

Executive Committee
April 20, 2022
Approved May 18, 2022

**PLUM CREEK LIBRARY SYSTEM
EXECUTIVE COMMITTEE
April 20, 2022
Murray County 4H Building - 3048 Broadway Avenue
Slayton, MN 56172**

TIME & PLACE:

The Plum Creek Executive Committee met on Wednesday, April 20, 2022, at 5:34 p.m.

PRESENT:

Rick Wakefield, Chair
Cathy Hohenstein, Chair-Elect
Lori Gunnink, Treasurer
Charles Sanow, Secretary
Dallas Roskamp – Board Representative

Plum Creek Library System staff members Elizabeth Hoffman, and Rebecca Hudson were also in attendance.

1. CALL TO ORDER

Chair Rick Wakefield called the meeting to order at 5:34 p.m.

2. MINUTES

M/S C. Sanow/L. Gunnink to approve the minutes of the February 16, 2022, Executive Committee meeting. Motion carried.

3. PROBATIONARY REVIEW

A review of Director Elizabeth Hoffman's probationary period was held, with the committee agreeing that she is a good fit for the agency. Goals that the committee set for Hoffman include communication, technology updates, visiting county and city agencies, and member libraries, and professional development. M/S D. Roskamp/L. Gunnink to recommend to the Governing Board that Hoffman's probationary status be removed. Motion carried.

4. MEMBER FEES

Hoffman presented the proposed fees for member libraries for FY22-23, which reflect a slight increase to cover costs of delivery, integrated library system (ILS), digital materials and technical support.

5. ANNUAL LEAVE POLICY

A discussion on the current annual leave policy that was adopted on April 25, 2018, was held. The focus of the discussion was that the director earns 13.33 hours of vacation, full-time staff earns 8 hours, and part-time earn leave on a pro-rated basis. Vacation leave is accrued the month after it is earned and employees must complete their probationary period before they are allowed to use the vacation pay.

The Executive Committee determined that it would recommend to the Governing Board that the policy be amended to allow employees to take vacation leave before completing their probationary period.

6. ADJOURN

M/S C. Hohenstein/D. Roskamp to adjourn the meeting at 6:15 p.m. Motion carried.