

Executive Committee
August 31, 2022
Approved October 19, 2022

**PLUM CREEK LIBRARY SYSTEM
EXECUTIVE COMMITTEE
August 31, 2022
Plum Creek Library System Office
290 S. Lake Street – Worthington, MN 56187**

TIME & PLACE:

The Plum Creek Executive Committee met on Wednesday, August 31, 2022, at 6:30 p.m.

PRESENT:

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

ABSENT:

Charles Sanow, Secretary

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 6:37 p.m.

2. PLEDGE OF ALLEGIANCE

3. AMENDMENTS TO THE AGENDA

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

4. MINUTES

M/S C. Hohenstein/L. Gunnink to approve the minutes of the May 18, 2022, Executive Committee meeting. Motion carried.

5. FINANCIAL REPORT

M/S C. Hohenstein/D. Roskamp to accept the June Statement of Revenue and Expenditures and Balance sheet. Motion carried.

6. FY22 RLTA FINAL REPORT

M/S L. Gunnink/D. Roskamp to approve the chair and director signing the FY22 RLTA Final Report so that it can be submitted to the state. The final report will be included on the Governing Board October meeting. Motion carried.

7. FY22 RLBSS REPORT OF RESULTS

M/S C. Hohenstein/L. Gunnink to approve the chair and director signing the FY22 RLBSS Report of Results so that it can be submitted to the state. The final report will be included on the Governing Board October meeting. Motion carried.

8. VACATION/ANNUAL LEAVE POLICY OPTIONS

Data was reviewed on leave policies that other regional library systems in the state use. Most have a similar system that PCLS uses, with allowance for some carryover of unused vacation time. Elizabeth Hoffman recommended leaving the policy as written rather than considering switching to a Paid Time Off (PTO) method. The Executive Committee agreed and will recommend that the current policy is left as written.

9. LEAVE LIABILITY FUND

M/S D. Roskamp/L. Gunnink to adopt a resolution establishing a reserve fund for leave liability. Motion carried by unanimous roll call.

10. DIRECTOR'S REPORT

-Successful annual reviews for Barb Kruse and Cleo Wicks were completed; Anne Ouellette and Carl Hallum will have their reviews in September.

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- Camp Read-a-Lot 2022 was held on August 3, at Southwest Minnesota State University. The hybrid event was offered both online and in person and was a success. Guest speaker was children's author Mary Casanova.
- Aspen is ready to launch on September 19, 2022. The Discover layer will make the online catalog more accessible and will integrate Overdrive and all of the library system's databases.
- The PCLS annual meeting will be held on Wednesday, September 21, at the Tracy library. Guest speaker will be Seth Schmidt.
- Building update: the sign in the parking lot has been removed and will be replaced by one on the building. New replacement windows have been ordered for three of the windows in the PCLS office building.
- Training of school library personnel has been completed.

11. ARTS AND CULTURAL HERITAGE FUND FY23 APPLICATION

M/S D. Roskamp/C. Hohenstein to approve the FY23 ACHF application. The application will be included on the Governing Board October meeting. Motion carried.

ADJOURN

M/S D. Roskamp/C. Hohenstein to adjourn the meeting at 7:50 p.m. Motion carried.