

**PCLS Executive Committee Meeting**  
**March 15, 2017**  
**Approved April 19, 2017**

**TIME AND PLACE:** A meeting of the Executive Committee convened on March 15, 2017, 6:30 p.m. at the Murray County Courts meeting room.

**PRESENT:**

Jody Reisch, Chair (Rock County)  
Charles Sanow, Past Chair 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 6:29 p.m. by Jody Reisch.

**2. INTRODUCTIONS**

**3. PUBLIC COMMENT - None.**

**4. AMENDMENTS TO THE AGENDA**

M/S E. Schiller/C. Sanow to approve the agenda as written.

**5. MINUTES**

M/S C. Sanow/A. Winkel to approve the January 18, 2017, Governing Board minutes as written.  
Motion carried unanimously.

**6. REPORTS**

M/S E. Schiller/D. Winkel to approve the Financial Reports. Motion carried unanimously.

**7. APPROVAL OF TRAVEL POLICY**

Trojanowski presented information from the Minnesota Commissioner's Plan outlining travel costs allowed for state employees, with an allowance of \$36.00 per day. Plum Creek's policy allows \$35.00 so it was decided to make no changes at the present. M/S E. Schiller/A. Winkel to table the matter and check for updates when the new Plan is issued in the next calendar year.

**8. APPROVAL OF RECORDS RETENTION POLICY**

The draft of a new Records Retention policy was reviewed. M/S C. Sanow/Anita Winkel to approve the policy. Motion carried unanimously.

**9. APPROVAL TO DISCARD SERVERS**

M/S E. Schiller/D. Gravley to declare surplus two Dell PE 4600 servers that had been purchased in 2003. The equipment will either be sold or recycled. Motion carried unanimously.

**10. BUDGET PRIORITIES**

At present there is \$85,000 in surplus funds, and so it will be a budgetary priority to begin to build up the reserves since the System should carry from 25-50% of its budget in reserve, or enough to cover three months of operating expenses. Trojanowski noted that he is in the process of updating job descriptions with many of them more than 10 years old. Following those updates, there will be a pay scale review conducted.

**11. BUILDING**

The Board reviewed cost estimates that Murray County has provided for renovation of its building in Slayton. Plum Creek Library staff has been working on developing plans for updating the current building, and a Nobles County engineer's report reveals that an affordable fix to the water drainage issue in the front of the building is possible.

Discussion followed including Winkel, Gravley and Schiller opposed to renovating and moving to the building in Slayton, and Sanow contending that there are four counties that will not provide funding for fixing up the current system headquarters building in Worthington.

Upkeep on the building, Trojanowski said, has been neglected for years, and there are several issues that need to be addressed. The matter was tabled until further information can be made available.

**12. JOINT POWERS AGREEMENT**

The JPA committee has suggested that PCLS hire an attorney to reconcile proposed changes to the document suggested by Rock County, Jackson County, and the City of Marshall. This was also the recommendation of Jackson County's attorney and Nobles County's administrator. The Executive Committee chose not to do so and is instead going to ask Marshall and Nobles County (which asked to see any proposed changes from Jackson County since they had MCIT review it) if they are comfortable with the document. Charlie Sanow will take it to Marshall's Attorney and Clint will take it to Nobles County's attorney.

**13. CALENDAR OF EVENTS**

Advisory Council of Library Directors Meeting – Wednesday, April 5, 2017, 10:00 a.m. – Jackson County Library

**14. NEXT MEETING**

Governing Board Meeting - Wednesday, April 19, 2017, 6:30 p.m. – Murray County Courts Building

**15. ADJOURNMENT**

M/S A. Winkel/C. Sanow to adjourn the meeting at 7:31 p.m.