

Executive Committee
March 15, 2023
Approved May 24, 2023

**PLUM CREEK LIBRARY SYSTEM
EXECUTIVE COMMITTEE
March 15, 2023, 6:00 p.m.
Plum Creek Library System Office
290 S. Lake Street – Worthington, MN 56187**

TIME & PLACE:

The Plum Creek Executive Committee met on Wednesday, March 15, 2023, at 6:00 p.m.

PRESENT:

Donna Gravley, Chair
Lori Gunnink, Treasurer
Rick Wakefield, Past Chair
Chair-Elect, Roger Pohlman

ABSENT:

Dallas Roskamp – 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 6:03 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

The agenda was approved as written.

6. MINUTES

M/S R. Wakefield/L. Gunnink to approve the minutes of the October 19, 2022, Executive Committee meeting. Motion carried.

7. FINANCIAL REPORTS

The following financial reports were reviewed: Cash Analysis, Statement of Revenue and Expenditures, Balance Sheet, Check Register, Monthly Payment Processing and Leave Liability.

The committee discussed which financial reports they would prefer to have in the meeting packet and concluded that to eliminate duplication, the check register report should not be included in the board packet. The following recommendation will be made to the Governing Board for financial reporting: a. Payment Processing, b. Current Balance Sheet, c. Cash Analysis, d. Statement of Revenue and Expenditure, and e. Credit Card Statements (omitting copies of the receipts). The credit card receipts will be reviewed and initialed by the treasurer and system director.

8. PHASED RETIREMENT OPTION PROGRAM (PRO)

Elizabeth Hoffman presented to the committee a proposed Phased Retirement Option Program that would allow employees who are eligible to begin receiving a PERA pension without separating from employment with the Plum Creek Library System.

The PRO would be available to employees who are 62 years of age or older and are eligible for retirement annuity from the PERA general plan. Employees must have worked at least 1,044 hours in each preceding five years, agree to reduce their work hours by 25%, and agree to work fewer than 1,044 hours per year.

The Executive Committee reviewed the proposed guidelines and approved recommending the PRO to the Governing Board for adoption.

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9. BUDGET REVIEW

The proposed 2023-24 budget was reviewed. The proposal contains a 3% pay increase for staff and 1.5% for the director. Hoffman noted that if the state legislature approves the request for an increase in Regional Library Basis System Support (RLBSS) and a change in the calculating formula the budget may be revised to increase the director's salary.

M/S R. Wakefield/R. Pohlman to approve and bring the proposed budget to the Governing Board's April meeting. Motion carried.

Should the RLBSS increase, PCLS could receive an additional \$200,000.00, and the committee reviewed a priority list of possible expenditures that includes funding new leave liability and building reserves, a pay equity study, updating the Strategic Plan, parking lot repairs, increasing funding current reserves by \$10,000 each, and the purchase of a vehicle for staff use.

10. DIRECTOR'S REPORT

-The e-rate application process for Category 1 telecommunication expenses is almost completed.

-The staff leave request and travel request process has been updated and includes an online application form.

-An all-staff meeting was held on Monday, March 13. Subjects included defensive driving and material handling (delivery staff), harassment policy and procedures, and worker's compensation review.

-Hoffman testified at the Capitol Investment Committee hearing about the importance of library bonding. She shared information about PCLS library projects including the Tyler library needing roof repairs or a new location, the Redwood Falls library planning an addition, and the Nobles County library working on renovations to its basement.

-The PCLS annual meeting will take place on September 20 this year and will be held in Pipestone. Ideas for planning include offering an open-to-the-public Legacy event at a venue to be determined, followed by a dessert event at the library.

-A favorable annual job evaluation for delivery driver Ken Walsh was given in March.

-The Advisory Council is contemplating whether changes should be made to the current circulation policy since the Meinders Community Library is no longer associated with the Pipestone School District. At question is whether students who live in South Dakota and attend the Pipestone School district can be given a PCLS library card at no cost.

11. ADJOURN

The meeting was adjourned at 7:59. p.m.