

Executive Committee
May 20, 2020
Approved June 17, 2020

**PLUM CREEK LIBRARY SYSTEM
EXECUTIVE COMMITTEE
May 20, 2020**

TIME & PLACE:

The Plum Creek Executive Committee met in online video conference on Wednesday, May 20, 2020, at 6:30 p.m.

PRESENT:

Corey Sik, Chair
Lori Gunnink, Past Chair
Gene Metz, Chair Elect
Mary Ingenthron, Treasurer

ABSENT:

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 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

The agenda was approved as written.

6. MINUTES

M/S L. Gunnink/G. Metz to approve the minutes of the March 18, 2020 Executive Committee. Motion carried.

7. REPORTS

M/S G. Metz/M. Ingenthron to accept the financial reports including cash analysis, statement of revenue and expenses, balance sheet, payment processing and check register report, pending Governing Board approval. Motion carried.

8. FY 2020-21 BUDGET

Michele Leininger presented the preliminary FY 2020-21 budget and Fund Balance Report. The budget presented included drafts with and without school income since it is unknown at this time whether schools will be in session and will want to remain on the ILS during that time. Should this be the case, Leininger proposed offering the schools a one-year hiatus from being a part of the system with no penalties.

M/S L. Gunnink/M. Ingenthron to approve the preliminary budget. Motion carried.

9. MANAGER POSITION

No action has been made as to advertising for the Plum Creek Manager position, because during this time of the pandemic it would be difficult to onboard someone into the position with many unknown factors. The staff has expressed that they feel supported and satisfied by Leininger's management and are willing to take on more duties as needed in lieu of having a director on-site. As a result, she is proposing that the hiring of a manager/director be postponed until next year.

10. TRUCK/SERVER DISCUSSION

The need to be replaced the truck is eminent before spending more money in repairs that has already been done. The committee discussed moving forward with the process and asked that a Request for Proposal be prepared and brought before the Governing Board at the June meeting.

The committee also asked that bids for a new server be secured and brought to the June meeting as well.

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11. SALON RENTAL/BUILDING UPKEEP

Since the pandemic shut down the beauty salon located in the Plum Creek headquarters building, the proprietors have requested rental abatement, and it was decided to waive three months of their rent. An agreement was made to raise the monthly rent to \$450, with Plum Creek paying all of the utilities.

The salon owners agreed and requested that Plum Creek work on fixing up some of the public spaces in return for the rent increase, and so a list of potential repairs was compiled by staff members. The committee agreed that there are several improvements that can be done initially including new signage and landscaping in the front of the building. Other items included flooring in the hall, and improvements to the restrooms.

9. COVID-19 PLUM CREEK UPDATE

Leininger noted that Plum Creek was the only library system in the state of Minnesota that continued to provide delivery service through the first two months of the pandemic. Several libraries maintained curbside pickup service to their patrons and by mid-June, they all will be offering service of some sort to the public with many opening up to the public with safety precautions put in order. Some libraries are rotating staff and limiting the number of patrons allowed in the building at one time. Others are taking appointments for patrons to safely browse the library shelves. Most have installed protective guards for the circulation desks.

Plum Creek will be receiving state funding of \$8,900 that will allow the purchase of Hot Spots and connectivity for every library in the system. In addition, the state has eased the restrictions on what RLTA money can be spent and is providing \$45,000 in funding to Plum Creek and that will be used to purchase digital technology and accessibility for the libraries in the system.

17. ADJOURN

M/S G. Metz/M. Ingenthron to adjourn the meeting at 8:25 p.m.