

Governing Board  
April 20, 2022  
Approved June 5, 2022

**PLUM CREEK LIBRARY SYSTEM  
GOVERNING BOARD  
April 20, 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, April 20, 2022

**PRESENT:**

Kathy Craun, Nobles County (Worthington)  
Arlene Erickson, Cottonwood County (Westbrook)  
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)  
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)  
Advisory Council Liaison Scott Sobocinski  
Commissioner Corey Sik, Lincoln County (Lake Benton)  
Commissioner Sherri Thompson, Rock County

**ABSENT:**

Hannah Clark, Redwood County (Wabasso)  
Katie Fuoss, Murray County (Slayton)

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 6:30 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. INTRODUCTIONS**

**4. PUBLIC COMMENT**

**5. AMENDMENTS TO THE AGENDA**

M/S C. Sanow/B. Paplow to approve the agenda with the addition of Bywater/Aspen Contract. Motion carried.

**6. MINUTES**

M/S P. Haynes/L. Gunnink to approve the minutes of the February 16, 2022, Governing Board meeting. Motion carried.  
The minutes of the Mary 9, 2022, Advisory Council meetings were accepted.

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## **7. FINANCIAL REPORTS**

Cash Analysis – March, 2022

Statement of Revenues and Expenditures – March, 2022

Balance Sheet – March, 2022

Check Register – February & March, 2022

Monthly Payment Processing – February & March, 2022

Credit Card Statements – February & March, 2022

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

## **8. BUDGET – PRELIMINARY**

The FY23 preliminary budget was reviewed, and Elizabeth Hoffman noted that the figures are based on estimated RLBSS funding, which will be finalized in August. The cost of living increase in Greater Minnesota is estimated to be 2.67% (2023), and 2.99% (2024), while Worthington's cost of living increase is at 3.5%. It was requested by the Board that a wage chart of Plum Creek Library System staff be shared before a decision on wage increases is made.

## **9. PERSONNEL: PERFORMANCE REVIEWS**

The Executive Committee reviewed Hoffman's job performance at its April 20, 2022, meeting and recommended removing her probationary status.

Hoffman completed annual reviews for staff members Rebecca Hudson, Joel Sasse, and Dwayna Paplow and deemed them successful.

M/S L. Gunnink/B. Paplow to approve the performance reviews. Motion carried.

## **10. SCHOOL CONTRACTS AND FEES**

M/S C. Sanow/E. Schiller to approve the new school contracts for inclusion in the system's Integrated Library System (ILS). The revised contract includes dates for required annual training and contact information for media personnel responsible for operating the schools' ILS.

## **10. PCLS MEMBER FEES**

Member fees for ILS and Delivery will increase by 3%, with a formula based on the population served to determine the assessments.

M/S P. Haynes/D. Roskamp to approve the 2022-23 PCLS member fee assessments. Motion carried.

## **11. ANNUAL REPORT**

The 2021 State Annual Report was presented. Noteworthy was that the total number of digital audio downloads has decreased because of losing supplier RBDigital, which resulted in a loss of the system's core collection.

## **12. ANNUAL LEAVE POLICY**

M/S K. Craun/E. Schiller to accept the recommendation of the Executive Committee to remove the stipulation that annual leave cannot be taken during an employee's probationary period. The annual leave time that an employee earns may be taken after one month of employment. Motion carried.

## **13. ARPA GRANT REAPPLICATION**

M/S D. Gravley/D. Roskamp to authorize the reapplication for ARPA grant funding in order to finance the Aspen Discovery Layer. The costs include an initial configuration of the software - \$13,500, continued support and hosting fee - \$10,000, and webinar training - \$2,600, for a total of \$26,100. Motion carried.

## **14. SOCIAL MEDIA POLICY**

M/S P. Haynes/C. Sanow to approve the new Social Media Policy. Plum Creek is now active on Facebook, YouTube and Twitter. Motion carried.

## **15. DIRECTOR'S REPORT**

-Hoffman reported that Board Member Evan Schiller will conclude his service to the Plum Creek Library System after the June board meeting.

-Minnesota State Park passes will be made available at no cost to several libraries in PCLS. Patrons will be allowed to check out one-week passes to use at any of the State parks.

-Hoffman has been visiting the county commissioner meetings throughout the Region and will conclude the visits in June.

-The new training space setup located in the PCLS headquarters is complete.

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-Windom library director, Dawn Aamot will be retiring in June.

-The Nobles County Library has a new director, Beth Sorenson, who started there in May.

-The Wabasso Public Library recently celebrated its 90<sup>th</sup> anniversary.

-The Rock County and Tracy libraries have now gone live with their new websites.

-The Catholic Community Foundation has awarded five grants in Minnesota with four of them given to PCLS libraries: Tyler, Redwood Falls, Minneota and Edgerton.

-The Advisory Council has recommended that a new Temporary Library Card policy be adopted to allow for free library service to patrons who are unable to provide adequate address verification or are in temporary housing.

-The annual Camp Read a Lot is being planned and will take place in Marshall on August 2, 2022. Once again PCLS is partnering with Prairielands and Pioneerland Library System for the event.

M/S B. Paplow/C. Hohenstein to accept the director's report. Motion carried.

**16. ADJOURN**

M/S E. Schiller/C. Sanow to adjourn the meeting at 8:01 p.m. Motion Carried.