

Governing Board
February 19, 2020
Approved June 17, 2020

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
February 19, 2020**

TIME & PLACE:

The Plum Creek Governing Board met at the Murray County Courts Building on February 19, 2020.

PRESENT:

Wendy Buschena, Murray County (Fulda)
Commissioner Jim Eigenberg, Jackson County
Arlene Erickson, Cottonwood County (Westbrook)
Commissioner Donna Gravley, Cottonwood County
Commissioner Lori Gunnink, Murray County
Mary Ingenthron, Nobles County (Worthington)
Commissioner Gene Metz, Nobles County
Michael Murray, Lyon County (Ghent)
Commissioner Charles Sanow, Lyon County
Evan Schiller, Pipestone County (Pipestone)
Commissioner Corey Sik, Lincoln County
Sandy Stobb, Lyon County (Tracy)
Carol Wagner, Jackson County (Heron Lake)
Advisory Council Liaison Kari Ourada

ABSENT:

Kathy Craun, Nobles County (Worthington)
Judy Hagen, Lyon County (Minneota)
Pat Haynes, Lincoln County (Lake Benton)
Joyce Johnson, Redwood County (Redwood Falls)
Commissioner Bruce Kooiman (Pipestone County)
Commissioner Jody Reisch, Rock County
Commissioner Jim Salfer, (Redwood County)

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

1. CALL TO ORDER

Chair Corey Sik called the meeting of the Governing Board to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

M/S D. Gravley/E. Schiller to approve the agenda with the addition of Oath of Office and Annual Report signature authorization. Motion carried.

6. OATH OF OFFICE

Board members read and signed the annual Oath of Office.

7. MINUTES

M/S C. Sanow/G. Metz to approve the December 4, 2019 Governing Board minutes. Motion carried.

The January 8, 2020 Advisory Council minutes were accepted.

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8. FINANCIAL REPORTS

Cash Analysis –January 2020

Statement of Revenues and Expenditures – December 2019

Balance Sheet – December 2019

Check Register – November/December 2019, January 2020

Monthly Payment Processing – November/December 2019, January 2020

Credit Card Statements – October/November/December 2019, January 2020

M/S C. Sanow/E. Schiller to accept the financial reports subject to audit. Motion carried.

9. APPROVAL OF UNITED PRAIRIE BANK AS OFFICIAL DEPOSITORY & SECURITIES SAFE KEEPING

M/S L. Eigenberg/C. Wagner to appoint the United Prairie Bank as Official Depository & Securities Safe Keeping institute. Motion carried.

10. PAY EQUITY REPORT

M/S D. Gravley/S. Stobb to approve the 2019 Pay Equity report. Motion carried.

11. ANNUAL REPORT

M/S E. Schiller/C. Sanow to authorize the chair's signature of the 2019 annual report, which is due to the state April 1. The report will be presented at the April 15 Governing Board meeting. Motion carried.

12. STAFF POSITIONS AND WORK

Director Michele Leininger provided her initial review of PCLS staff positions and work after meeting with staff members. She noted that PCLS staff is dedicated, yet work is not evenly distributed. The job descriptions are task oriented, not accurate and she plans to rewrite them using more general terminology. Once that task is complete she recommended that all job descriptions be re-evaluated using the Hays point system.

Without a full time director in place, the system is saving \$7,300 per month and Leininger suggested that targeting July 1 as the date to have a part time manager in place could result in an overall savings of \$73,000. Leininger has set the following priorities as interim director: 1) strengthen the organization, 2) be as efficient as possible, 3) provide transparency to the staff, 4) work toward increasing employee salaries and adjusting benefits.

13. REVIEW OF BENEFIT AND POLICY RAMIFICATIONS ON BUDGET

Leininger suggested reviewing benefit policies including health insurance, sick pay and paid time off as possible areas of cost saving. Currently policy states that staff is provided individual health insurance coverage at no cost and a portion of sick time and paid time off can be carried over from year to year.

14. BUDGET ADVOCACY: SHOWING VALUE AND URGENCY

Leininger outlined the following budgetary points: 1) encumbered/restricted funds, 2) employee liability and 3) operating expenses reserve of five months. She noted that it is important to make all involved entities aware that the system is a good steward of the money that it receives.

15. WEATHER POLICY

A newly drafted weather policy with procedures for instances when weather or equipment failure forces closure of the office was reviewed and discussed. If the office is closed by the Director, full time staff may request to work from home or make the hours up during the same pay period. All other hours will be made up through personal time off or time without pay.

16. CENSUS

Leininger stressed the importance of the 2020 Census and how critical it is for Southwest Minnesota that as accurate a count as possible be taken. According to state demographers, Minnesota is approximately 1,100 people short of holding onto its eighth seat in the House of Representatives.

17. ADJOURN

M/S L. Gunnink/C. Sanow to adjourn the meeting at 8:00 p.m.