

Executive Committee
May 18, 2022
Approved August 31, 2022

**PLUM CREEK LIBRARY SYSTEM
EXECUTIVE COMMITTEE
May 18, 2022
Plum Creek Library System Office
290 S. Lake Street – Worthington, MN 56187**

TIME & PLACE:

The Plum Creek Executive Committee met on Wednesday, May 18, 2022, at 6:30 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, Cleo Wicks, and Rebecca Hudson were also in attendance.

1. CALL TO ORDER

Chair Rick Wakefield called the meeting to order at 6:36 p.m.

2. PLEDGE OF ALLEGIANCE

3. AMENDMENTS TO THE AGENDA

M/S L. Gunnink/C. Sanow to approve the agenda with the addition of the Verizon Government Contract, and Johnson Building & Realty's interest in the PCLS building. Motion carried.

4. MINUTES

M/S C. Sanow/D. Roskamp to approve the minutes of the April 20, 2022, Executive Committee meeting. Motion carried.

5. FINANCIAL REPORT

M/S C. Hohenstein/L. Gunnink to accept the April 20, 2022, Cash Analysis Report. Motion carried.

6. SOUTHWEST/WEST CENTRAL SERVICE COOP/E-RATE

Elizabeth Hoffman provided information about the State RLTA Category 1, 2, and 3 funding. Regional libraries are being asked to maximize the use of these funds, which pay a portion of library telecommunication costs, and fund infrastructure, equipment, and digital expenses. Beginning July 1, the Category funds will be regrouped into "Priority 1" (telecommunications), and "Priority 2" (equipment, infrastructure, and digital expenses).

RLTA funding may be used to pay for an E-rate consultant, and Hoffman outlined the proposal from the Southwest/West Central Service Coop to take on the E-rate process for the Plum Creek Library System, at an annual rate of \$9,733.00. The Executive Committee agreed to recommend to the Plum Creek Library System Governing Board to move forward with contracting with the SW/WC Service Coop to administer its E-rate program.

7. PRELIMINARY BUDGET

The FY23 preliminary budget was reviewed, and a discussion about removing step #1 and adding step #10 was held. The committee. No recommendations were made for adopting the budget as written until an entire year of proposed salary figures was made available, so the impact on the overall budget can be determined.

8. TEMPORARY LIBRARY CARD POLICY

Hoffman presented a new policy that would allow libraries to issue at no charge, a temporary license to patrons who cannot provide adequate address verification or are in temporary housing. The committee agreed to recommend to the Governing Board its adoption.

9. VERIZON GOVERNMENT CONTRACT

M/S D. Roskamp/C. Hohenstein to approve establishing a government contract with Verizon, that will enable the purchase of Hotspot equipment for the library system. This ongoing contract replaces the current personal plan that is in place. Motion carried.

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10. JOHNSON BUILDING AND REALTY

Realtor Phil Willardson stopped at the office to inquire if PCLS is interested in selling the building in which it is located. The interested buyers are located adjacent to the PCLS property (Southwest Crisis Center) and requested they do a walk-through of the premises. Plum Creek has not had the building officially appraised, but it was valued at approximately \$220,000 two years ago by Willardson.

ADJOURN

M/S C. Sanow/L. Gunnink to adjourn the meeting at 8:05 p.m. Motion carried.