravley, Secretary (Cottonwood County)  
Anita Winkel, Treasurer (Cottonwood County)

Jim Trojanowski and Rebecca Hudson were PCLS staff present.

**1. CALL TO ORDER**

The meeting was called to order at 6:26 p.m. by Jody Reisch.

**2. INTRODUCTIONS**

**3. PUBLIC COMMENT - None**

**4. AMENDMENTS TO THE AGENDA**

M/S D. Gravley /A. Winkel to approve the agenda with the addition of PCLS Staff Issues/Reviews.  
Motion carried unanimously.

**5. MINUTES**

M/S C. Sanow/D. Gravley to approve the June 21, 2017, Governing Board minutes as written.  
Motion carried unanimously.

**6. REPORTS**

The minutes from the November 1, 2017 Governing Board meeting were reviewed and accepted.

**7. DIRECTOR'S REPORT**

M/S C. Sanow/A. Winkel to approve the financial reports. Motion carried unanimously.

**8. DIRECTOR'S REPORT**

Trojanowski provided a report, noting that there is an opening on the Board for a Rock County representative and that SAMMIE will be changing its name to "Prairielands Library Exchange" next year. Rock County is in search of a new library director and Lake Benton's new director is Janine Bunjer.

**9. EQUIPMENT PURCHASES**

M/S E. Schiller/J. Reisch for approval to purchase the following equipment: Synology DS418 NAS Disk Station, (4) Seagate 4TB NAS hard drives, and HP EliteDesk 800 G2 desktop computer. Motion carried unanimously.

**10. EMPLOYEE HANDBOOK**

Trojanowski is in the process of reviewing and updating the Plum Creek employee handbook. It was agreed that staff should be considered at-will employees of the system. It was determined that using one of the county's handbooks as an example would be useful in the process.

**11. INSURANCE QUOTE**

An insurance policy proposal from Minnesota Counties Intergovernmental Trust (MCIT) was examined. No action was taken on the matter.

**12. PLUM CREEK LIBRARY SYSTEM STAFF ISSUES AND REVIEWS**

Reisch suggested that the system implement a 360 Review process for all staff in an effort to ensure that the system and its staff are doing what it is designed to do. It was suggested that having joint meetings with the Governing Board and Advisory Council to look at goals and accomplishments within the system. It was noted that bringing in a facilitator who could assist with goal setting and conflict resolution would be beneficial.

**13. ADJOURNMENT**

M/S A. Winkel/D. Gravley to adjourn the meeting was adjourned at 8:00 p.m. Motion carried unanimously