

Governing Board
October 20, 2021
Approved December 29, 2021

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
October 20, 2021
In Person/Online Video Conference
Murray County 4H Building - 3048 Broadway Avenue
Slayton, MN 56172**

TIME & PLACE:

The Plum Creek Governing Board met in person at the Murray County 4H building and online on Wednesday, October 20, 2021.

PRESENT:

Arlene Erickson, Cottonwood County (Westbrook)
Commissioner Donna Gravley, Cottonwood County (Windom)
Commissioner Lori Gunnink, Murray County (Lake Wilson)
Pat Haynes, Lincoln County (Lake Benton)
Commissioner Cathy Hohenstein (Lakefield)
Mary Ingenthron, Nobles County (Worthington)
Joyce Johnson, Redwood County (Redwood Falls)
Michael Murray, Lyon County (Ghent)
Commissioner Jody Reisch, Rock County (Luverne)
Commissioner Dallas Roskamp, Pipestone County (Edgerton)
Commissioner Charles Sanow, Lyon County (Marshall)
Evan Schiller, Pipestone County (Pipestone)
Commissioner Corey Sik, Lincoln County (Lake Benton)
Robin Stegner, Redwood County (Redwood Falls)
Anne Wagner, Jackson County (Heron Lake)
Commissioner Rick Wakefield, Redwood County (Walnut Grove)
Advisory Council Liaison Scott Sobocinski

ABSENT:

Commissioner Gene Metz, Nobles County (Lismore)
Shannon Welling, Murray County (Fulda)
Charlene Wintz, Nobles County (Worthington)

Plum Creek Library System staff members Interim Director Michele Leininger, Joel Sasse, Cleo Wicks and Rebecca Hudson were in attendance. Also in attendance were Auditor Kari Steinbresser and PCLS Director Elizabeth Hoffman.

1. CALL TO ORDER

Chair Elect Rick Wakefield 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

M/S C/ Sanow/J. Reisch to approve the agenda with the addition to item #10a: Health Insurance Renewal. Motion carried.

6. AUDIT REPORT

Auditor Kari Steinbresser presented the 2021 audit report, noting that the report was a "clean opinion". With an increase of \$98,000 in net revenue, the library system has a fund balance of to cover 43% of the annual expenses, which is within the 35-50% recommendation. Steinbresser recommended that the board continue to review the library system policies, reevaluate procedures, and provide oversight over operations, and added that the library system is in a good position and doing a good job with its financials. M/S D. Gravley/E. Schiller to approve the 2021 audit report. Motion carried.

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7. MINUTES

M/S C. Sanow/D. Roskamp to approve the Governing Board minutes of June 16, 2021, with the correction of wording on item #10: "The Board approved leaving the balance in the vehicle replacement account." Minutes from the Executive Committee minutes of September 8 and 23, 2021, and the Advisory Council minutes of September 8 and October 13, 2021 were accepted. Motion carried.

8. FINANCIAL REPORTS

Cash Analysis – September 2021
Statement of Revenues and Expenditures – September 2021
Balance Sheet – September 2021
Check Register – September 2021
Monthly Payment Processing – June, July, August, September 2021
Credit Card Statements – June, July, August, September 2021

M/S D. Roskamp/P. Haynes to accept the financial reports subject to audit. Motion carried.

9. MINING PATRON EMAIL ADDRESSES FROM KOHA POLICY/PROCEDURE

Discussion about allowing libraries to access their own patron emails in order to send out e-newsletters to them was held. The Advisory Council approved the practice at the November meeting, and agreed that each library may request of their current patrons' permission to do so, as well as asking new card holders to indicate on the card application if they wanted to receive newsletters from their home library. The Board approved the mining of email addresses once a policy is adopted.

10. NEW WEBSITE

The library system's new website, which went live on October 12. In addition, there are several libraries that will be launching their own websites that are hosted by PCLS, by October 30.

10a. HEALTH INSURANCE RENEWAL

M/S C. Sanow/E. Schiller to approval the renewal of Health Insurance through Blue Cross Blue Shield of Minnesota. The cost to employees will remain the same as last year and the cost to Plum Creek has gone down slightly. Motion carried.

11. FY2020 ACHF INTERIM REPORT

The FY 2020 Arts and Cultural Heritage Fund Interim Report was approved as written.

12. FY21 RLTA FINAL REPORT

The FY2021 Regional Library Telecommunications Aid Final Report was approved as written.

13. FY22 RLTA APPLICATION

The FY22 Regional Library Telecommunications Aid Application was approved as written.

14. FY21 RLBSS REPORT OF RESULTS

The FY21 Regional Library Basic System Support Report of Results was approved as written.

15. DIRECTOR'S REPORT

Elizabeth Hoffman reported that she will begin orientation with Michele Leininger and PCLS staff next week. Leininger will continue to be available to consult if necessary. Both Hoffman and Leininger will be attending the Council of Regional Public Library System Administrator's meeting together this week.

14. ADJOURN

M/S D. Gravley/C. Sanow to adjourn the meeting at 7:45 p.m.