

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD**

TIME & PLACE:

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN on April 15, 2015, presided by Chair Clara Friese.

PRESENT:

Commissioner Donna Gravley, Cottonwood County
Commissioner Rosemary Schultz, Jackson County
Commissioner Don Evers, Lincoln County
Commissioner Charles Sanow, Lyon County
Commissioner Glen Kluis, Murray County Alternate
Commissioner Bruce Kooiman, Pipestone County
Commissioner Sharon Hollatz, Redwood County
Patsy Amborn, Rock County (Luverne)
Cindy Albrecht, Jackson County (Jackson)
Reba Lipinski, Lincoln County (Ivanhoe)
Gwen Sturrock, Lyon County (Marshall)
Rhonda Fredericks, Lyon County (Marshall)
Anita Winkel, Cottonwood County (Windom)
Dean McNeal, Murray County (Fulda)
Jean Meester, Nobles County (Worthington)
Evan Schiller, Pipestone County (Pipestone)
Clara Friese, Redwood County (Redwood Falls)
Tom Ellig, Redwood County (Redwood Falls)

Robert Boese, Rebecca Hudson, Cleo Wicks, Margie Salentiny, and Joel Sasse were PCLS staff in attendance.

Commissioner Les Nath, Pipestone County (Alternate)
Sandra Stobb, Lyon County (Alternate)

ABSENT:

Commissioner Gene Metz, Nobles County
Susan Hansberger, Nobles County
Commissioner Jody Reisch, Rock County

1. CALL TO ORDER

Chair Clara Friese called the meeting of the Governing Board to order at 6:30 p.m.

2. INTRODUCTIONS

Introductions were made.

3. PUBLIC COMMENT

PCLS welcomes comments from the public on agenda topics or other issues. However, no action will be taken by the Board on comments made. The public is encouraged to notify Plum Creek prior to the meeting if they are interested in making comments on a specific agenda topic or issue. Individual's comments will be limited to five (5) minutes. PCLS will allow a maximum of twenty (20) minutes for public comment during any one Board meeting.

4. AMENDMENTS TO THE AGENDA (action)

The following changes to the agenda were made:

- Removal of item 8c, carpeting of PCLS headquarters.
- Addition of 8I, selling of the old delivery van.
- Addition of 8J, Director search committee.
- Addition of 8K, Extension of Boese's contract.

M/S C. Sanow/J. Meester to approve the April 15th meeting agenda as amended.

There was no further discussion.

Motion carried by unanimous vote.

5. MINUTES

5A. Governing Board

- 5A1. Governing Board, January 21, 2015 (approval)
- 5A2. Executive Committee, March 19, 2015 (approval)

M/S D. Evers/G. Kluis to approve the Minutes of the January 21 and March 19 meetings of the Governing Board/

There was no further discussion.

Motion carried by unanimous vote.

5B. Advisory Council – Information documents

- 5B1. February 18, 2015 (info document)
- 5B2. March 18, 2015 (info document)

There were no questions or comments.

6. REPORTS

6A. Financial Report

- 6A1. **December cash analysis**
- 6A2. **Balance sheet**
- 6A3. **State of revenue/expenditures**
- 6A4. **Checks issued**
- 6A5. **Credit card statements**
- 6A6. **Delivery report usage**

M/S C. Sanow/B. Kooiman to approve the financial documents as listed and reviewed.

There was no further discussion.

Motion carried by unanimous vote.

6B. Director's Report (Distributed document)

6B1. Boese praised Senators Weber and Dahms and Representative Hamilton for their support of libraries and favoring an increase in appropriation and change in formula. The Senate is considering an Education bill that could result in an increase in funding to the system from \$100,000-\$140,000. This would be the first funding increase in 8 years. At this point the House has nothing on the table for libraries.

6B2. Hudson distributed a report on Legacy Fund spending from October 2014-March 2015. In that period there have been 15 programs completed for a cost of \$5,070.77 and a total attendance of 338. 28 more programs are planned through June 2015, at a cost of \$16,333.81. Funding requests continue to come in from libraries but we are still behind in our spending FY 2014-15 Legacy funds.

7B. Old Business

7B1. None

8. New Business

8A. Revisions to the FY 2015 Legacy budget and policy guidelines

8A1. Commissioned artwork policy

Boese reviewed the draft policy that would designate \$30,000 each fiscal year for commissioned artwork. Maximum awards would be \$10,000 with not more than one project per county per year funded. Competitive proposals would be required and committee members would evaluate the requests based on artistic or cultural merit, relationship to the community and Minnesota, and relationship to the building or property in which the art work would be housed. Only one commissioned art grant per library building would be funded over the five year period, including 2015 through 2019.

M/S C.Sanow/S. Hollatz to amend the policy stating that not more than \$10,000 in grants per building be allowed over a 5-year period, and adopt the new policy.

There was no further discussion.

Motion carried by unanimous vote.

8A2. Boese presented a new Legacy Committee structure with a committee consisting of the following: 2 PCLS residents NOT employed by the system, 3 members from among directors or other employees of PCLS, and 2 members of the PCLS Governing Board.

Term limits were outlined as well as procedures for reviewing funding requests and voting on the proposals.

M/S E.Schiller/D. Gravley to accept and adopt the new committee policy and guidelines.

There was no further discussion.

Motion carried by unanimous vote.

8B. MN Department of Education review results

State Library Services Director Jennifer Nelson, and Internal Auditor Paul Kurtenbach, met with members of the Executive Committee on March 19 at the Redwood Falls library to review the results of an internal audit of the Plum Creek Library System.

At issue is mainly the reimbursement of the following:

1. Unsubstantiated mileage claims from former PCLS Director Mark Ranum for the amount of \$6,590.08.
2. Repayment to the Department of Education a portion of the funds that Ranum used to purchase equipment and which was not installed into the schools.

The audit examined Board operations and the suggestion was made to increase meeting frequencies in order to allow for better board oversight of operations.

Discussion followed as to formal evaluation of the director with the suggestion of setting up a personnel subcommittee. Boese has advised current staff on consulting board members with issues that are either illegal or immoral.

8C. Camp Read-A-Lot Contract with Pioneerland

This agreement would allow for the cooperation between PLS and PCLS in using Legacy fund dollars to partially fund the Camp Read-A-Lot program in August. The total cost for the workshop will be funded by contributions from the Legacy funds from both library systems, contribution from SAMMIE, and workshop registration fees.

M/S R. Lipinski/C. Sanow to approve the agreement with PLS to share the costs and planning of the workshop, using up to \$3,200 of PLC's Legacy funds that are still in PCLS's bank account.

There was no further discussion.

Motion carried by unanimous vote.

8D.E-rate and RLTA Equipment

8D1. Federal and State funds in the form of E-rate and RLTA programs, have allowed for library systems to set aside funds for equipment upgrades and other purchases necessary for telecommunication. Plum Creek has billed libraries for an estimated 8 new routers in the last three years rather than use these funds to pay for the equipment purchases.

Boese recommended repaying these libraries for those costs using Federal and State telecommunication funds. Additionally, he proposed the expenditure up to \$4,000 for four new routers for libraries in need of updated equipment.

Sturrock requested that the Board be provided copies of the invoices of what is being paid for and to which libraries.

M/S D. Gravely/S. Hollatz to authorize these payments.

There was no further discussion.

Motion carried by unanimous vote.

8F. Board meeting schedule

8F1. Discussion was held on increasing the frequencies of board meetings. Ideally the Governing Board would meet every other month with the Executive Committee meeting on the alternative months. According to the bylaws, the Annual Meeting must be held in September. Schiller suggested sticking with the next two scheduled meetings and then set up a new schedule. Ellig noted that it will be important when/if any changes are made to review the bylaws. The Executive Committee will draw up a schedule and bring to the next board meeting.

8G. Billing MLCL for services

8G1. An agreement dated 10/23/2014, outlined the terms of membership of the MLCL with PCLS. The agreement stipulated that the cost to MCLC for reentry into the system should not exceed \$20,000. The Board reviewed a grand total of costs including re-integration and various annual operating costs of \$31,676.

Sanow said that the \$4,994 in costs incurred through staff and ByWater are not disputed. In question is the annual charge for services including e-books, delivery and automation fees, since MLCL only received these services for a six-month period. Sanow proposed cutting the payment by half, or \$13,206.

M/S S. Hollatz/E. Schiller that MLCL pay \$19,000 for re-integration and billed services.

There was no further discussion.

Motion carried by unanimous vote.

8H. LSTA Grant for Murray County Schools

8H1. Approval for the repayment of \$6,590.08 in undocumented mileage expenses and \$6,041.71 in equipment expenditures to the Minnesota Department of Education.

Friese noted that a certified letter was sent to Ranum requesting full payment of the mileage reimbursements. If he chooses to ignore that request then no further action will be taken to attempt to recoup the funds.

M/S C. Sanow/T. Ellig to pay these funds to the MDE.

There was no further discussion.

Motion carried by unanimous vote.

8I. Sale of delivery van

M/S C. Sanow/D. Gravley to sell the truck for \$1,111.00 with the stipulation that all lettering, decal and license be removed.

There was no further discussion.

Motion carried by unanimous vote.

8J. Director search

8J1. There have been 7 applications received for the position of director and the Director Search committee has selected 3 candidates to interview on May 6. The committee consists of the following members: Clara Friese, Clint Wolthuizen, Sharyl Larson, Jody Reisch and Charlie Sanow.

Background checks are underway. The committee has asked that mileage and one night motel stay for each candidate be allowed. The cost for motel is \$85.00 and total mileage \$1,400.

M/S D. Gravley/R. Winkel to authorize the committee to offer the job to the person they feel is qualified and let the board ratify that decision at its June meeting.

There was no further discussion.

Motion carried by unanimous vote.

8K. Director's contract

M/S B. Kooiman/C. Albrecht to extend Boese's interim contract through June 30, 2015.

There was no further discussion.

Motion carried by unanimous vote.

Governing Board
April 15, 2015 – Approved 06/17/205

9. CALENDAR OF EVENTS

- 9A. May 6 Interviewing of Director candidates
- 9B. May (TBD) Executive committee
- 9C. May 20, 2015 Advisory Council of Libraries
- 19D. August 4 & 5 Camp Read-A-Lot

10. NEXT MEETING

- 10A. Date: June 17, 2015
- 10B. Location: Murray County Courts Building
- 10C. Time: 6:30 p.m.

11. ADJOURNMENT:

Having completed the agenda, the meeting was formally adjourned at 8:38 p.m. by Chair Clara Friese.