

Governing Board
June 15, 2022
Approved October 19 2022

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
June 15, 2022 6:30 p.m.
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, June 15, 2022

PRESENT:

Kathy Craun, Nobles County (Worthington)
Arlene Erickson, Cottonwood County (Westbrook)
Andrea Duarte-Alonso, Nobles County (Worthington)
Rhonda Fredricks, Lyon County (Tracy)
Katie Fuoss, Murray County (Slayton)
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 Sherri Thompson, Rock County

PRESENT VIA VIDEO CONFERENCE AT OPEN PUBLIC LOCATIONS:

Vonnie Nergaard, Pipestone County (Pipestone)

ABSENT:

Hannah Clark, Redwood County (Wabasso)
Michael Murray, Lyon County (Ghent)
Commissioner Charles Sanow, Lyon County (Marshall)
Commissioner Corey Sik, Lincoln County (Lake Benton)
Advisory Council Liaison Scott Sobocinski
Robin Stegner, Redwood County (Redwood Falls)
Anne Wagner, Jackson County (Heron Lake)
Commissioner Rick Wakefield, Redwood County (Walnut Grove)

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

1. CALL TO ORDER

Chair-Elect Cathy Hohenstein called the meeting of the Governing Board to order at 6:33 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

M/S L. Gunnink/B. Paplow to approve the agenda with the addition of the Camp Read-a-Lot Cooperative Agreement.
Motion carried.

6. MINUTES

M/S P. Haynes/D. Roskamp to approve the minutes of the April 20, 2022, Governing Board meeting. Motion carried.
The minutes of the April 20 and May 18, 2022 Executive Committee meetings were accepted.
The minutes of the May 11 and June 8, 2022, Advisory Council meetings were accepted.

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7. FINANCIAL REPORTS

Cash Analysis – April, 2022

Statement of Revenues and Expenditures – April, 2022

Balance Sheet – April, 2022

Check Register – April & May, 2022

Monthly Payment Processing – April & May, 2022

Credit Card Statements – April & May, 2022

M/S D. Gravley/K. Craun to approve the financial reports subject to audit. Motion carried.

8. FY23 BUDGET

M/S D. Gravley/B. Paplow to approve the final FY23 budget with a 3% cost of living increase effective July 1, 2022.

Motion carried.

M/S L. Gunnink/D. Roskamp to adjust the step scale, removing step #1 and adding step #10. Motion carried.

9. RLBSS APPLICATION

M/S B. Paplow/S. Thompson to approve the 2023 RLBSS application and authorize the board chair's signature.

Motion carried.

10. SW/WC SERVICE COOPERATIVE CONTRACT FOR E-RATE CONSULTATION

M/S D. Gravley/A. Erickson to approve the new contract with the Southwest/West Central Service Cooperative to administer the PCLS e-rate program. The fee for the first year will be \$9,758.00 and \$9,733.00 for the second year and will be funded with RLTA dollars. Staff members Cleo Wicks and Rebecca Hudson commented on the e-rate process. Motion carried.

10. LEAVE POLICY

Revisions to the current Leave Policy were discussed. It was suggested that an annual leave and sick leave liability line be added to the monthly financial report. The policy will be approved as revised and put into use for this year, and the Executive Committee will work on additional revisions. Staff members Cleo Wicks and Rebecca Hudson responded to questions regarding the leave.

M/S B. Paplow/A. Erickson to accept the Leave Policy revisions.

M/S B. Paplow/A. Ericson to amend the motion to remove "up to 240 hours payout", and to approve the Leave Policy revisions.

Motion carried, with Board Member Donna Gravley voting "nay".

11. COLLECTION DEVELOPMENT POLICY

M/S L. Gunnink/K. Craun to approve the new Collection Development policy as written. Motion carried.

12. TEMPORARY CARD POLICY

M/S D. Roskamp/A. Duarte-Alonso to approve the new Temporary Library Card policy as written. Motion carried.

13. CAMP READ-A-LOT COOPERATIVE AGREEMENT

M/S L. Gunnink/B. Paplow to approve the cooperative agreement between PCLS, Pioneerland, and Prairieland Exchange for Camp Read-a-Lot 2022. Motion carried.

14. DIRECTOR'S REPORT

-Elizabeth Hoffman has been conducting visits to the county commissioner meetings and will follow those up with a request for \$3,250.00 in funding to the system from each of the counties.

-The State offices will all be closed on Monday, June 20, in observance of Juneteeth. PCLS and its member libraries will all be open this year, but it may be a subject to address in the future as far as observing the Federal holiday.

-Several of the windows in the PCLS office are going to be replaced

-A realtor has contacted PCLS with a party interested in purchasing the building. There have been two walk-throughs of the office but no action taken at this time.

-Flexible scheduling: some PCLS staff may be switching to four 10-hour days.

15. ADJOURN

M/S L. Gunnink/B. Paplow to adjourn the meeting at 8:20 p.m. Motion carried.