

Governing Board
June 21, 2023
Approved August 16, 2023

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
June 21, 2023, 6:30 p.m.
In-Person/Online Video Conference
Southwest Regional Development Commission
2401 Broadway Avenue, Slayton MN 56172**

TIME & PLACE:

The Plum Creek Governing Board met at the Southwest Regional Development Commission and online on Wednesday, June 21, 2023.

PRESENT:

Commissioner Tom Andries, Lyon County (Marshall)
Arlene Erickson, Cottonwood County (Westbrook)
Commissioner Donna Gravley, Cottonwood County (Windom)
Commissioner Lori Gunnink, Murray County (Lake Wilson)
Commissioner Bob Paplow, Nobles County (Bigelow)
Commissioner Roger Pohlman, Jackson County (Lakefield)
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:

Katie Kouba, Nobles County (Worthington)
Cindy Albrecht, Jackson County (Jackson)
Commissioner Corey Sik, Lincoln County (Lake Benton)
Anne Marie Vorbach, Lyon County
Bridget Wass, Nobles County (Worthington)

ABSENT:

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

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 6:32 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

M/S L. Gunnink/D. Roskamp to accept the agenda as written. Motion carried.

6. MINUTES

M/S R. Wakefield/A. Erickson to approve the Governing Board minutes of April 19, 2023, and to accept the Executive minutes of May 24, 2023, and the Advisory Council minutes of May 10, 2023. Motion carried.

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7. FINANCIAL REPORTS

Cash Analysis – May 2023

Statement of Revenues and Expenditures – May 2023

Balance Sheet – May 2023

Monthly Payment Processing – May 2023

Credit Card Statements – May 2023

Leave Liability – May 2023

M/S R. Stenger/R. Wakefield to accept the financial reports subject to audit. Motion carried.

8. LEGACY COMMITTEE MEMBER

PCLS board member Tom Andries agreed to fill the open position on the Arts and Cultural Heritage Fund (Legacy) committee.

9. MAGIC FUND

A discussion on investing a portion of the system's surplus funds into the Minnesota Association of Governments Investing for Counties (MAGIC Fund) was held. Director Elizabeth Hoffman reported that the PCLS auditor has recommended the investment with the guideline of reserving a minimum of two months of operating revenue. There is no penalty for withdrawing the funds and they may be transferred to the checking account if necessary. M/S D. Roskamp/B. Paplow to invest the system's surplus funds in the MAGIC Fund. Motion carried.

10. BUDGET REVIEW

The revisions to the FY24 budget were reviewed as the new RLBSS funding increase has now been finalized, with Plum Creek receiving \$586,894 in RLBSS funding. Hoffman noted that there will be the need to review the budget throughout the year to make any necessary adjustments. M/S R. Wakefield/R. Pohlman to accept the revisions to the FY24 budget. Motion carried.

Discussion on the proposed salary increase of either 3%, 8%, or 9.5% was held, and Hoffman provided the board with the salary figures of PCLS staff members. M/S D. Roskamp/R. Wakefield to approve the 9.5% salary increase for all employees. Motion carried with Corey Sik voting "nay".

11. RLBSS APPLICATION

M/S B. Paplow/L. Gunnink to approve and authorize Board Chair Donna Gravley to sign the FY24 Regional Basic Library System Support (RLBSS) application. Motion carried.

12. STRATEGIC PLAN

Work continues updating the strategic plan with a committee consisting of board members Roger Pohlman, Robin Stegner, and Katie Kouba, library directors Michele Leininger, Scott Sobocinski, and Shelly Finzen, and PCLS staff members Elizabeth Hoffman and Rebecca Hudson.

M/S L. Gunnink/B. Paplow to approve the drafted mission and vision statements and to authorize PCLS to submit the draft along with the RLBSS application to State Library Services. Motion carried.

13. HOLIDAYS OBSERVED (DRAFT)

M/S R. Stegner/C. Sik to approve the revised Holidays Observed policy to include the addition of Juneteenth as a paid holiday. Motion carried.

14. LEAVE POLICY (DRAFT)

Discussion on revisions to the Leave Policy was held. Additions to the existing policy include the following: religious holidays leave, school conference and activities leave, and payout of unused annual leave in the event of a staff death.

The term "good standing" in the separation clause was debated, and Hoffman noted it the phrase was to indicate an employee who has no gross misconduct issues. It was suggested that the policy be amended to read that an employee should notify the director in writing to request their resignation or retirement. The matter was tabled at this time.

15. LEAVE OF ABSENCE WITHOUT PAY POLICY (DRAFT)

The leave of absence without pay policy revisions were reviewed and tabled to allow investigation into the legality of the stipulation that unpaid leave be granted only upon the Director's recommendation and approval of the Governing Board.

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16. UNPAID LEAVE REQUEST

The unpaid leave request from staff member Anne Ouellette for July 12 and 13 was considered. M/S B. Paplow/A. Erickson to approve the request. Motion carried.

17. REPORTS

Director

-Hoffman recommends getting a membership in the Society for Human Resources (SHRM) at \$244.00 a year. As a part of the membership, SHRM will provide consulting services for human resources matters.

-The leave liability report will now be built into the budget and included in the financial reports.

-There is a grant opportunity through the Library Services and Technology Act (LSTA) and Prairielands Library Exchange (PLE) will be applying for a staff development grant. PCLS has been asked to partner with PLE to plan and implement a staff training retreat that will be offered to school and library staff members.

-The PCLS delivery van will be taking part in parades in Redwood Falls and Tyler this summer.

Advisory Council Liaison

Advisory Council Liaison Connie Lechner noted that the libraries are appreciative of Legacy grant funding and it is a very important supplement to their programming budgets.

18. ADJOURN

Being no further business, the meeting was adjourned at 7:48 p.m.