

Governing Board
February 15, 2023
Approved April 19, 2023

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
February 15, 2023, 6:30 p.m.
In-Person/Online Video Conference
Plum Creek Library System 290 S. Lake Street
Worthington, MN 56187**

Approved April 19, 2023

TIME & PLACE:

The Plum Creek Governing Board met in person at the Plum Creek Library System office and online on Wednesday, February 15, 2023.

PRESENT:

Commissioner Tom Andries, Lyon County (Marshall)
Commissioner Donna Gravley, Cottonwood County (Windom)
Pat Haynes, Lincoln County (Lake Benton)
Katie Kouba, Nobles County (Worthington)
Commissioner Bob Paplow, Nobles County (Bigelow)
Commissioner Dallas Roskamp, Pipestone County (Edgerton)
Robin Stegner, Redwood County (Redwood Falls)
Commissioner Sherri Thompson (Rock County)
Commissioner Rick Wakefield, Redwood County (Walnut Grove)
Christina Walker, Murray County (Slayton)

PRESENT VIA VIDEO CONFERENCE AT OPEN PUBLIC LOCATIONS:

Cindy Albrecht, Jackson County (Jackson)
Arlene Erickson, Cottonwood County (Westbrook)
Commissioner Lori Gunnink, Murray County (Lake Wilson)
Commissioner Roger Pohlman (Lakefield)
Commissioner Corey Sik, Lincoln County (Lake Benton)
Robin Stegner (Redwood Falls)

ABSENT:

Hannah Clark, Redwood County (Wabasso)
Mary Ann DeGrote Pipestone (Pipestone)
Rhonda Fredricks, Lyon County (Tracy)
Vonnie Nergaard, Rock County (Luverne)

Board Alternate Marv Nysetvold, Murray County (Slayton), Connie Lechner, Advisory Council Liaison,
and Plum Creek Library System staff members Director Elizabeth Hoffman, Cleo Wicks, and Rebecca Hudson were in attendance.

All voting was taken on a roll-call basis.

1. CALL TO ORDER

Chair Rick Wakefield called the meeting of the Governing Board to order at 6:35 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

M/S D. Roskamp/S. Thompson to approve the agenda as written.

6. MINUTES

M/S B. Paplow/S. Thompson to approve the Governing Board minutes of October 19, 2022. Motion carried.

Minutes of October 19, 2022, Executive Committee and October 12 and November 9, 2022, and January 11 and February 8, 2023, Advisory Council were accepted.

7. FINANCIAL REPORTS

Governing Board
February 15, 2023
Approved April 19, 2023
Cash Analysis – October/November/December 2022
Statement of Revenues and Expenditures – October/November/December 2022
Balance Sheet – October/November/December 2022
Check Register – October/November/December 2022
Monthly Payment Processing – October/November/December 2022
Credit Card Statements – October/November/December 2022
Leave Liability – December 2022, January 2023

M/S T. Andries/D. Roskamp to approve the financial reports subject to audit. Motion carried.

8. BOARD CHAIR, CHAIR-ELECT, AND SECRETARY – 2023

M/S S. Thompson/B. Paplow to elect Board Member Donna Gravley as Governing Board Chair for 2023. Motion carried.

M/S D. Roskamp/L. Gunnink to elect Roger Pohlman as Chair Elect for 2023. Motion carried.

M/S B. Paplow/D. Gravley to elect Dallas Roskamp as Governing Board Chair for 2023. Motion carried.

9. MEINDERS LIBRARY AGREEMENT

M/S D. Roskamp/R. Wakefield to approve the agreement with the Meinders Community Library. It was noted that the Meinders Library name will remain with the public library upon its withdrawal from the agreement with the Pipestone School. Motion carried.

10. RLBS RESOLUTION SUPPORT

M/S R. Wakefield, B. Paplow to adopt the resolution supporting an increase of \$4 million in Regional Library Basic Support System (RLBSS) funding to the state's 12 regional library systems, and adjustments to the equalization formula from 25% to 15%. Motion carried.

11. RLTA APPLICATION

The Regional Library Telecommunication Application (RLTA) has been submitted to the state. Expenditures in RLTA Priority 2 include E-rate consultation, OCLS records, hotspot data pans, website hosting, and firewalls.

12. CREDIT CARD POLICY

Proposed changes to the PCLS credit card policy were reviewed. Adjustments include the removal of "travel" lines, additional use of rental vehicles, and adjustable credit limits. M/S B. Paplow/K. Kouba to approve the revised credit card policy. Motion carried.

13. WORK-FROM-HOME POLICY

The new Work from Home policy was reviewed. The policy addresses hybrid or full work-from-home situations where technology makes it possible to do so. M/S R. Wakefield/D. Roskamp to approve the policy. Motion carried.

14. WAGE DISCLOSURE POLICY

The new Wage Disclosure policy was reviewed. This policy states that employees have the right to disclose their wages should they wish to do so. M/S K. Kouba/B. Paplow. Motion carried.

15. HOT SPOT AGREEMENT

The new Hot Spot agreement, approved by the Advisory Council on February 8, 2023, was reviewed. The policy will be provided to patrons when they check out a Hot Spot device and stipulates that the devices are not to be used outside of the United States. The replacement cost of the Hotspot kit is listed at \$125.00 and will be assessed to the patron if one is lost. M/S B. Paplow/S. Thompson to approve the policy. Motion carried.

16. PORTABLE DEVICE POLICY

The new Portable Device policy, approved by the Advisory Council on February 8, 2023, was reviewed. This policy covers Chromebooks and audio and video history kits that the library has available for their patrons, and stipulates the following: 1) devices may be checked out by an adult patron who agrees to assume any liability for repair or replacement of the device, 2) the patron must abide by the library's Internet Use policy, 3) the portable device must be returned in person to staff at the desk of the loaning library and 4) all files will be deleted when the device is returned to the loaning library. M/S D. Roskamp/R. Wakefield to approve the policy. Motion carried.

17. KAJEET PUBLIC SECTOR HOTSPOT PLAN

The new Hotspot data plan with Kajeet was reviewed. This plan will be used on 30 devices and will cost less than the current plan that Verizon is providing. The contract is on a year-to-year basis. M/S Katie Kouba/R. Wakefield to approve the agreement. Motion carried.

18. SOUTHWEST/WEST CENTRAL SERVICE COOPERATIVE CONTRACT

The agreement with the SW/WC Service Cooperative for E-rate consultant services was reviewed. M/S S. Thompson/B. Paplow to approve the contract. Motion carried.

Governing Board

February 15, 2023

Approved April 19, 2023

19. DIRECTOR'S REPORT

Elizabeth Hoffman

-Adjustments to the budget have been made to the distribution of Network System Administrator Joel Sasse's wages with 25% IT and 75% automation duties. There will also be an adjustment to Rebecca Hudson's wages reimbursed through the Arts and Cultural Heritage Fund for the Camp Read-a-Lot program. That program is shared with the Pioneerland Library System (PLS) which has in the past divided the costs of the program evenly, including Hudson's administrative costs (wages and benefits). Going forward, PLS will pay for individual costs associated with the program and PCLS will pay the administrative costs.

-The delivery van was off of the road for three weeks with electrical issues. While it was being repaired, a small van was rented to use for delivery.

-Hudson was given her annual review in January, and Ken Walsh's evaluation will be coming up.

-Library Legislative Day will be February 28, and Hudson and Hoffman plan on attending in person to meet on-site with Senators Gary Dahm and Bill Weber. Virtual meetings will be set up with Representatives Joe Schomacker, Paul Torkelson, and Marj Fogelman the following week.

-On the table during this legislative session is paid family medical leave, capital bonding for libraries, and an increase in the RLBSS funding.

-The state has made Juneteenth an official state holiday, effective June 2024.

-Hoffman's proposal to move the December meeting to August 16 met with a favorable agreement from the board.

M/S T. Andries/D. Roskamp to all the adjustments to the budget for Sasse's wages and Legacy disbursements for Camp Read-a-Lot. Motion carried.

Connie Lechner, Advisory Council Liaison

Lechner praised the PCLS delivery system noting that it is crucial to library operations.

20. ADJOURN

Being no further business, the meeting was adjourned at 8:02 p.m.