

Executive Committee
March 17, 2021
Approved May 19, 2021

**PLUM CREEK LIBRARY SYSTEM
EXECUTIVE COMMITTEE**
March 17, 2021
VIDEO CONFERENCE

TIME & PLACE:

The Plum Creek Executive Committee met in online video conference on Wednesday, March 17, 2021, at 6:30 p.m.

PRESENT:

Gene Metz, Chair
Corey Sik, Past Chair
Rick Wakefield, Chair Elect
Mary Ingenthron, Treasurer
Jody Reisch, Secretary

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

1. CALL TO ORDER

Chair Gene Metz called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

M/S M. Ingenthron/R. Wakefield to approve the agenda as written.

6. FINANCIAL REPORTS

M/S M. Ingenthron/J. Reisch to approve the Cash Analysis, Vendor Check Register, and Monthly Payment Processing reports. Motion carried.

6. MINUTES

M/S M. Ingenthron/J. Reisch to approve the minutes of the Executive Committee: September 16 and October 28, 2020, January 20, 2021. Motion carried.

7. DIRECTOR/MANAGER POSITION DISCUSSION

Michele Leininger recommended to the committee that Plum Creek continue to put the manager position on hold at this time. There may be an increase in Rural Basic System Support (RLBSS) funding from the state as there are now two legislative sponsors for the \$2 million funding increase request. If that funding comes through then the system might seek a full-time director, yet at the same time Leininger says that she is willing to continue as interim director for the rest of the year. Leininger proposed that PCLS could enter into a contractual agreement with the Marshall-Lyon County Library to share time on a 1/3 to 2/3 basis.

Commissioner Corey Sik commented that he cannot justify hiring a full-time director as that would cripple the system financially, and there is no guarantee that increased funding from the state might continue in subsequent years. Commissioner Metz agreed, posing the question of whether the system actually requires a full-time director.

The matter will be discussed at the April Governing Board meeting.

8. PCLS BUILDING DISCUSSION

Leininger asked for direction on how to move forward with building updates and suggested that the board consider either spending money on the building for updates and then sell it, or to commit to it for the next ten years. It was suggested that a contractor and/or realtor be consulted as to what sort of improvements would be advantageous to make. The matter will be taken to the Governing Board for further direction.

Executive Committee
March 17, 2021
Approved May 19, 2021

9. BUDGET UPDATE

The committee reviewed the 2021-22 budget draft that includes both a 2% and 3% cost of living increase for staff. Commissioner Jody Reisch suggested a three-year plan of salary increases, (3%, 2 ¼%), and added that employees are appreciated even though PCLS has been conservative in offering raises.

10. DELIVERY UPDATE

Staff member Ken Walsh is still out on medical leave until he has doctor's approval to return to work. Teresa Johnson submitted her resignation effective immediately on March 8 and Rebecca Hudson drove the following day, with a combined east and west route that visited most of the libraries in the system. New driver Dane Hanson is being trained to replace Johnson, while Hudson will continue to fill in as needed. New padded bag have been ordered to protect DVDs that are sent in delivery.

11. ANNUAL REPORT APPROVAL FORM

M/S R. Wakefield/C. Sik to authorize the director and board chair to sign the 2020 Annual Report approval form. Motion carried.

12. DIRECTOR'S REPORT

Libraries are planning their summer reading programs with some outdoor programming included. Several libraries are hoping to hold small indoor story times as well, and are hoping to return to regular programming next fall.

There is approximately \$118,000 in Regional Library Telecommunication Aid (RLTA) funding from the state to be spent on digital items and plans are being made to add several new databases, update the system's webpage, and to purchase new e-books and hotspots.

The board will be reviewing and updating various PCLS policies throughout the year.

With the new delivery van offering less cargo space than the old truck, it may become necessary to discontinue the process of shuttling collecting from main libraries (Jackson, Marshall, Nobles) to their branch locations. Leininger remarked that the delivery service is to be interlibrary loan only.

13. ADJOURN

The meeting was adjourned at 7:35 p.m.