

**PLUM CREEK LIBRARY SYSTEM  
GOVERNING BOARD**

**TIME & PLACE:**

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN on June 18, 2014 at approximately 6:30 p.m. Chairperson Rose Schultz presided.

**PRESENT:**

Commissioner Jim Schmidt, Cottonwood County  
Commissioner Rosemary Schultz, Jackson County  
Commissioner Don Evers, Lincoln County  
Commissioner Charles Sanow, Lyon County  
Commissioner John Giese, Murray County Alternate  
Commissioner Gene Metz, Nobles County  
Commissioner Harold Miller, Pipestone County  
Commissioner Sharon Hollatz, Redwood County  
Cindy Albrecht, Jackson County (Jackson)  
Reba Lipinski, Lincoln County (Ivanhoe)  
Will Thomas, Lyon County (Marshall)  
Tom Runholt, Lyon County (Marshall)  
Anita Winkel, Cottonwood County - Windom  
Marcia Kunze, Murray County (Slayton)  
Jean Meester, Nobles County (Worthington)  
Evan Schiller, Pipestone County (Pipestone)  
Clara Friese, Redwood County (Redwood Falls)  
Patsy Amborn, Rock County (Luverne)  
Susan Hansberger, Nobles County (Worthington)  
Marcia Bork, Rock County (Beaver Creek)

M. Ranum, C. Lang, C. Wicks, M. Salentiny, and J. Sasse were PCLS staff in attendance  
Several member library directors, representatives from the MLCL library board, City of Marshall, and Lyon County observed.

**ABSENT:**

Commissioner Jody Reisch, Rock County  
Tom Ellig, Redwood County (Redwood Falls)  
Dean McNeil, Murray County (Fulda) Alternate

**1. CALL TO ORDER**

Chair Rose Schultz called the April 23 2014 meeting of the Governing Board to or order at approximately 6:30p.m.

**2. INTRODUCTIONS**

Introductions were made.

**3. PLACE HOLDER**

**4. 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.

## **5. AMENDMENTS TO THE AGENDA**

Ranum requested that the item Non-Resident Fee review under Old Business be moved to Pending Agenda items for future discussion.

**M/S J. Schmidt/ C. Sanow** to approve the June 18<sup>th</sup> Governing Board Agenda as amended.

**Motion carried** by unanimous vote.

## **6. MINUTES**

### **6A. Governing**

#### **6A1. Governing Board April 23, 2014 (approval)**

The April 23<sup>rd</sup> Governing Board Minutes were reviewed. Two corrections were made as follows:

Page 5, paragraph 4. "Reisch would like clarification from MLCL on ~~that~~ (changed to) what exactly their issues are.

Page 5, paragraph 9 should end with a .(period) not comma

**M/S J. Schmidt/C. Friese** to approve the Minutes of the June 18<sup>th</sup> meeting of the Governing Board as amended.

**Motion carried** by unanimous vote.

### **6B. Advisory Council – Information documents**

#### **6B1. May 21, 2014**

The Minutes of the May 21<sup>st</sup> Advisory Council of Library Directors' meeting were distributed as an information document.

There were no comments or questions.

## **7. REPORTS**

### **7A. Financial Report**

#### **7A1. April Balance sheet, Statement of Rev and Exp., Checks Issued (emailed & mailed)**

#### **7A2. May 2014 Checks issued (emailed & mailed)**

#### **7A3. Cash Flow (e-mailed & mailed)**

Financial documents were reviewed. Ranum highlighted the fact that State Aid payments have been received on a timelier basis than experienced in the past.

Payments made under the LSTA School Grant project reflect the costs associated with data conversion and data input/linking by school and public library individuals.

The schools' LSTA project is progressing on schedule.

There were no questions or comments.

**M/S D. Evers/C. Sanow** to approve the financial documents as presented.

**Motion carried** by unanimous vote.

### **7B. Other**

There were no other reports brought to the table.

## **8. OLD BUSINESS**

### **8A. Executive Director Review and FY 2015 Contract**

Chair Rose Shultz reported that the Executive Committee conducted a performance review of Director Mark Ranum Contract prior to the Governing Board meeting.

A document outlining the Director FY 2015 Compensation Contract and background information was distributed for review. Chair Schultz noted that the Executive Committee recommends approval of the Director's Contract as submitted. The Director's Compensation Contract reflects a base pay of \$90,000 for FY 2015, plus a contract signing incentive of \$25,000 to be paid upon Contract signing to guarantee service through FY 2015.

Executive Committee member Clara Friese noted that at the beginning of the Contract review process, she was opposed to the terms of the Contract. However, after having questions answered and learning that Mr. Ranum had taken a compensation decrease several years prior and that the compensation decrease had never been reinstated, she understands the Compensation request and is in agreement with the Executive Committee that the Contract be approved as presented with all terms and conditions.

Thomas noted that he had drafted a written response to the Contract presented by Ranum opposing the approval of the Contract; however upon discovering an error in his response, Thomas stated that he would send his corrected written response later.

**M/S B. Miller/J. Schmidt** to approve the Contract for \$90,000 for the PCLS Director for FY 2015, plus a Contract signing incentive of \$25,000 to be paid upon Contract signing to guarantee service through FY 2015.

Discussion ensued.

Ranum corrected the amount of the Contract signing incentive he was requesting as \$24,803.22.

Runholt expressed concerns over the fact that Ranum is director of Plum Creek and Pioneerland. He is of the opinion that Plum Creek should have an Executive Director that works full-time for PCLS only. For that reason Runholt is opposed to the Contract.

Sanow asked the Board which duties they felt were NOT getting accomplished under Ranum's direction. Sanow pointed to the copy of the Contract distributed to every board member and asked any board member with questions to point out specifically where work was not being done by Ranum. There were none presented by any board member and board members stated satisfaction with the way Ranum was conducting PCLS business.

Schmidt concurred with Sanow noting that many people work multiple jobs and opposing the Contract for that reason is unfounded. Schmidt was of the opinion that Ranum should be commended for the job he is doing and compensated as per the Contract terms.

Miller commented that perhaps there is compensation envy involved in this situation.

Lipinski was of the opinion that as long as PCLS work is getting done, the Board shouldn't be concerned with the work Ranum performs for others.

The question was called:  
A roll-call vote was requested.

**Motion Carried by roll-call vote as follows:**

**Voting “yea” :**

Commissioner Jim Schmidt, Cottonwood County  
Commissioner Rosemary Schultz, Jackson County  
Commissioner Don Evers, Lincoln County  
Commissioner Charles Sanow, Lyon County  
Commissioner John Giese, Murray County Alternate  
Commissioner Gene Metz, Nobles County  
Commissioner Harold Miller, Pipestone County  
Commissioner Sharon Hollatz, Redwood County  
Cindy Albrecht, Jackson County (Jackson)  
Reba Lipinski, Lincoln County (Ivanhoe)  
Anita Winkel, Cottonwood County - Windom  
Marcia Kunze, Murray County (Slayton)  
Jean Meester, Nobles County (Worthington)  
Evan Schiller, Pipestone County (Pipestone)  
Clara Friese, Redwood County (Redwood Falls)  
Patsy Amborn, Rock County (Luverne)  
Susan Hansberger, Nobles County (Worthington)

**Voting “Nay”**

Will Thomas, Lyon County (Marshall)  
Tom Runholt, Lyon County (Marshall)

Ranum thanked the Board and was thrilled to be able to continue to serve PCLS to the best of his abilities.

**8B. MLCL/PCLS Mediation Agreement**

Ranum prepared and distributed an action item which includes several options for the Board’s consideration regarding the MLCL/PCLS Mediation Agreement.

Ranum highlighted the options for the board to consider as follow:

1. Vote to approve the mediation agreement (MLCL stays as a member with the mediation agreement work to be accomplished as outlined)
2. Vote to not approve the mediation agreement (Marshall city withdraws, Balaton and Cottonwood libraries become part of a new rural Lyon County library (to be determined) and continue as member libraries served by PCLS).
3. Take no action (Marshall city withdraws, same result as option 2)
4. Vote to approve the following motion:
  - a. The PCLS Board will accept the continuing membership of the Marshall-Lyon County Library if the MLCL Board passes the following resolution exactly as stated by June 30, 2014.

MLCL Board agrees to abide by the current PCLS joint powers agency agreement, the policies and procedures set forth by the PCLS Board and Advisory Council, and any future policies set by the PCLS Board under the authority granted to that Board by the joint powers agency agreement, PCLS Bylaws, or state law. MLCL Board agrees to pay all invoices sent to MLCL by PCLS for automation and delivery services in a timely manner.

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Ranum clarified that he takes full responsibility for option 4 following discussions with several library directors and board members. Option 4 would prevent a simple “no” vote and instead offers the Board an option to allow MLCL to remain a member of PCLS by agreeing to abide by rules and policies set forth by the Board (see above 4 “a”).

Ranum made the Board aware that the Advisory Council discussion the same options and conducted a secret ballot vote, the results of which are as follows:

- Option 1 received 1 vote
- Option 2 received 5 votes
- Option 3 received no votes
- Option 4 received 7 votes

Ranum clarified that he is NOT making a recommendation but rather defers action to the Board. And further action would be need by the MLCL Board.

Several comments were made regarding the Mediation Agreement process presented..

- Thomas commented that that at the beginning of the mediation process that all signed an agreement to support the mediation process. Thomas further stated that he had spoken with the State Librarian after receiving the options presented to the library directors and Board and that the State Librarian had expressed dismay that there was another option being introduced at this time. Thomas further pointed out the final paragraph of the Mediation Agreement that states that “All parties agree that the acceptance of this agreement means that MLCL shall remain a part of the PCLS and all parties will be bound by both this agreement and all current statutes, joint powers agreements and other policies.”
- Miller expressed his view that the Mediation Agreement is a compilation of the mediator and MLCL proposals and he did NOT agree with any of it and had made that perfectly clear during the mediation meetings. Miller noted that although he and others had agreed to participate in the mediation process; the mediation participants did NOT agree to approve the Medication Agreement as it was presented by the mediator. In his opinion, Miller noted that the Agreement as presented by the mediator is nothing more than statements MLCL would agree too, not the rest of those participating in the mediation process.

Ranum commented on the action item he prepared. He stated that the Board can choose to take a different direction if one is available or if a board member had another option. The goal of the mediator was to put together an agreement which both boards could have in front of them and possibly agree with the stated goal of keeping MLCL a member of Plum Creek. Ranum noted that after talking with numerous stakeholders, (library directors, board members, other regional library directors, etc.), he developed option 4 in the event the other options did not pass. He wanted at least one other option on the table for the Board and MLCL to consider in order to keep MLCL as member of PCLS. The Mediation document is difficult to comprehend in some respects because it is predicated on what technology can and cannot do, what PCLS may or may not be able to do with current staff and funding, and/or statements that require further research, and investigations, etc.

Ranum noted that he wanted to provide an option for the Board to consider that would allow a pathway for MLCL to remain a member of PCLS since it was unlikely, from his discussion with stakeholders, that the Mediation Agreement would be approved.

Runholt expressed his opposition to option 4 because it basically ignores the mediation process. Runholt stated that he would be disgusted if the Board doesn't approve the Mediation Agreement.

Hansberger commented that in her opinion, the Mediation Agreement did not adequately reflect the opinions of the all Board members or library directors.

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Thomas disagreed, noting that the mediator did listen to the mediation committee and all points are listed in the Agreement.

Friese sought clarification from Thomas as to what the main issue MLCL Board has, because in her opinion, the Mediation Agreement lists items that member libraries already do or practice.

Thomas stated that the main issue MLCL library seeks is to respect and clarify library autonomy within a federated library system and what it means to have local autonomy in a federated system; access to Koha is certainly a part of that so that library staff can do specific work as directed by a library director, etc.

Sanow commented that in his opinion, it was not the intent of the mediation process to have an Agreement to pass or not to pass by the Board and MLCL Board.

The general consensus of the MLCL Board in Thomas's opinion was that the Mediation Agreement was a starting point for moving forward. The MLCL was committed to the process, in his opinion, to the point that if PCLS Board does not approve the Mediation Agreement, then MLCL would be without an automation system for a time.

Amborn, expressed her opinion that the Mediation Agreement was too vague and left too much open to interruption which would lead to continued and ongoing discussion on the same topics.

Schmidt asked Thomas to clarify his statement that the Mediation Agreement was a "stepping stone" to more discussion. Thomas alluded to item 8 of the Mediation Agreement which refers to additional meetings to resolve the trust issues such as establishment of a conflict resolution policy.

Evers commented that if it wasn't for the Plum Creek Library System the libraries in Lincoln County could not operate effectively to serve the needs of their patrons and he saw no need to change a system that is already working "why reinvent the wheel". Evers noted that the Plum Creek works and its now time to just move on.

Sanow asked for clarification as to why MLCL Library Board representatives, Thomas and Runholt, would oppose Option 4 since it doesn't appear to be any different than what is written in the Mediation agreement.

Thomas clarified that the difference in his opinion is that Option 4 rejects the Mediation Agreement and the work of everyone who worked on the process which is to say the process was a colossal waste of time.

In an attempt to understand the MLCL Board's action to withdraw from the Regional System Thomas was asked several questions about the issues MLCL Board had. Thomas addressed the questions and stated the MLCL Board's concerns.

In terms of respecting the Mediation process, Ranum recommended that the Board take action on that Mediation document and have an up or down vote on it before considering other action.

Schultz highlighted other issues that the Mediation committee had discussed that are not listed on the Mediation Agreement document.

Schultz expressed dismay over the fact that policies set by the Board in the past have not been followed and has resulted in this ongoing struggle.

Metz asked if the Mediation Agreement addresses the 90-day hold issue. Ranum replied that the Mediation Agreement does address that issue as well as other issues that have some negative downstream consequences for both parties.

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Ranum reiterated that he is not making a recommendation on what action the Board should take on the Mediation Agreement document. He did relay the concerns of several library directors that the Mediation Agreement, if approved, would have negative downstream consequences.

**M/S C. Sanow/S. Hollatz** in respect for the mediation process Sanow moved to approve the Mediation Agreement, Option 1.

Discussion ensued.

The comment was made that it appears that the Joint Powers Agreement and the Mediation Agreement are in conflict. Ranum replied that that was one of the many questions raised by several library directors and Board members.

In response to the question raised as to whether all parties had signed the current Joint Powers Agreement, Ranum replied yes that all 9 counties, 18 cities and 20 library boards signed the 2001 Agency Agreement/Joint Powers.

Runholt asked if the Mayor of the City of Marshall could be recognized by the Board. Schmidt requested the Chair reject the request stating that there was ample opportunity for the Mayor to address the Board during public comments.

The question was called.

**Motion failed** by roll-call vote as follows:

**Voting "yea" :**

Will Thomas, Lyon County (Marshall)  
Tom Runholt, Lyon County (Marshall)  
Commissioner Charles Sanow, Lyon County  
Commissioner John Giese, Murray County Alternate

**Voting "Nay"**

Commissioner Jim Schmidt, Cottonwood County  
Commissioner Rosemary Schultz, Jackson County  
Commissioner Don Evers, Lincoln County  
Commissioner Gene Metz, Nobles County  
Commissioner Harold Miller, Pipestone County  
Commissioner Sharon Hollatz, Redwood County  
Cindy Albrecht, Jackson County (Jackson)  
Reba Lipinski, Lincoln County (Ivanhoe)  
Anita Winkel, Cottonwood County - Windom  
Marcia Kunze, Murray County (Slayton)  
Jean Meester, Nobles County (Worthington)  
Evan Schiller, Pipestone County (Pipestone)  
Clara Friese, Redwood County (Redwood Falls)  
Patsy Amborn, Rock County (Luverne)  
Susan Hansberger, Nobles County (Worthington)

Sanow asked if the MLCL would consider Option 4 if it was passed by the PCLS Board. Thomas replied that the MLCL Board would give it full consideration.

**M/S A. Winkel/C. Sanow** to approve Option 4 as follows: The PCLS Board will accept the continuing membership of the Marshall-Lyon County Library if the MLCL Board passes the following resolution exactly as stated by June 30, 2014.

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*MLCL Board agrees to abide by the current PCLS joint powers agency agreement, the policies and procedures set forth by the PCLS Board and Advisory Council, and any future policies set by the PCLS Board under the authority granted to that Board by the joint powers agency agreement, PCLS Bylaws, or state law. MLCL Board agrees to pay all invoices sent to MLCL by PCLS for automation and delivery services in a timely manner.*

Ranum commented that he takes full responsibility for Option 4, noting that no one saw the proposed action until today, including library directors. Option 4 provides a pathway for MLCL to remain a member of PCLS. Ranum stated that his concern is for the people who reside in Marshall and use regional and statewide services and need to have access to those services. Ranum noted that he did not believe that the PCLS Board ever wanted to restrict or deny patrons anywhere in the region of library services. Ranum further stated that if the resolution is passed by the PCLS Board and MLCL Board, it does not resolve the outstanding issues. However, Ranum stated that he would do his best to work with the Board, Library Directors and MLCL Board to work through the issues to build better relationships and a stronger regional system.

**Motion passed** by roll-call vote

**Voting "yea" :**

Commissioner Charles Sanow, Lyon County  
Commissioner John Giese, Murray County Alternate  
Commissioner Jim Schmidt, Cottonwood County  
Commissioner Rosemary Schultz, Jackson County  
Commissioner Don Evers, Lincoln County  
Commissioner Gene Metz, Nobles County  
Commissioner Harold Miller, Pipestone County  
Commissioner Sharon Hollatz, Redwood County  
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Jean Meester, Nobles County (Worthington)  
Evan Schiller, Pipestone County (Pipestone)  
Clara Friese, Redwood County (Redwood Falls)  
Susan Hansberger, Nobles County (Worthington)

**Voting "Nay"**

Marcia Kunze, Murray County (Slayton)  
Patsy Amborn, Rock County (Luverne)

**Abstained:**

Will Thomas, Lyon County (Marshall)  
Tom Runholt, Lyon County (Marshall)

### **8C. FY 2015 Budget**

The final draft of the proposed FY2015 Budget was reviewed.

From the Budget Summary Sheet, Ranum highlighted the Operational Revenue and related Operational Expenditures. He noted the proposed net income of \$704.00.

Ranum pointed out that PCLS handles Legacy PLS (Pioneerland Library System) Legacy funds for cooperative programming. This is a benefit to PCLS because PCLS receives a portion of those funds as administrative costs.

Ranum noted that there is not significant change to the FY 2015 revenue amounts, however, it is anticipated that there will be a small reduction in Basic System Support Grant funds.



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The increase in telecommunication revenue reflects the installation of broadband networks at several libraries.

Total expected revenue for FY 2015 is \$624,825.

Ranum highlighted various program related operational expenditure. He noted that the FY 2015 Budget provides a 4% increase in all staff wages.

Ranum pointed out line 51 "Ranum Contract" expense of \$70,000. Legacy funds pay the balance of his contract.

Ranum pointed out the staff continuing education/travel expense in the Automation section of the budget as costs for the Systems Administrator to attend the Koha User Group Conference.

The Delivery budget reflects a small reduction in fuel costs, but overall the delivery budget remains constant.

Ranum highlighted other service program expenses such as the E-book and Zinio Contract fees as well as the Cypress Contract initiated by Clint Wolthuizen, Director of the Rock County Community Library.

The Legacy and Outreach Program budgets were reviewed.

**M/S E. Schiller/G. Metz** to approve the FY 2015 Budget as presented.

There were no other questions or comments.

**Motion Carried** by unanimous vote.

**8D. Non-Resident Fee review – TABLED to a future agenda.**

**8E. Other**

There was no Other Old Business brought to the table.

**9. NEW BUSINESS**

**9A. FY 2015 RLBSS Application**

Ranum requested authorization to sign and submit the FY 2015 RLBSS Application. The application is routine and requested by the State Library.

**M/S C. Albrecht/M. Kunze** to authorize the Chair and Director to sign the FY RLBSS Application and submission thereof.

There was not discussion.

**Motion carried** by unanimous vote.

**9B. Other**

There was no Other new Business brought to the table.

**10. DISCUSSION**

**10A. Library Trustee Training Session**

Ranum made the Board aware that PCLS would be hosting a Library Trustee Training workshop at the commendation of the Library Directors in the near future.

**10B. Other**

There were no other items brought up for discussion.

**11. PERSONNEL REVIEW OPEN/CLOSED SESSION**

**12. CALENDAR OF EVENTS**

- 12A. August 6th (2-5) Camp Read-A-Lot – Marshall, featuring Alison McGhee and Kathy Baxter
- 12B. August 7th (Early Lit) Camp Read-A-Lot – Marshall, featuring Kimberly Faurot
- 12C. August 21st – ELM Training Slayton Public Library Computer Lab 1:00-4:00
- 12D. September 8 2014 Every Child Ready to Read – “Storytimes for Everyone” Workshop  
9:00 – 5:00 Redwood Falls Public Library. Speaker: Saroj Ghoting Early Childhood  
Literacy Consultant
- 12E. October 8/9 Minnesota Library Association Conference. Verizon Wireless Center, Mankato,

**13. PENDING AGENDA ITEMS**

- 13A. Agency Agreement review
- 13B. Non-Resident Fee review
- 13C. Bylaws

**14. NEXT MEETING**

- 14A. Date: September 25 2014 ANNUAL MEETING
- 14B. Location: Event Center, Worthington
- 14C. Time: 6:00 p.m. Program at 6:45

**15. ADJOURNMENT**

**M/S J. Schmidt/S. Hansberger** to adjourn the June 18<sup>th</sup> meeting of the Governing Board having completed the Agenda.

**Motion Carried** without further discussion

Respectfully submitted

Chris Lang, PCLS Office Administrator