

Executive Committee
May 24, 2023
Approved October 18, 2023

**PLUM CREEK LIBRARY SYSTEM
EXECUTIVE COMMITTEE
May 24, 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, May 24, 2023, at 6:00 p.m.

PRESENT:

Donna Gravley, Chair
Lori Gunnink, Treasurer
Dallas Roskamp – Secretary
Rick Wakefield, Past Chair

ABSENT:

Chair-Elect, Roger Pohlman

Plum Creek Library System staff members Elizabeth Hoffman and Rebecca Hudson were also in attendance.

1. CALL TO ORDER

Chair Donna Gravley called the meeting to order at 6:10 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

M/S L. Gunnink/D. Roskamp to approve the agenda with the addition of “Juneteenth Holiday” as item 5a. Motion carried.

5a. JUNETEENTH HOLIDAY

CRPSLA discussed the legality of being open or closed on the Juneteenth holiday. Lawyer Ann Goering was consulted and she advised that Plum Creek’s office should be closed since the statute states that governmental entities cannot do public business on a state-approved national holiday. The legislature has adopted the holiday for state-wide observation beginning June 19, 2023. M/S L. Gunnink/R. Wakefield to recommend to the full board that Plum Creek observe June 19 as a paid holiday retroactive to this year’s observation. Motion carried.

6. MINUTES

M/S R. Wakefield/L. Gunnink to approve the minutes of the March 15, 2003, 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, Credit Card Statement, and Leave Liability. M/S D. Roskamp/L. Gunnink to approve the reports subject to audit.

8. BUDGET REVIEW

The State Legislature has approved the RLBSS funding increase at \$4 million per year with an inflationary clause, as well as the formula revision. That will bring PCLS an increase of approximately \$240,000 this year and a total of \$580,000 in RLBSS funding.

Hoffman reviewed the revisions to the FY2023-24 draft budget that includes an increase to the recruiting and marketing line as well as proposed salary increases of 8% or 9.5%. M/S L. Gunnink/D. Roskamp to accept the budget as presented with a 9.5% salary increase for all employees, and to recommend to the Governing Board its adoption. Motion carried.

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9. POSITION POINTING REVIEW

The committee reviewed an evaluation of salary scales of a statewide study as well as current position points and recommended leaving the positions as pointed at this time.

10. STRATEGIC PLAN UPDATE

The process of updating the system's strategic plan has begun with an ad hoc committee of board members, library directors, and PCLS staff. The mission and vision statements have been written and work continues to expand the goals and values.

11. DIRECTOR'S REPORT

-Fiscal manager Cleo Wicks plans to retire in October following the completion of the annual audit.

-Hoffman is in the process of meeting with staff members to discuss their job duties.

12. ADJOURN

The meeting was adjourned at 7:10. p.m.