

Governing Board  
January 20, 2016  
Approved February 18, 2016

**PLUM CREEK LIBRARY SYSTEM  
GOVERNING BOARD  
January 20, 2016**

**TIME & PLACE:**

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN on January 20, 2016, presided by Chair Charles Sanow.

**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  
Commissioner Gene Metz, Nobles County  
Commissioner Bruce Kooiman, Pipestone County  
Commissioner Jody Reisch, (Rock County)  
Cindy Albrecht, Jackson County (Jackson)  
Reba Lipinski, Lincoln County (Ivanhoe)  
Gwen Sturrock, Lyon County (Marshall)  
Rhonda Fredericks, Lyon County (Tracy)  
Dean McNeal, Murray County (Fulda)  
Kathy Craun, Worthington (Nobles County)  
Evan Schiller, Pipestone County (Pipestone)  
Clara Friese, Redwood County (Redwood Falls)  
Tom Ellig, Redwood County (Redwood Falls)  
Les Nath, Alternate (Pipestone)

Jim Trojanowski, Rebecca Hudson, Cleo Wicks, and Margie Salentiny were PCLS staff in attendance. Also present was Kari Ourada, Advisory Council Liaison

**ABSENT:**

Anita Winkel, Cottonwood County (Windom)  
Susan Hansberger, Worthington (Nobles County)  
Commissioner Sharon Hollatz, Redwood County

**1. CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**2. INTRODUCTIONS**

**3. PUBLIC COMMENT**

**4. AMENDMENTS TO THE AGENDA** (action)

Commissioner Glen Kluis requested that the Pledge of Allegiance be recited before the start of the meeting. Under new business, item 8H was added: Adjustment of pay scale for the current fiscal year.

**M/S E. Schiller/B. Kooiman** to approve the January 20 meeting agenda as written.

There was no further discussion.

**Motion carried** by unanimous vote.

## **5. MINUTES**

### **5A. Governing Board**

- 5A1. Governing Board, October 21, 2015 (draft/ratify)
- 5A2. Advisory Council, November 4, 2015 (information)

**M/S J. Reisch/T. Ellig** to approve the minutes of the June 17, 2015 Governing Board meeting, with the correction that Chris Lang be noted as observing the October 21, 2015 meeting as an alternate to the board from Jackson County.

There was no further discussion.

**Motion carried** by unanimous vote.

## **6. REPORTS**

### **6A. Financial Reports**

- 6A1. October: Cash Analysis, Statement of Rev/Exp., Balance Sheet
- 6A2. November: Cash Analysis, Statement of Rev/Exp., Balance Sheet
- 6A3. December: Cash Analysis, Statement of Rev/Exp., Balance Sheet
- 6A4. Monthly Payment Processing Report as of 1/11/2016
- 6A5. Credit Card Statements

**M/S D. McNeal/R. Schultz** to approve the financial documents as listed and reviewed.

**Motion carried** by unanimous vote.

### **6B. Director's Report**

- The Siverson Public library in Hendricks has expressed interest in continuing the process of joining Plum Creek Library System. Though there is more work to be done, the library has a new director in place and Trojanowski will be meeting to discuss plans.
- The Marshall Lyon County has a new library director, Michele Leininger, who started work on January 19.
- Trojanowski met with Sanow and discussed updating the Joint Powers Agreement. The last one was made in 2010 and that one not signed by the Marshall Lyon County Library. The last one prior to that was made in 2001. A committee of librarians including: Serena Gutnik (Rock County), Tam Jackson (Jackson County), Marilyn Daub (Wabasso), and Michele Leininger (Marshall Lyon), will work on drafting a new agreement and bring it to the Governing Board for adoption. In addition, State Librarian Jennifer Nelson has been invited to meet with the committee.
- The mold assessment of the PCLS headquarters will be performed within the next few weeks.
- The IRS mileage reimbursement has been set at \$.54 per mile as of January 1, 2016.

### **6C. Report on Programs**

-Hudson reported that several Regional programs are being coordinated through the headquarters and libraries are being encouraged to schedule and plan other Legacy-funded programs.

### **6D. Advisory Liaison Report**

- Ourada reported that the Advisory Council of Librarians held its monthly meeting on January 6, and SAMMIE director, Shelly Grace was on hand to report on SAMMMIE and to encourage librarians to take an online survey that will help determine the next 5 years of programming areas.
- The AC reviewed and edited the Patron Registration and Patron Privacy policies and approved both of them.
- The next meeting will be February 3, 2016, at 10:00 in Slayton.

### **6E. Interlibrary Loan Statistics Report**

The PCLS Interlibrary Loan Statistics Annual Report for 2015 was reviewed.

## **7. OLD BUSINESS**

### **7A. Approval of Amended Meeting Schedule**

Trojanowski suggested adding a regular Governing Board meeting for the month of August to the schedule since there is a large gap between the June and October meetings. Discussion followed as to whether this is needed and the consensus was that the meeting should be scheduled and can be canceled if there is not sufficient business to conduct.

**M/S D. Gravley/T. Ellig** to amend the meeting schedule to include a Governing Board meeting on Wednesday, August 17.

There was no further discussion.

**Motion carried** by unanimous vote.

### **7B. Plum Creek Building**

Discussion about the funding requests made of counties for improvements to the building was held. All 9 counties were asked for \$.21 per capita for improvements to the building. In addition to the building improvements, increased fund requests for delivery and KOHA costs, outreach service (operating), and the purchase of a new outreach van (capital) were made.

Lincoln, Lyon, Murray, Redwood and Rock counties funded the entire request while Jackson and Pipestone counties did not fund any of the requests. Nobles County funded the entire request contingent upon approval of the other eight counties and Cottonwood County funded it in part.

Commissioner Gene Metz noted that Nobles County has the money set aside but has stipulated that all of the counties fund the request before it can be appropriated. Commissioner Donna Gravley explained that Cottonwood County was reluctant to fund the building request until some sort of plan on what the money is to be spent on could be formulated.

Discussion about seeking a new location for the headquarters was held. Trojanowski reported that Murray County has offered a building in Slayton and he and Sanow have toured it. There would be some considerations with moving the headquarters to Slayton, he said, including delivery issues. He plans on meeting with staff and library directors to determine what other issues might exist.

The board directed Trojanowski to look at the options and come up with a concrete plan to discuss at the April meeting.

## **8. NEW BUSINESS**

### **8A. Oath of Office**

The 2016 Oath of Office was administered to new and existing board members.

### **8B. Harassment Policy**

The revised Harassment Policy was reviewed and discussed. Trojanowski noted that there has been a significant rewrite from the policy previously in place.

**M/S E. Schiller/G. Metz** to approve the policy with the correction on the signature line to read, "Complainant" rather than "Complaint".

There was no further discussion.

**Motion carried** by unanimous vote

### **8C. Patron Registration Policy**

A review of the revised Patron Registration policy was made. Kooiman questioned the reason that out of state school students at the Pipestone school may receive a library card at no cost while students at the Hendricks

Governing Board  
January 20, 2016  
Approved February 18, 2016

school do not qualify for the same allowance. Trojanowski explained that the Pipestone school and library are a unique entity in that they were jointly established. Students who live in South Dakota are part of the Pipestone County tax district and so qualify as residents.

Students at schools that are part of KOHA and the Interlibrary Loan System have cards through the school and have access to the system's services. They cannot use that same card at the public libraries, though.

**M/S C. Friese/R. Lipinski** to approve the Patron Registration Policy.

**Motion carried** by unanimous vote, amended as discussed.

#### **8D. Patron Privacy Policy**

The Patron Privacy Policy was reviewed and approved.

**M/S D. Gravley/C. Albrecht** to approve the Patron Privacy Policy

There was no further discussion.

**Motion carried** by unanimous vote.

#### **8E. Approval of Outreach Agreements**

Discussion as to how to distribute the partial increase in funding to Cottonwood County libraries was held. Commissioner Jody Reisch suggested that none of the counties pay until all of them are equally on board. It was suggested that Trojanowski meet again with Cottonwood and Pipestone to determine whether they will increase their funding. The Executive Board can make the decision to approve the contracts at a February meeting if necessary.

**M/S G. Sturrock/T. Ellig** to approve the Outreach Agreements with Redwood and Murray Counties.

**Motion carried** by unanimous vote.

#### **8F. Office Administrator Pay Scale**

When hired in 2015, the office administrator was placed in between steps 3 and 4 on the pay scale. In order to correct this, the Executive Board recommended that she be moved to the current step 4 of the pay scale.

**M/S T. Ellig/G. Metz** to move the office administrator to step 4 of the current pay scale.

**Motion carried** by unanimous vote.

#### **8G. Director's 6-month Evaluation**

As per recommendation from the Executive Board, the director will be removed from probationary status and placed on step 5 of the current pay scale.

**M/S D. Ever/D. McNeal** to remove the director from probationary status and place him on step 5 of the current pay scale.

#### **8H. Adjust Pay Scale**

**M/S C. Friese/E.Schiller** to authorize the director to update the Fiscal Year 2015-16 pay scale to reflect the \$.25 per hour pay increase that was authorized by the Governing Board in June, 2015.

**Motion carried** by unanimous vote.

### **9. DISCUSSION**

### **10. CALENDAR OF EVENTS**

Advisory Board – Wednesday, February 3, 2016

Governing Board  
January 20, 2016  
Approved February 18, 2016

Executive Board – Wednesday, February 17, 2016  
SRP Kickoff Meeting – Thursday, March 31, 2016

**11. PENDING AGENDA ITEMS**

**10. NEXT MEETING**

10A. Date: April 20, 2016  
10B. Location: Murray County Courts Meeting Room  
10C. Time: 6:30 p.m.

**12. ADJOURNMENT**

Having completed the agenda, the meeting was formally adjourned at 7:51 p.m. by Chair Charles Sanow.