

Governing Board
June 17, 2020
Approved October 21, 2020

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
June 17, 2020
VIDEO CONFERENCE**

TIME & PLACE:

The Plum Creek Governing Board met via GoToMeeting on Wednesday, June 17, 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
Pat Haynes, Lincoln County (Lake Benton)
Joyce Johnson, Redwood County (Redwood Falls)
Commissioner Bruce Kooiman (Pipestone County)
Mary Ingenthron, Nobles County (Worthington)
Commissioner Gene Metz, Nobles County
Commissioner Charles Sanow, Lyon County
Evan Schiller, Pipestone County (Pipestone)
Robin Stegner, Redwood County (Redwood Falls)
Sandy Stobb, Lyon County (Tracy)
Advisory Council Liaison Kari Ourada

ABSENT:

Kathy Craun, Nobles County (Worthington)
Judy Hagen, Lyon County (Minneota)
Michael Murray, Lyon County (Ghent)
Commissioner Jody Reisch, Rock County
Commissioner Jim Salfer, (Redwood County)
Commissioner Corey Sik, Lincoln County
Carol Wagner, Jackson County (Heron Lake)

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

Note: All votes were taken on a roll call basis.

1. CALL TO ORDER

Chair Elect Gene Metz 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

The agenda was accepted as written.

6. MINUTES

M/S B. Kooiman/E. Schiller to approve the February 19, 2020 Governing Board minutes and March 18 & May 20, 2020 Executive Committee minutes. Motion carried.

The March 11, April 8, May 13 and June 10, 2020 Advisory Council minutes were accepted.

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7. FINANCIAL REPORTS

Cash Analysis – April 2020
Statement of Revenues and Expenditures – April 2020
Balance Sheet – April 2020
Check Register – February, March, April 2020
Monthly Payment Processing – November/December 2019, January 2020
Credit Card Statements – February, March, April, May 2020

M/S P. Haynes/W. Buchena to accept the financial reports subject to audit. Motion carried.

8. FY 2020-21 BUDGET/YEAR END FUND BALANCE/FEEES TO LIBRARIES

The draft budget for fiscal year 2020-21 was presented with two drafts taking into consideration the possibility of a loss in income from schools if they do not take part in the shared ILS and delivery should they be unable to hold in person classes this fall.

Michele Leininger pointed out concerns for the 2020-21 fiscal year that include working toward developing a four-month budget reserve, and replacing the automation server and delivery truck. Because of population decreases and lower circulation numbers, both numbers are used in the formula to determine each library's fees for automation and delivery, and so Leininger recommended freezing the fees for the coming year.

M/S R. Stegner/C. Sanow to approved the FY2020-21 budget. Motion carried.

9. COUNTY FUNDING LETTER

M/S E. Schiller/J. Johnson to approve sending each county a funding request letter outlining the benefits provided by Plum Creek Library System, and requesting \$3,250 in funding from each of them. Motion carried.

10. DELIVERYTRUCK/RFP/SERVER QUOTES

Discussion about replacing the delivery truck included the suggestion that the bid process contain both bids for a new and used vehicle as well as considering the possibility of leasing rather than purchasing.

M/S J. Eigenberg/E. Schiller to move forward with putting together specs and calling for bids for the delivery truck and allow the Executive Committee to handle the decision-making process. Motion carried.

Two quotes for a new server were reviewed with the low bid of \$8,201 from The Computer Man in Marshall.

M/S C. Sanow/J. Eigenberg to authorize the purchase, first checking on the cost of a 3- or 5-year warranty, and with a cap of \$8,500. Any further decisions about the server purchase will be handled by the Executive Committee. Motion carried.

11. SALON RENTAL/BUILDING UPDATES AND REPAIRS

Rent for the salon was abated for the months of April, May and June, and a new contract is now being put into place with the rent raised to \$450 a month. With the increase of rent being charged, the salon owners have requested that repairs be made to building's public space in order to improve its appearance.

A list of improvements and cost estimates was reviewed by the Board and it was decided that priority would be given to the flooring, entryway and landscaping in the front of the building to begin with and more improvements may be made in the future.

M/S J. Eigenberg/L. Gunnink to authorize \$5,000 be spent on the initial updates to the building and a report to be provided at the next Governing Board meeting. Motion carried.

12. RLBSS APPLICATION/SIGNATURE APPROVAL

M/S L. Gunnink/E. Schiller to approve the 2021 RLBSS application and to authorize the Chair's signature on the application. Motion carried.

13. FY 2021 ARTS AND CULTURAL HERITAGE FUND APPLICATION/SIGNATURE APPROVAL

M.S R. Stegner/J. Johnson to approve the FY 2021 Arts and Cultural Heritage Fund application and to authorize the Chair's signature on the application. Motion carried.

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14. ANNUAL REPORT

The completed 2019 annual report was accepted; authorization for the Chair's signature had been approved at the February 2020 Board meeting so that the report could be submitted by the April 1 deadline.

15. COVID-19 UPDATE

Leininger provided an update on library operations throughout the system. All but one library was closed throughout April but most of them continued to provide curbside pick-up service for their patrons. Libraries began opening to the public with restrictions in June.

All Plum Creek Library staff members have been working from home except for Joel Sasse and Cleo Wicks. There is a concern that Wicks be offered the option to work at home and that will mean the purchase of an additional computer for her to do so. The counties are receiving money from the CARES Act that is intended to be used for reimbursement of costs for anything associated with the pandemic, and there will likely be funds available to help offset the cost of the additional computers for staff use.

The annual meeting is scheduled for September 16, and discussion was had regarding whether this will be an in-person meeting, with some board members advocating for this social gathering. No decision was made as to the meeting plans at this time.

16. ADJOURN

Being no further business, the meeting was adjourned at 8:14 p.m.