

Governing Board  
March 20, 2019  
Approved June 19, 2019

**PLUM CREEK LIBRARY SYSTEM  
GOVERNING BOARD  
March 20, 2019**

**TIME & PLACE:**

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN, on Wednesday, March 20, 2019.

**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)  
Mary Ingenthron, Nobles County (Worthington)  
Joyce Johnson, Redwood County (Redwood Falls)  
Commissioner Gene Metz, Nobles County  
Michael Murray, Lyon County (Ghent)  
Commissioner Jody Reisch, Rock County  
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)

**ABSENT:**

Kathy Craun, Worthington (Nobles County)  
Tom Ellig, Redwood County (Redwood Falls)  
Judy Hagen, Lyon County (Minneota)  
Commissioner Bruce Kooiman, Pipestone County  
Commissioner Jim Salfer, (Redwood County)

James Trojanowski and Rebecca Hudson were PCLS staff in attendance. Also in attendance was Advisory Council Liaison Kari Ourada.

**1. CALL TO ORDER**

Chair Lori Gunnink 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 E. Schiller/J. Hagen to approve the agenda as written. Motion carried.

**6. MINUTES**

M/S C. Sanow/G. Metz to approve the minutes of the June 20, 2018 Governing Board meeting as written. Motion carried.  
M/S G. Metz/E. Schiller to approve the minutes of the January 24, 2019 Executive Committee meeting as written. Motion carried.

**7. FINANCIAL REPORTS**

Cash Analysis, Statement of Rev/Exp., Balance Sheet  
Monthly Payment Processing Report  
Credit Card Statements

M/S C. Sanow/J. Johnson to accept the financial reports subject to audit. Motion carried.

Governing Board  
March 20, 2019  
Approved June 19, 2019

**8. DIRECTOR'S REPORT**

Trojanowski provided a legislative update noting efforts for an increase in RLBSS funding as well as change in the formula continue; ACHF funding looks to be on track for the coming biennium; Trojanowski is currently serving on the statewide Librarian Professional Development Network (LPDN) committee; work on updating the system bylaws continues as well as the fiscal year 2019-20 budget; plans are to set up automatic bill payments on a limited basis; Trojanowski is arranging meetings with library directors in preparation for meeting with county boards to request funding. Staff has been working on cleaning and painting several areas in the office.

**9. ADVISORY COUNCIL LIAISON REPORT**

Liaison Kari Ourada reported on the recent Advisory Council meetings: in January there was no quorum, the February meeting was canceled because of weather and the AC met in March. Work on individual library annual reports continues with a due date to the State of April 1. Check-out receipt slips will now be imprinted with the monetary value of items checked out. The annual Summer Reading Kickoff meeting will be held March 7, 2019.

**10. AUDIT REPORT**

M/S J. Reisch/E. Schiller to approve the fiscal year 2018-19 audit report. Motion Carried.

**11. ENDORSEMENT OF A REQUEST FOR INCREASE IN RLBSS WITH A FORMULA CHANGE**

M/S D. Gravley/E. Schiller to endorse the request for an increase in RLBSS and a formula change. Motion carried.

**12. ELECTION OF OFFICERS**

M/S J. Johnson/M. Murray to ratify the election of officers for 2019. Motion carried.

Lori Gunnink – Chair  
Chair Elect – Cory Sik  
Even Schiller – Past Chair  
Secretary – Tom Ellig  
Treasurer – Gene Metz

**13. APPOINTMENT OF SHELLY GRACE TO A TWO-YEAR TERM ON THE PCLS LEGACY COMMITTEE**

M/S G. Metz/D. Gravley to approve the appointment of Shelly Grace to the ACHF Legacy Committee. Motion carried.

**15. APPROVAL OF PCLS BENEFITS POLICY**

M/S C. Sanow/J. Johnson to approve the benefits policy with the addition of a monthly \$500 payment to employees who opt out of group coverage offered by the Plum Creek Library System.

**16. APPROVAL OF RLBSS REPORT OF RESULTS ACCOMPLISHED**

M/S E. Schiller/C. Sanow to approve the RLBSS Report of Results Accomplished. Motion carried.

**17. APPROVAL OF 2018 RLTA FINAL REPORT**

M/S C. Sanow/J. Johnson to approve the 2018 RLTA Final Report. Motion carried.

**18. APPROVAL OF THE 2019 RLTA APPLICATION**

M/S D. Gravley/G. Metz to approve the 2019 RLTA Application. Motion carried.

**19. APPROVAL TO PURCHASE HPE 1050 STORAGE SERVER**

M/S C. Sanow/J. Reisch to purchase an HPE 105 storage server from The Computer Man as recommended by the Executive Committee. The purchase is a 2018-19 budgeted expense. Motion carried.

**20. DISCUSSION OF MEETING ATTENDANCE POLICY FROM AGENCY AGREEMENT**

There has been concern about the low attendance and lack of quorum at recent Governing Board meetings. The Joint Powers Agreement stipulates that should a board member miss two consecutive meetings then the appointing authority should be notified. Trojanowski pointed out that in order to provide adequate oversight there needs to be regular attendance at the Governing Board meetings.

Governing Board

March 20, 2019

Approved June 19, 2019

**21. CHANGE DIRECTOR JOB DESCRIPTION**

M/S C. Sanow/M. Murray to amend the agenda to include discussion on the director's job description. Motion carried.

M/S C. Sanow/J. Reisch to change the director's job description to read: "2 years of experience in a professional library setting required and 5 years preferred." Motion carried..

**22. APPROVAL OF DIRECTOR SEARCH PROCESS**

M/S D. Gravley/C. Sanow to place the director job application in the following locations:

- Contiguous states through state library services or associations, as appropriate in each state
- Mountain Plains Library Services
- LinkedIn
- Association of Rural and Small Libraries (ARSL)
- Metronet
- St. Catherine's and ALA accredited library schools in neighboring states
- American Library Association

M/S D. Gravley/C. Sanow to approve advertising with all of the above except for the American Library Association. Motion carried with M. Murray and E. Schiller voting nay

M/S D. Gravley/C. Sanow to approve the Director Search Process as written. Motion carried.

**23. APPROVAL OF PURCHASE OF A RICOH AFICIO SP 6430DN PRINTER**

M/S J. Reisch/J. Johnson to approve the purchase of a Ricoh Aficio SP printer from Printer Showcase. Motion carried.

**21. ADJOURN**

The meeting was adjourned at 7:45 p.m.