

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
June 17, 2015**

TIME & PLACE:

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN on June 17, 2015, presided by Chair Clara Friese.

PRESENT:

Commissioner Donna Gravley, Cottonwood County
Commissioner Rosemary Schultz, Jackson County
Commissioner Charles Sanow, Lyon County
Commissioner Glen Kluis, Murray County Alternate
Commissioner Sharon Hollatz, Redwood County
Commissioner Jody Reisch, Rock County
Susan Hansberger, Nobles County
Cindy Albrecht, Jackson County (Jackson)
Reba Lipinski, Lincoln County (Ivanhoe)
Anita Winkel, Cottonwood County (Windom)
Dean McNeal, Murray County (Fulda)
Tom Runholt, (Lyon County) (Alternate, Marshall)
Jean Meester, Nobles County (Worthington)
Evan Schiller, Pipestone County (Pipestone)
Clara Friese, Redwood County (Redwood Falls)

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

ABSENT:

Commissioner Gene Metz, Nobles County
Gwen Sturrock, Lyon County (Marshall)
Tom Eellig, Redwood County (Redwood Falls)
Commissioner Don Evers, Lincoln County
Commissioner Bruce Kooiman, Pipestone County
Patsy Amborn, Rock County (Luverne)
Rhonda Fredericks, Lyon County (Tracy)

1. CALL TO ORDER

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

2. INTRODUCTIONS

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 change to the agenda was made:

-Removal of item 8c, Election of New Governing Board Treasurer

M/S E. Schiller/G. Kluis to approve the June 17th meeting agenda as amended.

There was no further discussion.
Motion carried by unanimous vote.

5. MINUTES

5A. Governing Board

- 5A1. Governing Board, April 15, 2015 (approval)
- 5A2. Executive Committee, May 21, 2015 (approval)

M/S J. Reisch/R. Schultz to approve the Minutes of the April 15 and May 21 meetings of the Governing Board/Executive Committee.

There was no further discussion.
Motion carried by unanimous vote.

5B. Advisory Council – Information documents

- 5B1. April 15, 2015 (info document)
- 5B2. May 20, 2015 (info document)

There were no questions or comments.

6. REPORTS

6A. Financial Reports

- 6A1. May cash analysis
- 6A2. Balance sheet
- 6A3. Statement of revenue/expenditures
- 6A4. Checks issued
- 6A5. Credit card statements

M/S C. Sanow/J. Meester 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 has been working on budget proposals and noted that the state aid will not increase so the budget will rely heavily on local tax increases by cities and counties.

6B2. Boese has completed the application process for Rural Library Basic System Support (RLBSS) grant and reported that the dollars received will be slightly down because the Legislature has not appropriated any increase since 2008. In addition, the Plum Creek region's population decreases each year in relation to the State as a whole.

6B3. It is unlikely that there will be any change in the library portion of the bills being discussed at an imminent special session. A cut in the Arts and Cultural Heritage funds is likely and it is estimated that Plum Creek will see a cut of approximately 20%.

6B4. The State is requiring all 12 of the regional public library systems to redo the reports that were submitted for the 2013 and 2014 funding years, with changes in the accounting being made.

6B5. PCLS has a 3-year agreement with the audit firm of Conway, Deuth & Schmiesing, with two years left on the contract.

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6B6. New director Jim Trojanowski was on site the first week in June, meeting with Boese regarding the budget and other issues and meeting with PCLS staff members as well. Since being hired, Trojanowski has also been receiving all Board documents and emails sent to library directors.

6B7. Boese reported on the MnLINK meeting that he attended on June 11, noting that MnLINK is acquiring new software that will require training for Anne Ouelette, Plum Creek's interlibrary loan coordinator.

6B8. Woody Sisson, the benefactor who has donated numerous computers to the system and member libraries, has recently donated twelve refurbished computers that will be used in the computer lab housed at the Slayton Public Library.

M/S J. Reisch/C. Sanow to draft a letter of thanks to Mr. Sisson for his generosity.

There was no further discussion.

Motion carried by unanimous vote.

6C9. It was recently discovered by auditors from the system's Workers' Compensation insurance carrier that insurance verification for Mark Ranum lacked the proper signatures. Ranum had agreed to provide his own insurance and was required to provide proof of his coverage. Initially, upon discovering this error, the company was requesting a repayment of \$3,000 from Plum Creek but rescinded that charge after receiving copies of the contract with Ranum and PCLS.

6C. REPORT ON PROGRAMS – Rebecca Hudson

6C1. Legacy and Camp Read-a-Lot Reports

Hudson reported that with the FY 2014 Legacy funding year winding up on June 30, there will be a detailed report of spending and programs coming in the near future. Hudson is in the process of organizing a multi-library author tour with Lorna Landvik for this October. This will likely be a 2-week event with the author visiting libraries in each county of the Plum Creek Library System.

6C2. Plans for Camp Read-a-Lot 2015 continue with registrations totaling to date of 57 attendees for both days.

6C3. Plans are also being formulated for a support staff retreat in the fall. This would be an overnight event with participants paying for their own lodging at the Shalom Hill Retreat Center near Jeffers. Meals would mainly be provided by participants. SAMMIE has offered to provide scholarships to help cover the cost of the registration and travel fees.

7B. OLD BUSINESS

7B1. Approval of Retroactive Payments for Routers.

M/S E. Schiller/D. McNeal to approve the repayment to libraries including: Mt. Lake, Slayton, Fulda, Minnesota, Redwood Falls, and Nobles County for routers purchased between July 1, 2012 and June 30, 2015 at a total of \$5,316.85.

There was no further discussion.

Motion carried by unanimous vote.

7B2. Approval of Executive Committee hiring of Jim Trojanowski.

M/S S. Hansberger/R. Schulz to approve letter of hire for James Trojanowski, at 95% of step 5 starting salary of \$82,264.00 (\$78,150.80) after six months of employment.

Runholt brought up the question of whether Trojanowski would be allowed time off before his six month probation period is completed and Boese noted that there are provisions to allow him unpaid time off as well as an arrangement for him to take time off in August for prior commitments.

Motion carried by unanimous vote.

7B3. Approval of FY 2015 Legacy Funds Budget

M/S S. Hollatz/C. Albrecht to approve the FY 2015 Legacy Budget appropriation of \$137,113, which will include up to three “commissioned artwork” grants of up to \$10,000 each.

There was no further discussion.

Motion carried by unanimous vote.

Outreach Coordinator Report

Outreach coordinator Margie Salentiny, gave a presentation of PCLS Outreach services. She has been working for the library system for 17 years, and operated the bookmobile until it was discontinued several years ago. Now she and staff member Kelly Hoogendoorn travel to four counties including Murray, Redwood Falls, Cottonwood and Pipestone by bringing materials to stationary shelving areas in those counties. In addition, they provide WiFi service to library users. In the summer, the outreach provides summer reading programming to children at those stops.

The four counties contract with PCLS at a total cost of \$61,057 per year. These fees go toward paying the cost of operating the van as well as salaries for Salentiny and Hoogendoorn. The current van has 250,000 miles on it and needs to be replaced if the outreach service is to continue, Salentiny noted.

8. NEW BUSINESS

8A. FY 2016 Budget

8A1. Increased Fees

Boese shared net tax capacity charts that outline the small amount of support counties are providing in contrast to the higher levels of support provided by PCLS cities. In order to cover the cost of services to libraries, he proposed raising automation and delivery fees. Automation increases will be made using a formula that takes into account service population and active users, while delivery fees will be increased by 25%, totaling \$1,445 per year per library.

M/S C. Sanow/J. Reisch to approve raising delivery fees to \$1,445 per library, and increasing automation costs per the service population/active user formula.

The formula, it was noted, for determining automation cost increases is very complex and is aimed at being as fair as possible to all libraries.

Motion carried by unanimous vote

8A2. Outreach Van

Boese suggested asking the four counties for a \$1 per capita increase in support in order to generate \$21,243 to purchase a new outreach van.

M/S G. Kluis/S. Hollatz to request these funds from the counties receiving outreach service, and increase the “per stop” fee from \$250 to \$270, and to additionally request an 8% overall increase of county aid to libraries.

There was no further discussion.

Motion carried by unanimous vote

8A3. Capital Budget

The third area of concern, Boese said, is the number of repairs that are needed at PCLS headquarters. The tally, including carpeting, structural repairs, signage, sealing of a well and painting and paneling repair totals \$25,000.

M/S J. Reisch/E. Schiller/ to approve assessing all nine member counties a \$.21 per capita fee to raise the funds needed to update the headquarters building, with the exception of replacing the signage.

The motion was amended to read “for one year” by G. Kluis.

Motion carried by unanimous vote

8A4. Staff Salary Increase

Boese proposed providing an increase in staff salaries of \$.25 per hour. Discussion of whether to include the new director in the pay increase before his six month probation period is completed followed.

M/S D. Gravley/J. Meester to increase staff salaries by \$.25 per hour and raise the director's hourly wage by that amount after he completes his probationary period.

There was no further discussion.

Initially J. Reisch voted "nay", explaining that he was opposed to increasing the director's pay rate while the system is running a deficit. C. Sanow noted that some of the line items in the budget, including travel, training etc., may not be expended fully. Reisch then changed his vote to "aye".

Motion carried by unanimous vote.

M/S S. Hollatz/C. Sanow to approval the FY 2016 budget.

There was no further discussion.

Motion carried by unanimous vote.

8B. RLBSS Grant Application

M/S R. Lipinski/R. Schultz to approval the RLBSS grant application in the amount of \$350,000.

There was no further discussion.

Motion carried by unanimous vote.

8D. NEW LEGACY COMMITTEE MEMBERS (2)

Board members Rhonda Fredericks and Even Schiller volunteered to serve as Governing Board representatives for the Legacy Committee.

M/S S. Hansberger/A. Winkel to approve the assignment of Fredericks and Schiller to the committee.

There was no further discussion.

Motion carried by unanimous vote.

9. DISCUSSION

C. Sanow expressed appreciation for Boese's assistance to PCLS the past six months.

It was decided that the meeting schedule will remain the same as it has been, with C. Friese suggesting that the Executive Board may meet more frequently. The next full board meeting will be in September.

10. CALENDAR OF EVENTS

10A. July 16, 2015, Meet and Greet with new director (5:00-6:00 p.m. Murray County Courts Building)

10B. Executive committee, July 16, 2015, (6:30 p.m. Murray County Courts Building)

10C. August 4 & 5 Camp Read-A-Lot

11. PENDING AGENDA ITEMS

The Strategic plan will be left to Trojanowski to complete by the end of the calendar year.

10. NEXT MEETING

10A. Date: TBD

10B. Location:

10C. Time:

12. ADJOURNMENT

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