

Executive Committee  
September 16, 2020  
Approved October 21, 2020

**PLUM CREEK LIBRARY SYSTEM  
EXECUTIVE COMMITTEE  
September 16, 2020  
VIDEO CONFERENCE**

**TIME & PLACE:**

The Plum Creek Executive Committee met in online video conference on Wednesday, September 16, 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, Rebecca Hudson and Cleo Wicks were also in attendance.

**1. CALL TO ORDER**

Chair Corey Sik called the meeting to order at 6:36 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. INTRODUCTIONS**

**4. PUBLIC COMMENT**

**5. AMENDMENTS TO THE AGENDA**

M/S G. Metz/M. Ingenthron to approve the agenda as written.

**6. MINUTES**

M/S L. Gunnink/C. Sik to approve the minutes of the July 29, 2020 Executive Committee meeting. Motion carried.

**7. FINANCIAL REPORTS**

M/S G. Metz/L. Gunnink to approve the Cash Analysis, Vendor Check Register, and Monthly Payment Processing reports. Motion carried.

**8. TRUCK/VAN PURCHASE**

Bid invitations were sent to the local automobile dealerships in Worthington with one bid being received. The consensus was that the search should be broadened to include Sioux Falls and several other dealers across Minnesota. Discussion on purchasing a van rather than a Unicell cutaway vehicle followed and Michele Leininger explained that the bid invites include both options.

**9. PERSONNEL – RECOMMENDATION TO HIRE TWO DELIVERY DRIVERS**

M/S L. Gunnink/G. Metz to accept the recommendation from Cleo Wicks and Rebecca Hudson to hire Teresa Carlson and Norman Bedner as part time delivery drivers contingent upon receiving a good driving record from both of them. Each will be offered Step 5 of the wage scale, at an average of 16 hours per week. Former driver Jim Thompson will be filling in on the route until new drivers can be hired and trained.

**10. NEW EMPLOYEE PROBATIONARY PERIOD**

M/S G. Metz/M. Ingenthron to discontinue the practice of paying a new employee 95% less than their actual hourly wage during the probationary period. Motion carried.

**9. 2020 RLTA FINAL REPORT**

M/S M. Ingenthron/L. Gunnink to approve the 2020 RLTA Final Report 2021 RLTA Application and 2020 RLBS Report of Results. Motion carried.

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**10. COVID-19 UPDATE**

Leininger provided an update on library operations throughout the system. Most libraries are open to the public or providing some level of service to the patrons. Programming has been minimal with some offering online story times or providing take home kits for children and adults. PCLS is looking to develop new non-programming ways to utilize Arts and Cultural Heritage dollars.

**11. ADJOURN**

M/S L. Gunnink/G. Metz to adjourn the meeting at 7:30 p.m.