

Governing Board
October 21, 2020
Approved February 17, 2021

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
October 21, 2020**

TIME & PLACE:

The Plum Creek Governing Board met online on Wednesday, October 21, 2020.

PRESENT:

Wendy Buschena, Murray County (Fulda)
Kathy Craun, Nobles County (Worthington)
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
Commissioner Jody Reisch, Rock County
Commissioner Charles Sanow, Lyon County
Evan Schiller, Pipestone County (Pipestone)
Commissioner Corey Sik, Lincoln County
Robin Stegner, Redwood County (Redwood Falls)
Sandy Stobb, Lyon County (Tracy)
Carol Wagner, Jackson County (Heron Lake)
Advisory Council Liaison Kari Ourada

ABSENT:

Judy Hagen, Lyon County (Minneota)
Commissioner Bruce Kooiman (Pipestone County)
Michael Murray, Lyon County (Ghent)
Commissioner Jim Salfer, (Redwood County)

Auditor Kari Steinbeisser, 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 6:35 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

M/S C. Sanow/G. Metz to approve the agenda as written. Motion carried.

6. AUDIT REPORT

Kari Steinbeisser, of Conway, Deuth & Schmiesing, presented the FY2019 audit report to the board. M/S J. Reisch/L. Gunnink to accept the audit report as presented. Motion carried.

7. MINUTES

M/S J. Johnson/P. Haynes to approve the June 17, 2020 Governing Board minutes. Motion carried.

The September 9, 2020 and October 14, 2020 Advisory Council minutes were accepted.

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8. FINANCIAL REPORTS

Cash Analysis –September 2020

Statement of Revenues and Expenditures – August 2020

Balance Sheet – August 2020

Check Register – June, July, August & September, 2020

Monthly Payment Processing – June, July, August & September, 2020

Credit Card Statements – June, July, August & September, 2020

M/S G. Metz/R. Stegner to accept the financial reports subject to audit. Motion carried.

9. 2020 PAY EQUITY CASE STATUS

The Board accepted the 2020 Pay Equity case status report.

10. DELIVERY DRIVER

New delivery driver staff members have been hired to replace two former staff members, Jimmy Kill and Mitch Vonholtum.

During the transition, former driver Jim Thompson filled in for a period of one month. New drivers are Teresa Johnson and Ken Walsh.

Discussion followed regarding the past practice of withholding 5% of a new employee's hourly wage for a probationary period, and upon recommendation of Interim Director Michele Leininger, the board voted to discontinue that practice.

M/S P. Haynes/C. Sik to discontinue withholding 5% of a new employee's wage through the probationary period. Motion carried.

11. DELIVERY TRUCK PURCHASE

The purchase of a new delivery vehicle was discussed and the options of replacing the current Unicell truck with a cargo van or leasing a truck were considered. M/S D. Gravley/A. Erickson to authorize the Executive Committee to make the decision on what vehicle to purchase. Motion carried.

12. REVISED SCHOOL CONTRACTS

M/S K. Craun/L. Gunnink to approve the newly revised school contracts for 2021. Schools will be billed in October. Motion carried.

13. HEALTH INSURANCE RENEWAL

The health insurance renewal for 2021 was accepted, reflecting a 1.5% cost decrease to Plum Creek and a deductible increase for employees of \$1.50 per year.

14. REVIEW/DISCUSS DIRECTOR AND MANAGER POSITIONS

A review of the operations with a part time interim director was made and the consensus was to continue with Leininger serving as director on a limited basis.

15. RLTA FINAL REPORT, RLTA APPLICATION, RLBSS REPORT OF RESULTS

Copies of the RLTA and RLBSS final reports, and the RLTA application were accepted. All three of the documents had been authorized at the Board's June meeting.

16. ACHF 2019 INTERIM REPORT

The 2019 Arts and Cultural Heritage interim was accepted. The document had been authorized at the Board's June meeting.

17. COVID-19 UPDATE

Most libraries are open to the public with reduced services and though not as busy as they usually are, the digital circulation has increased. In an effort to continue to accommodate meeting both in person and on video, the board authorized the purchase of a web camera and microphone. M/S G. Metz/K. Craun to spend up to \$1,200 on the equipment. Motion carried.

18. DIRECTOR AND LIAISON REPORTS

The Walnut Grove School is interested in joining the system in 2021 and is in the process of weeding the library's collection. RBDigital, one of the system's e-book and e-audio book vendors has merged with Overdrive, and all of the digital materials were transferred to the Overdrive platform on October 14. Advisory Council Liaison Kari Ourada reported on recent AC meetings held.

19. ADJOURN

M/S L. Gunnink/J. Reisch to adjourn the meeting at 8:20 p.m. Motion carried.