

Governing Board
June 15, 2016
Approved October 19, 2016

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
June 15, 2016**

TIME & PLACE:

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN, on Wednesday, June 15, 2016, presided by Chair Charles Sanow.

PRESENT:

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 Sharon Hollatz, Redwood County
Commissioner Jody Reisch, (Rock County)
Cindy Albrecht, Jackson County (Jackson)
Tom Ellig, Redwood County (Redwood Falls)
Rhonda Fredericks, Lyon County (Tracy)
Judy Hagen, Lyon County Alternate (Minnesota)
Susan Hansberger, Worthington (Nobles County)
Reba Lipinski, Lincoln County (Ivanhoe)
Tom Runholt, Lyon County Alternate (Marshall)
Evan Schiller, Pipestone County (Pipestone)
Anita Winkel, Cottonwood County (Windom)

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

ABSENT:

Kathy Craun, Worthington (Nobles County)
Clara Friese, Redwood County (Redwood Falls)
Commissioner Donna Gravley, Cottonwood County
Dean McNeal, Murray County (Fulda)
Gwen Sturrock, Lyon County (Marshall)

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

The agenda was amended to strike the duplicate "Holds Policy" and add the "Legacy Completion Report" as item #16. M/S E. Schiller/D. Evers

6. MINUTES

M/S J. Reisch/T. Ellig to approve the minutes of the April 20, 2016 Governing Board and May 18, 2016 Executive Committee meetings.

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7. FINANCIAL REPORTS

May: Cash Analysis, Statement of Rev/Exp., Balance Sheet
Monthly Payment Processing Report as of 05/04/2016
Credit Card Statements
M/S B. Kooiman/G. Metz to accept the financial documents. Motion carried by unanimous vote.

8. DIRECTOR'S REPORT

The director's report was emailed out prior to the meeting.

9. ADVISORY COUNCIL LIAISON REPORT

Kari Ourada reported that the Advisory Council is looking in to adding the digital service collection, "Hoopla", which contains movies, music and eBooks. This would not take the place of Overdrive but rather enhance the system's digital collection. At its June 1 meeting, the AC also learned of upcoming Koha updates and discussed procedures for completing Legacy reports. The group discussed possible Regional programming as well. Margie Salentiny and Kelly Hoogendoorn were on hand to offer suggestions and assistance to libraries for picking up on outreach services in their own communities once the system's outreach program ends in December.

10. M/S B. Kooiman/R. Schultz to approve the PCLS Membership Agreement with Siverson Library, Hendricks. There was no further discussion. Motion carried by unanimous vote.

11. RECIPROCAL BORROWING AGREEMENT WITH IOWA LIBRARIES

M/S B. Kooiman/G. Metz to rescind the reciprocal borrowing agreement with Iowa libraries. Discussion included a reminder that libraries may choose to grandfather current users in who have already been issued a library card at no charge, but this option will not be available to new patrons. Motion carried by unanimous vote

12. APPROVE HOLDS POLICY

M/S S. Hansberger/T. Ellig to approve the Holds Policy. There was no further discussion. Motion carried by unanimous vote.

13. APPROVE RLBSS APPLICATION

M/S E. Schiller/D. Evers to approve the RLBSS Application. There was no further discussion. Motion carried by unanimous vote.

14. APPROVE FY2017 BUDGET

M/S E. Schiller/A. Winkel to approve the FY2017 Budget
Discussion regarding closing costs for the Outreach program followed and it was noted those counties that have provided money for the van that was to be purchased will be credited toward the next fiscal year's budget. The budget includes wage increases of 2% for staff and 1% for director. Motion carried by unanimous vote.

15. APPROVE FY2017 PAY SCALE

M/S B. Kooiman/T. Runholt to approve the updated FY 2017 pay scale. Motion carried by unanimous vote.

16. APPROVE 2014 LEGACY COMPLETION REPORT

With all of the 2014 funds now expended, this completion report to the State is required and includes a report on all Legacy activities and funds spent on programming and administration. M/S S. Hollatz/S. Hansberger to approve the report. Motion carried by unanimous vote.

17. APPROVE CANCELLATION OF 2016 ANNUAL MEETING

Discussion as to the purpose of the annual meeting was held, with Trojanowski suggesting that it be suspended for this year, with a review in the future as to whether or not to continue having the meeting. Several expressed that it is beneficial to have an annual gathering each year. It was suggested that a committee be formed, and if a library is interested in hosting such an event then they would be a part of the planning for it. M/S J. Reisch/B. Kooiman to

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cancel this year's annual meeting and to hold one at some point during the next fiscal year. Motion carried by unanimous vote.

18. REVIEW OF PRIORITIES LIST

Trojanowski reviewed the tabulations of the priorities list, pointing out five areas that have been identified as areas of focus: ILS, Technology Planning, Joint Powers Agreement, Budget, and Building. He provided an update on the progress of the Joint Powers Agreement committee, noting that there has been a reshaping of the document, some additions and deletions of areas and legal updates made.

Some consideration has been made regarding the Governing Board structure and possibly reducing the number of members to the board and discussion regarding this followed. Good representation for each library is important, it was noted and the executive committee should continue to operate as it allows the entire board to work more efficiently.

19. APPROVAL OF TERMINATION OF OUTREACH PROGRAM

M/S J. Reisch/B. Kooiman to terminate the program at the end of 2016 because of reduction in participation amongst patrons in the 4 counties that are being served by the program. Sanow encouraged libraries to continue offering outreach services in their own towns. Motion carried by unanimous vote.

20. ADJOURN

M/S C. Albrecht/T. Runholt to adjourn the meeting at 7:50 p.m. Motion carried by unanimous vote.

NEXT MEETING

Date: August 17, 2016

Location: TBA

Time: 6:30 p.m.