

Governing Board
October 19, 2022
Approved February 15, 2023

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
October 19, 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, October 19, 2022

PRESENT:

Cindy Albrecht, Jackson County (Jackson)
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)
Robin Stegner, Redwood County (Redwood Falls)
Commissioner Charles Sanow, Lyon County (Marshall)
Commissioner Rick Wakefield, Redwood County (Walnut Grove)
Christina Walker, Murray County (Slayton)

PRESENT VIA VIDEO CONFERENCE AT OPEN PUBLIC LOCATIONS:

Commissioner Corey Sik, Lincoln County (Lake Benton)
Scott Sobocinski, Advisory Council Liaison
Commissioner Sherri Thompson, Rock County

ABSENT:

Hannah Clark, Redwood County (Wabasso)
Kathy Craun, Nobles County (Worthington)
Arlene Erickson, Cottonwood County (Westbrook)
Katie Fuoss, Murray County (Slayton) Rhonda Fredricks, Lyon County (Tracy)
Michael Murray, Lyon County (Ghent)
Vonnie Nergaard, Rock County (Luverne)

In attendance were auditors Kari Steinbeisser and Marissa Winters, and Plum Creek Library System staff members Director Elizabeth Hoffman, Cleo Wicks, and Rebecca Hudson.

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

The agenda was approved with the addition of the Executive Committee approving financial reports at summer meetings.

6. AUDIT REPORT

The FY 2022 financial report was provided by Conway, Deuth & Schmiesing auditor Kari Steinbeisser, CPA, CFE. Schmiesing reported that the audit found PCLS in compliance with state statutes and that the system is in a good financial position. She noted that there are good controls in place and no significant issues found. M/S C. Sanow/B. Paplow to accept the report, with appreciation noted for Cleo Wick's assistant with the audit. Motion carried.

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7. MINUTES

M/S B. Paplow/L. Gunnink to approve the minutes of the June 15, 2022, Governing Board meeting. Motion carried.
The minutes of the August 31, 2022 Executive Committee meetings were accepted.
The minutes of the September 14 and October 12, 2022, Advisory Council meetings were accepted.

8. FINANCIAL REPORTS

Cash Analysis – September, 2022
Statement of Revenues and Expenditures – September, 2022
Balance Sheet – September, 2022
Check Register – June, July, August, 2022
Monthly Payment Processing – June, July, August, 2022
Credit Card Statements – June, July, August, 2022

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

M/S B. Paplow/P. Haynes to authorize the Executive Committee to approve financial reports during the summer months when the Governing Board does not meet. Motion carried.

9. HEALTH INSURANCE RENEWAL

M/S L. Gunnink/C. Albrecht to approve the 2023 Health Insurance renewal. It was noted that this is a budgeted item and a portion of Rebecca Hudson's insurance cost is offset with Arts and Cultural Heritage Funds (ACHF). Motion carried.

10. ASSET CAPITALIZATION POLICY

M/S R. Stegner/C. Sanow to adopt the new Asset Capitalization policy that establishes the minimum cost (capitalization amount) and expected useful life threshold that will be used to determine the fixed assets for Plum Creek Library System (PCLS) at \$1,500. Motion carried.

11. LEAVE POLICY

M/S R. Stegner/D. Gravley to establish a Designated Reserve Leave policy that will provide a disbursement for leave upon separation from employment. Motion carried.

12. BUILDING UPDATE

M/S R. Stegner/D. Roskamp to adopt the resolution establishing a Designated Building Reserve Fund for building upkeep including signage, structural, flooring and water issues. Director Elizabeth Hoffman noted that she would like to accumulate a reserve of \$30,000 in the next five years. Motion carried.

13. RLTA FY22 FINAL REPORT

The RLTA FY22 final report was accepted; this report was approved by the Executive Committee on August 31, 2022.

14. RLBSS FY22 REPORT OF RESULTS

The RLBSS FY22 Report of Results was accepted; this report was approved by the Executive Committee on August 31, 2022.

15. ARTS AND CULTURAL HERITAGE

The FY23 ACHF application was accepted; this was approved by the Executive Committee on August 31, 2022.
M/S D. Gravley/B. Paplow to approve the FY20 Final Report. Motion carried.

16. PIPESTONE SCHOOL APPLICATION FOR PCLS SERVICES

Discussion was held on the request from the Pipestone School to join the system's ILS. The school and library will discontinue their partnership as of December 20, 2022, and the school has requested to contract with PCLS for delivery, automated services and access to interlibrary loan and MNLink services.

The drafted agreement stipulates that the school must follow data security practices stipulated by PCLS, train school staff members with PCLS staff, allow only trained school staff members to access Koha, and maintain an assigned staff member to access the ILS. The cost breakdown to the Pipestone School for membership in the PCLS ILS would include \$3,860.00 for delivery and ILS fees.

M/S D. Roskamp/B. Paplow to approve the agreement with the Pipestone School on a probationary status. Motion carried.

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17. MEINDERS LIBRARY UPDATE

The Meinders will remain open to the public through October 31, and then will continue packing materials for the move, which is expected to be complete by mid-December. Throughout this time, staff will fill holds on their materials that are not packed or in storage. The library is in the process of relocating to a building in Pipestone and will provide an update at the December Governing Board meeting.

18. ANNUAL REVIEWS

Annual reviews for Anne Ouellette and Elizabeth Hoffman were recently completed and it is recommended that both are moved to the next step on the salary scheduled. M/S L. Gunnink/C. Sanow to approve this action. Motion carried.

19. DIRECTOR'S REPORT

- Migration of PCLS financial software to the server has been completed.
- PCLS is exploring cyber security awareness training. Recently the Viking Library System had a ransomware attack that cost the system over \$50,000 to ensure there was no data breach. PCLS has \$50,000 in insurance coverage for an attach such as this.
- PCLS is looking into developing a partnership with area schools to make Overdrive digital materials available to the schools.
- A refund of \$7,000 for the cost of the Creative Bug database has been received, since that cost has been picked up by Prairielands, and those funds will be invested in e-books.
- The successful transition to Aspen continues.
- Network Systems Administrator Joel Sasse has been recognized as Librarian of the Month by Bywater/Koha.
- A \$500 grant from Bywater has been received and will be used for a Youth Services Training "Mini Conference" to be held in February.
- The Watchguard firewalls will be expiring next year and will be replaced with new ones that will be funded with Category 2 RLTA funds.
- The purchase Hotspot plans through Kajeet are being considered, which will reduce the monthly cost of Verizon connectivity by \$10 per device.
- PCLS has contracted a new Verizon cell phone plan that includes one additional cell phone.
- The state has not yet announced the RLBS funding for regional library systems yet.

20. ADJOURN

Being no further business, the meeting was adjourned at 8:07 p.m.