

Governing Board  
October 16, 2019  
Approved December 4, 2019

**PLUM CREEK LIBRARY SYSTEM  
GOVERNING BOARD  
October 16, 2019**

**TIME & PLACE:**

The Plum Creek Governing Board met at the Murray County Courts Building on October 16, 2019.

**PRESENT:**

Wendy Buschena, Murray County (Fulda)  
Commissioner Jim Eigenberg, Jackson County  
Tom Ellig, Redwood County (Redwood Falls)  
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)  
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)  
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)  
Joyce Johnson, Redwood County (Redwood Falls)  
Commissioner Bruce Kooiman (Pipestone County)  
Commissioner Jim Salfer, (Redwood County)  
Commissioner Corey Sik, Lincoln County  
Carol Wagner, Jackson County (Heron Lake)

Conway, Deuth & Schmiessing Auditor Kari Steinbeisser & Plum Creek Library System staff member Rebecca Hudson were also in attendance.

**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 C. Sanow/J. Reisch to approve the agenda with moving the audit report up as first order of business. Motion carried.

**6. AUDIT REPORT**

Kari Steinbeisser presented the FY 2019 audit report. She reported that the audit did not reveal anything unusual and that the library system's finances were in good fiscal condition. Steinbeisser noted that guidelines are that there should be at least five month of reserve in the fund balance and PCLS is currently at two months. A significant drop in the general fund revenues reflects the shift from County Aid to Public Libraries (CAPL) going directly to counties (rather than through PCLS. M/S D. Gravy/T. Ellig to accept the report as presented.

**7. MINUTES**

M/S C. Sanow/E. Schiller to approve the September 18, 2019 Governing Board minutes. Motion carried.  
The October 2, 2019 Advisory Council minutes were accepted.

**8. FINANCIAL REPORTS**

Statement of Revenues and Expenditures – 9/30/2019

Cash Analysis – September, 2019

Balance Sheet – 9/30/2019

Check Register – 9/1/2019-9/30/2019

Monthly Payment Processing - 9/1/2019-9/30/2019

Credit Card Statements – August/September 2019

M/S J. Reisch/P. Haynes to accept the financial reports subject to audit. Motion carried.

**9. ADVISORY COUNCIL LIAISON REPORT**

None

**10. DIRECTOR/MANAGER & INTERIM SUPERVISOR JOB DESCRIPTION AND TIMELINE**

The Executive Committee held a conference call with State Librarian Jennifer Nelson on October 4, to discuss the option of hiring a part time individual to serve as a part time manager while pursuing a library science degree. At the same time a degreed supervisor would be hired to serve as overseer for the system. Nelson gave approval for this plan. The Board reviewed draft descriptions for both jobs and authorized the search committee to move forward with finalizing them and setting up a timeline for hiring.

**11. APPROVE PATRON PRIVACY AND PATRON REGISTRATION POLICIES**

M/S G. Metz/T. Ellig to approve the revised Patron Privacy and Patron Registration policies. Motion carried.

**12. APPROVE ARTS AND CULTURAL HERITAGE SFY 2019 INTERIM REPORT AND EXECUTIVE SUMMARY**

M/S P. Haynes/C. Sanow to approve the SFY 2019 Arts and Cultural Heritage Interim Report and Executive Summary. Motion carried.

**13. APPROVE 2020 MEETING SCHEDULE**

M/S T. Ellig/J. Eigenberg to approve the 2020 Governing Board meeting schedule. Motion carried.

**14. ELECTION OF OFFICERS - 2020**

Tabled

**15. LEGACY COMMITTEE BOARD MEMBERS (Evan Schiller and Kathy Craun)**

Michael Murray agreed to fill Evan Schiller's outgoing position.

**16. GOVERNING BOARD LIAISON**

Tabled

**17. ADJOURN**

The meeting was adjourned at 7:35 p.m.