

Governing Board
February 16, 2022
Approved April 20, 2022

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
February 16, 2022
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, February 16, 2022

PRESENT:

Kathy Craun, Nobles County (Worthington)
Arlene Erickson, Cottonwood County (Westbrook)
Katie Fuoss, Murray County (Slayton)
Andrea Duarte-Alonso, Nobles County (Worthington)
Commissioner Donna Gravley, Cottonwood County (Windom)
Commissioner Lori Gunnink, Murray County (Lake Wilson)
Pat Haynes, Lincoln County (Lake Benton)
Commissioner Cathy Hohenstein (Lakefield)
Commissioner Bob Paplow, Nobles County (Bigelow)
Commissioner Dallas Roskamp, Pipestone County (Edgerton)
Commissioner Charles Sanow, Lyon County (Marshall)
Evan Schiller, Pipestone County (Pipestone)
Commissioner Corey Sik, Lincoln County (Lake Benton)
Commissioner Sherri Thompson, Rock County
Anne Wagner, Jackson County (Heron Lake)
Commissioner Rick Wakefield, Redwood County (Walnut Grove)

PRESENT VIA VIDEO CONFERENCE AT OPEN PUBLIC LOCATIONS:

Michael Murray, Lyon County (Ghent)
Robin Stegner, Redwood County (Redwood Falls)
Hannah Clark, Redwood County (Wabasso)
Advisory Council Liaison Scott Sobocinski

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

1. CALL TO ORDER

Chair Rick Wakefield called the meeting of the Governing Board to order at 6:29 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

M/S L. Gunnink/D. Roskamp to approve the agenda as written. Motion carried.

6. OATH OF OFFICE

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7. MINUTES

M/S P. Haynes/C. Hohenstein to approve the minutes of the December 29, 2021, Governing Board meeting. Motion carried.
The minutes of the January 12 & February 9, 2022, Advisory Council meetings were accepted.

8. FINANCIAL REPORTS

Cash Analysis – January 2022
Statement of Revenues and Expenditures – January 2022
Balance Sheet – January 2022
Check Register – December 2021 & January 2022
Monthly Payment Processing – December 2021 & January 2022
Credit Card Statements – December 2021 & January 2022

M/S C. Sanow/D. Gravley to approve the financial reports subject to audit. Motion carried.

9. APPROVAL OF UNITED PRAIRIE BANK AS OFFICIAL DEPOSITORY AND SECURITIES SAFEKEEPING

M/S C. Hohenstein/P. Haynes to designate the United Prairie Bank as official depository and securities safe-keeping. Motion carried.

M/S R. Stegner/C. Sanow to raise the limit from \$500 to \$1,500 for items purchased as an asset to be depreciated. Motion carried.

10. MEINDERS LIBRARY UPDATE – JODY WACKER

Meinders Community Library director Jody Wacker provided an update on the matter between the Pipestone school administration and the public library. The school board voted to terminate the public library agreement effective December 20, 2022, and to negotiate a new agreement. At issue is the school's wish to have control of the library staff, and the school's concerns over security matters.

The library has received support from the State Library Services and the city of Pipestone, and plans on having an informational forum on March 14.

10. ELECTION OF OFFICERS

M/S D. Gravley/C. Hohenstein to appoint Lori Gunnink as Treasurer, and Bob Paplow as additional check signer. Motion carried.
M/S L. Gunnink/D. Gravley to appoint Charles Sanow as Secretary. Motion carried.
M/S D. Gravley/S. Thompson to appoint Cathy Hohenstein Chair-Elect. Motion carried.
M/S C. Sanow/E. Schiller to appoint Dallas Roskamp Executive Committee Representative. Motion carried.

11. ANNUAL REVIEW

Staff member Ken Walsh (Delivery Driver) has completed his probationary period and received a favorable review. Elizabeth Hoffman recommended that he be moved off of probation and asked that the Executive Committee discuss an issue regarding this matter following the board meeting.

12. POLICY REVIEW

M/S E. Schiller/D. Roskamp to approve the revised Conflict of Interest policy. Motion carried.
M/S D. Gravley/P. Haynes to approve the revised Supplemental Employment policy. Motion carried.
M/S P. Haynes/C. Sanow to approve the revised Annual Evaluation policy. Motion carried.
M/S C. Hohenstein/K. Craun to approve the revised Holds policy. Motion carried.

13. ANNUAL REPORT

M/S C. Sanow/P. Haynes to authorize the Chair to sign the 2021 Annual Report, which is due on April 1. Motion carried.

14. MNLINK AGREEMENT

M/S D. Gravley/L. Gunnink to approve the MNLink Server Site agreement extension. Motion carried.

15. ANNUAL MEETING

The annual meeting is set for September 21, 2022, and a discussion as to the location of the meeting was held, with the Tracy library being suggested. Hoffman added that she would like to invite a staff member of the State Library Services as a guest speaker.

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16. REPORTS

Director

- Legislative Week is February 28 – March 5, and meetings with Representatives Rod Hamilton and Joe Schomacker, and Senator Bill Weber have been arranged. The three key issues that will be discussed with them include the RLBSS formula, capital projects funding, and school library/media specialist standards.
- Building updates: New flooring is being installed in the main hallway of the PCLS headquarters on February 21 and 22; there is a slight leak in the ceiling over the beauty salon.
- Collecting of Minnesota Library Stories has been going well, with numerous submissions from patrons in the PCLS area.
- PCLS will be receiving \$100,864.24 in ARPA funding, and \$11,000 of the grant money has been spent to date on e-books, e-audio books, Wowbrary, and a new server.
- Training on insurance requirements is being done.
- Staff will have access to the Employee Assistance Program (EAP) through MCIT Insurance.
- Staff member Anne Ouellette has taken on social media duties and is working on establishing and maintaining Facebook and Instagram accounts for the system.

Staff

Hudson will be providing updated materials to board books in the April board packet, and new members will be given new board books.

Advisory Council

None

Board Member

None

14. ADJOURN

M/S P. Haynes/S. Thomson to adjourn the meeting at 7:28 p.m. Motion Carried.