

**PCLS Executive Committee Meeting
January 20, 2016**

TIME AND PLACE: A meeting of the Executive Committee convened on January 20, 2016, 6:00 p.m. at the Murray County Courts meeting room.

PRESENT:

Charles Sanow, Chair (Redwood Falls)
Clara Friese, Past Chair
Commissioner Jody Reisch, Vice Chair/Chair Elect (Rock County)
Commissioner Dean McNeal, Secretary (Murray County)
Anita Winkel, Treasurer (Cottonwood County)
Plum Creek staff members present included Jim Trojanowski, Cleo Wicks and Rebecca Hudson.

Also present: Tom Runholt (Lyon County Alternate), and Commissioner Donna Gravley (Cottonwood County)

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Chair Sanow.

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

5. REPORTS

6. OLD BUSINESS

7. NEW BUSINESS – The meeting went into closed session pursuant to Minnesota Statute 13D.05 subd. 3(a) to conduct the evaluation of PCLS Director Jim Trojanowski.

A. Director's Evaluation

The Executive Committee opted to conduct Trojanowski's 6-month evaluation orally and to perform a written evaluation at the one year period. It was the consensus that Trojanowski's job performance has been thorough and excellent up to this point and there have been no complaints pertaining to his evaluation.

Discussion as to the issue that placed the director's salary when hired between Steps 4 and 5 (because the pay scale from 2014 was used in determining the rate), followed. Sanow suggested that the committee consider placing Trojanowski at Step 5 in order to comply with the rest of the PCLS staff members' salary.

M/S J. Reisch/C. Friese to remove Trojanowski's from probationary status and to move him to 100% of step 5, at \$39.55 per hour.

Motion carried unanimously

B. Office Administrator's Pay Scale

Discussion regarding moving the officer administrator's rate of pay, which is presently between Steps 3 and 4 to the current Step 4. When hired in February 2015, Hudson was placed at Step 4 on the 2014 pay scale, which places her now between Steps 3 and 4 of the current pay scale.

M/S C. Friese/A. Winkel to move Hudson to the current Step 4 pay rate of \$16.61.

Motion carried unanimously

The closed session was adjourned.

C. Adjustment of the Salary Scale

The Executive Committee authorized Trojanowski to adjust the current pay scale to reflect the \$.25 per hour increase that was authorized by the Governing Board on June 17, 2015.

8. DISCUSSION

9. CALENDAR OF EVENTS

- A. Advisory Council of Library Directors – Wednesday, February 10, 2016 (10:00 a.m.)
- B. Executive Committee – Thursday, February 18, 2016 (6:30 p.m.)
- C. Governing Board - April 20, 2016 (6:30 p.m.)

10. NEXT MEETING

- A. Executive Committee – Thursday, July 16, 2015, (6:00 p.m.)

10. ADJOURNMENT

M/J. Reisch/D. McNeal to adjourn the Executive Committee meeting at 6:25.p.m.