

Governing Board
April 19, 2023
Approved June 21, 2023

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
April 19, 2023, 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 at the Murray County 4H building and online on Wednesday, April 19, 2023.

PRESENT:

Commissioner Tom Andries, Lyon County (Marshall)
Arlene Erickson, Cottonwood County (Westbrook)
Rhonda Fredricks, Lyon County (Tracy)
Commissioner Donna Gravley, Cottonwood County (Windom)
Commissioner Lori Gunnink, Murray County (Lake Wilson)
Pat Haynes, Lincoln County (Lake Benton)
Marv Nysetvold, Murray County
Commissioner Bob Paplow, Nobles County (Bigelow)
Commissioner Roger Pohlman (Lakefield)
Commissioner Dallas Roskamp, Pipestone County (Edgerton)
Commissioner Sherri Thompson (Rock County)
Anne Marie Vorbach, Lyon County
Commissioner Rick Wakefield, Redwood County (Walnut Grove)

PRESENT VIA VIDEO CONFERENCE AT OPEN PUBLIC LOCATIONS:

Katie Kouba, Nobles County (Worthington)

ABSENT:

Cindy Albrecht, Jackson County (Jackson)
Hannah Clark, Redwood County (Wabasso)
Mary Ann DeGrote Pipestone (Pipestone)
Vonnie Nergaard, Rock County (Luverne)
Commissioner Corey Sik, Lincoln County (Lake Benton)
Robin Stegner, Redwood County (Redwood Falls)
Christina Walker, 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.

1. CALL TO ORDER

Chair Donna Gravley called the meeting of the Governing Board to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. OATH OF OFFICE

The Trustee Oath of Office was read and signed by all board members in attendance.

4. INTRODUCTIONS

5. PUBLIC COMMENT

6. AMENDMENTS TO THE AGENDA

M/S L. Gunnink/B. Paplow to accept the agenda as written. Motion carried.

7. MINUTES

M/S R. Wakefield/P. Haynes to approve the Governing Board minutes of February 15, 2023, and accept the Executive minutes of 3/15, 23. The Advisory Council minutes of February 8, March 8, and April 12, 2023, were accepted.

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8. FINANCIAL REPORTS

Cash Analysis – January, February 2023

Statement of Revenues and Expenditures – January, February 2023

Balance Sheet – January, February 2023

Check Register – January, February 2023

Monthly Payment Processing – January, February 2023

Credit Card Statements – January, February 2023

Leave Liability – January, February 2023

Elizabeth Hoffman explained that the credit card statements will now reflect fuel rebates and quarterly reward reimbursements. M/S R. Pohlman/P. Haynes to accept the financial reports subject to audit. Motion carried.

Discussion on the financial reports that are included in the board packet was held and it was determined that there is adequate oversight of the credit card receipts in-house and that those copies can be eliminated from the packets. In addition, the check register report is a duplication of the Monthly Payment Processing and it can be removed from the board packets. M/S L. Gunnink/P. Haynes to remove these items from the Governing Board packets. Motion carried.

M/S P. Haynes/A. Erickson to authorize the Executive Committee to review and approve the financial reports in months that the Governing Board does not meet. Motion carried.

M/S L. Gunnink/B. Paplow to move vehicle and technology reserve funds into a savings account and/or certificate of deposit. Motion carried.

9. TRAVEL POLICY DRAFT

Revisions to the existing Travel Policy were discussed. The addition of vehicle rental for travel use and updates to the meal policy reimbursement was made. The policy will allow a per diem for meals based on the Minnesota Commissioner's Plan and will no longer require itemized receipts to be submitted for reimbursement.

M/S R. Pohlman/m. Nysetvold to approve the policy revisions. Motion carried.

10. PROPOSED FY24 MEMBER FEES AND AUTOMATION FORMULA

The proposed FY24 member fee schedule was reviewed. Assessments for delivery per stop will be increased slightly, IT will be increased from \$250 to \$275 annually, digital material assessments will remain the same, and the automation fee formula was adjusted.

M/S R. Wakefield/D. Roskamp to approve the FY24 member fees and automation formula changes. Motion carried.

11. FY24 BUDGET REVIEW

The proposed FY24 budget was reviewed with draft #1 proposing a 3% cost of living for all staff members and draft #2 proposing a 3% increase for staff and a 1.5% increase for the director. The Executive Committee suggested adopting draft #2 with the understanding that if the state legislature approves an increase in RLBS funding and/or formula change the director will receive a 3% wage increase.

M/S B. Paplow/P. Haynes to approve the budget as written with the understanding that an adjustment will be made if the RLBS increase is approved. Motion carried.

12. PERFORMANCE MANAGEMENT POLICY DRAFT

The new Performance Management policy was reviewed and adopted. The policy outlines the procedure for evaluating staff performance including verbal and written instruction and clarification and formal training or continuing education plans.

M/S L. Gunnink/A. Erickson to adopt the policy. Motion carried.

13. EMPLOYEE DISCIPLINE POLICY DRAFT

The new Employee Discipline policy was reviewed. Employees who fail to meet their duties will be given verbal and written notice and will be subject to demotion and salary increase withholds suspension or termination.

M/S D. Roskamp/T. Andries to adopt the policy. Motion carried.

14. CIRCULATION POLICY AMENDMENT

A clause in the existing circulation policy states allows students of the Pipestone school district who live outside of the state can receive a PCLS library card at no cost. The Meinders Community Library is no longer associated with the Pipestone School District, and the Advisory Council and Executive Committee have discussed revising the policy to allow for any student living outside of the state who attends a Minnesota school to receive a library card at no cost.

M/S R. Pohlman/S. Thompson to revise the policy to read as follows: "Out-of-state residents who are students or are parents or guardians of students who attend a school in the PCLS region may receive a card at no cost." Motion carried.

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15. MARCIVE CONTRACT RENEWAL

M/S L. Gunnink/P. Haynes to renew the Comprehensive Notification yearly subscription service with Marcive, Inc., at the cost of \$1,470.
Motion carried.

16. DIRECTOR'S REPORT

Elizabeth Hoffman

-The FY24 RLBSS application has been received. The application requires a current Strategic Plan, and Plum Creek's strategic plan needs updating. Hoffman is currently checking into available software that would cost approximately \$1,000, to draft a new plan.

-There is no update on the status of the RLBSS funding increase proposal in the state legislature; it is currently included in the omnibus education bill.

-The hotspot migration from Verizon to Kajeat is now complete and will result in a cost savings of \$10.00 per month per device.

-PCLS will be receiving a refund for sales tax charged from the vendor that supplied the system's Winter Reading Program mugs.

-Hoffman is currently visiting all of the county board meetings to provide the commissioners with updates and request continued funding from the counties.

-This year's annual meeting is scheduled for September 20 and will be held in Pipestone. Planning is ongoing and will include a Legacy-sponsored event at a community venue which will be open to the public, followed by a ticketed dessert event at the Meinders library.

Board member Pat Haynes noted that the recent Skally Line program in Lake Benton was well-attended with 50 attendees.

17. ADJOURN

Being no further business, the meeting was adjourned at 7:35 p.m.