

Governing Board  
September 18, 2019  
Approved October 16, 2019

**PLUM CREEK LIBRARY SYSTEM  
GOVERNING BOARD  
September 18, 2019**

**TIME & PLACE:**

The Plum Creek Governing Board met at the Murray County Courts Building on September 18, 2019.

**PRESENT:**

Kathy Craun, Worthington (Nobles County)  
Commissioner Jim Eigenberg, Jackson County  
Tom Ellig, Redwood County (Redwood Falls)  
Arlene Erickson, Cottonwood County (Westbrook)  
Colleen Gengler, Murray County (Slayton)  
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 Bruce Kooiman, Pipestone County  
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 Commissioner

**ABSENT:**

Wendy Buschena, Murray County (Fulda)  
Kathy Craun, Nobles County (Worthington)  
Judy Hagen, Lyon County (Minneota)  
Commissioner Bruce Kooiman (Pipestone County)  
Commissioner Jody Reisch, Rock County  
Commissioner Jim Salfer, (Redwood County)

Rebecca Hudson was PCLS staff 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 B. B. Kooiman/A. Erickson to approve the agenda with the addition of the following: 1) Addition of a third designated check signer and 2) Training request. Motion carried.

**6. MINUTES**

M/S D. Gravly/T. Ellig to approve the minutes of the August 22, 2019 Executive Committee meeting.  
M/S C. Sanow/G. Metz to approve the minutes of the June 19, 2019 Governing Board meeting.  
The minutes of the September 4, 2019 Advisory Council meeting were accepted.

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**7. FINANCIAL REPORTS**

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

M/S E. Schiller/P. Haynes to accept the financial reports subject to audit. Motion carried.

**8. ADVISORY COUNCIL LIAISON REPORT**

Kari Ourada provided a report of the September 4, 2019 Advisory Council meeting noting that the group is considering revising several policies.

**9. DIRECTOR SEARCH**

The board discussed options to consider regarding the director search contracting with a hiring a head hunter or sharing a director with another library system. It was decided that the Executive Committee will meet with State Librarian Jennifer Nelson in a conference call to discuss options and to find out if the administrator's role can be filled by a Plum Creek Library System member library director, if director services can be shared with another library system, or if the State will grant a variance in order to hire a non-degreed manager while they are working toward their MLIS degree.

**10. DESIGNATED CHECK SIGNER**

M/S G. Metz/C. Sanow to appoint board member Mary Ingenthron as additional check signer. Motion carried.

**11. AUDIT QUOTES**

M/S C. Sanow/D. Gravly to extend the contract for audit services with Conway, Deuth & Schmiesing for three years at the following rates: 2020 - \$10,955, 2021 - \$11,475, 2021 - \$12,020. Motion carried.

**12. RLTA FY 2019 FINAL REPORT**

M/S T. Ellig/B. Kooiman to approve the RLTA FY 2019 Final Report. Motion carried.

**13. RLTA FY 2020 APPLICATION**

M/S B. Kooiman/T. Ellig to approve the FY 2020 RLTA application. Motion carried.

**14. RLBSS FY 2019 REPORT OF RESULTS AND EXPENDITURES**

M/S E. Schiller/C. Sik to approve the RLBSS FY 2019 Report of Results and Expenditures. Motion carried.

**15. DESIGNATION OF UNITED PRAIRIE BANK AS OFFICIAL DEPOSITORY AND SECURITIES**

M/S G. Metz/J. Johnson to designate the United Prairie Bank as official deposit and securities. Motion carried.

**16. BOARD PACKETS**

Discussion regarding the printing and mailing of board packets was held. It was determined all board members and alternates will be emailed the entire board packet. Paper copies will no longer be mailed out but will be made available at the meeting. A board member may request a paper copy to be mailed to them prior to the meeting.

**17. TRAINING REQUEST**

The request from Systems Administrator Joel Sasse to attend the Watchguard Network Security Essentials Training November 12-15, 2019, in Minneapolis was considered. Sasse noted that continued training is necessary to keep up with the growing security threats to Plum Creek's operations in order to safeguard the data and computer systems. The cost of the training and travel is \$3,105 and Sasse has secured a \$400 continuing education grant from Prairielands. M/S D. Gravly/M. Murray to approve the training request. Motion carried.

**16. ADJOURN**

The meeting was adjourned at 7:36 p.m.