

**PCLS Executive Committee Meeting
February 18, 2016 - DRAFT
Approved 04/20/2016**

TIME AND PLACE: A meeting of the Executive Committee convened on February 18, 2016, 6:30 p.m. at the Murray County Courts meeting room.

PRESENT:

Charles Sanow, Chair (Lyon County)
Clara Friese, Past Chair (Redwood Falls)
Dean McNeal, Secretary (Fulda)
Anita Winkel, Treasurer (Cottonwood County)

Absent: Jody Reisch, Chair Elect (Rock County)

Jim Trojanowski and Rebecca Hudson were PCLS staff present.

1. CALL TO ORDER

The meeting was called to order at 6:32 p.m. by Charles Sanow.

2. INTRODUCTIONS

3. PUBLIC COMMENT

None.

4. AMENDMENTS TO THE AGENDA

M/S C. Friese/D. McNeal to move item #8, "New Business" before #7, "Old Business" on the agenda. Motion carried unanimously.

5. MINUTES

M/S C. Friese/D. McNeal to approve the January 20, 2016 Governing Board and Executive Committee minutes as written. Motion carried unanimously.

6. REPORTS

A. M/S D. McNeal/A. Winkel to approve the January Cash Analysis report. Motion carried unanimously.

B. M/S A. Winkel/C. Friese to approve the January Statement of Revenue and Expense report. Motion carried unanimously.

C. M/S C. Friese/D. McNeal to approve the January balance sheet. Motion carried unanimously.

D. M/S D. McNeal /C. Friese to approve the January Monthly Payment Process report. Motion carried unanimously.

E. M/S A. Winkle/C. Friese to approve the Credit Card Statements for December/January. Motion carried unanimously.

F. 2016 Wage Scale

The revised 2016 wage scale was reviewed; Sanow asked that the board be given a copy that highlights where each PCLS employee falls on the scale.

7. NEW BUSINESS

A. Review of Priorities

Trojanowski reviewed a list of priorities that he is in the process of developing for Plum Creek. This list will eventually be ranked in order of importance and will be used to help to develop policies and operating guidelines for Plum Creek.

B. Outreach Planning

With Cottonwood County not funding entirely the increase request for Outreach, three options were considered. The county board allocated \$1,320 of the \$3,500 funding increase toward a new van and \$300 toward the increase in service cost. The remainder would be split evenly between the three libraries in the county. Plum Creek's original request to the county was \$4,103 and \$960 respectively.

Option A: Eliminate two Outreach stops and serve the others once a month.

Option B: Use Option A but shift funds from the library share to Outreach.

Option C: End the Outreach service to Cottonwood County effective on or before June 30.

M/S C. Friese/D. McNeal to change the amount requested for a replacement van from each of the counties to the same percentage of the original request as Cottonwood allocated, about 33%. The motion also changed the Outreach contract with Cottonwood County to end service to Ann Township and Delft and to reduce service to Jeffers and Storden to once per month effective in March for a cost of \$928 per month. Motion carried unanimously.

C. Building Planning

Trojanowski pointed out that Plum Creek needs to give more consideration to its needs before making a decision about the building. He is waiting for a report on the mold testing done recently in the current headquarters building.

8. OLD BUSINESS

A. Meeting Schedule

The meeting schedule will be left as is with an additional full board meeting on August 17.

B. Outreach Contract with Cottonwood County

9. DISCUSSION

10. CALENDAR OF EVENTS

Advisory Council of Library Directors – Wednesday, March 2, 2016 (10:00 a.m.)
Governing Board – Wednesday April 20, 2016 (6:30 p.m.)

11. NEXT MEETING

Executive Committee – Thursday, March 17, 2016 (6:30 p.m.)

12. ADJOURNMENT

M/S D. McNeal /C. Friese to adjourn the meeting at 9:52 p.m.