

Executive Committee  
March 18, 2020  
Approved June 17, 2020

**PLUM CREEK LIBRARY SYSTEM  
EXECUTIVE COMMITTEE  
March 18, 2020**

**TIME & PLACE:**

The Plum Creek Executive Committee met at the Slayton Public Library Community Room on March 18, 2020.

**PRESENT:**

Corey Sik, Chair  
Lori Gunnink, Past Chair  
Gene Metz, Chair Elect

**ABSENT:**

Mary Ingenthron, Treasurer  
Jody Reisch, Secretary

Plum Creek Library System staff members Michele Leininger and Rebecca Hudson were in attendance.

**1. CALL TO ORDER**

Chair Corey Sik called the meeting to order at 6:40 p.m.

**2. INTRODUCTIONS**

**3. PUBLIC COMMENT**

**4. AMENDMENTS TO THE AGENDA**

The discussion of Overdrive and new copier contract were added to the agenda.

**5. REPORTS**

The financial report were reviewed and accepted including cash analysis, statement of revenue and expenses, balance sheet, payment processing and check register report.

**6. JOB DESCRIPTIONS**

Michele Leininger presented the updated PCLS Manager job description and per Governing Board direction at the October 16, 2019, the job will be posted in early April with expectation of having the new position filled by July 1.

Leininger also reported that she is in the process of updating PCLS job descriptions and stressed the importance of more cross training among staff members. She proposed examining the current wage step system and reducing the number of steps from 9 to 6.

**7. DELIVERY TRUCK**

The committee authorized staff to proceed with gathering specifications for a new delivery truck in anticipation of ordering it later this year. Requests for bids will be sent out regionally as well as through the state bidding service.

**8. COVID-19**

Discussion of how libraries are handling operations was had. Approximately half of the libraries remain open in some capacity; if not to the public they are offering interlibrary loan and curbside service. Materials are being sanitized as they are returned. Libraries that are closed completely have had their collections suppressed on the ILS so that there are no holds placed on their materials.

Plum Creek has subscribed to the on line web conferencing service, Go To Meeting so that future meetings can be held online if necessary.

Leininger noted that more digital materials may be ordered at this time to fill the increased demand for e-book and e-audio materials. Overdrive has offered a digital card service that the system will likely take advantage of as well.

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**9. COPIER**

Marco has offered a new Sharp copier contract that will cost considerably less than the current agreement and will have no annual price escalation that the current agreement has. The cost savings will be approximately \$20.00 per month, for a period of 5 years. All costs are included in this agreement including any overages in copies, supplies and service.

**10. OVERDRIVE**

Recent action by the Advisory Council to renew the Overdrive contract for a 4-year period was discussed. Leininger renegotiated the fees at a substantial savings of \$4,000 hosting/technology fee and \$8,000 content credit

**17. ADJOURN**

The meeting was adjourned at 8:30 p.m.