

Governing Board  
August 16, 2023  
Approved October 18, 2023

**PLUM CREEK LIBRARY SYSTEM  
GOVERNING BOARD  
August 16, 2023, 6:30 p.m.  
In-Person/Online Video Conference  
Redwood Falls Public Library – 509 S. Lincoln, Redwood Falls, MN 56283**

**TIME & PLACE:**

The Plum Creek Governing Board met at the Redwood Falls Public Library and online on Wednesday, August 16, 2023.

**PRESENT:**

Commissioner Tom Andries, Lyon County (Marshall)  
Commissioner Donna Gravley, Cottonwood County (Windom)  
Pat Haynes, Lincoln County (Lake Benton)  
Commissioner Roger Pohlman, Jackson County (Lakefield)  
Commissioner Dallas Roskamp, Pipestone County (Edgerton)  
Commissioner Sherri Thompson (Rock County)  
Anne Marie Vorbach, Lyon County (Marshall)  
Commissioner Rick Wakefield, Redwood County (Walnut Grove)

**PRESENT VIA VIDEO CONFERENCE AT OPEN PUBLIC LOCATIONS:**

Arlene Erickson, Cottonwood County (Westbrook)  
Bridget Harberts, Nobles County (Rushmore)  
Katie Kouba, Nobles County (Worthington)  
Commissioner Bob Paplow, Nobles County (Bigelow)  
Christina Walker, Murray County (Slayton)

**ABSENT:**

Cindy Albrecht, Jackson County (Jackson)  
Hannah Clark, Redwood County (Wabasso)  
Mary Ann DeGrote Pipestone (Pipestone)  
Rhonda Fredricks, Lyon County (Tracy)  
Commissioner Lori Gunnink, Murray County (Lake Wilson)  
Vonnie Nergaard, Rock County (Luverne)  
Commissioner Corey Sik, Lincoln County (Lake Benton)  
Robin Stegner, Redwood County (Redwood Falls)

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. INTRODUCTIONS**

**4. PUBLIC COMMENT**

**5. AMENDMENTS TO THE AGENDA**

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

**6. MINUTES**

M/S R. Wakefield/R. Pohlman to approve the Governing Board minutes of June 21, 2023. The Advisory Council minutes of June 7, 2023, were accepted.

**7. FINANCIAL REPORTS**

Cash Analysis – June 2023  
Statement of Revenues and Expenditures – June 2023

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Balance Sheet – June 2023  
Check Register – June 2023  
Monthly Payment Processing – June 2023  
Credit Card Statements – June/July 2023  
Leave Liability – June 2023

M/S P. Haynes/D. Roskamp to accept the financial reports subject to audit. Motion carried.

Discussion was made about moving \$25,000 of the anticipated \$50,000 year-end excess funds to the vehicle replacement restricted fund. With 125,000 miles on the 2020 Ford Transit delivery van, it will need to be replaced in approximately 18 months, and a search initiated for a new vehicle soon.

M/S B. Paplow/R. Pohlman to move, if it is available following the completion of the annual audit, \$25,000 from Plum Creek's FY23 budget excess revenue to the vehicle replacement restricted fund. Motion carried.

## **8. STRATEGIC PLAN**

This agenda item was tabled.

## **9. FINANCE ADMINISTRATOR POSTING**

The Finance Administrator job description was reviewed. The position will be offered at a starting range from \$19.17 to \$23.54 per hour, which is step #5 on the pay scale. Director Elizabeth Hoffman said that some of the duties including Human Resources have been removed from the position and that she would like to post the job opening as soon as possible.

M/S T. Andries/S. Thompson to approve and post the job description for the Finance Administrator. Motion carried.

## **10. ARTS AND CULTURAL HERITAGE FUND FY21 EXECUTIVE SUMMARY (FINAL REPORT)**

M/S R. Wakefield/P. Haynes to approve and authorize the Board Chair and Director to sign the ACHF FY21 Final Report. Motion carried.

## **11. ARTS AND CULTURAL HERITAGE FUND APPLICATION FY24**

M/S R. Pohlman/S. Thompson to approve and authorize the Board Chair and Director to sign the ACHF FY Application. Motion carried.

## **12. REGIONAL LIBRARY TELECOM AID FINAL REPORT FY23**

M/S D. Roskamp/P. Haynes to approve and authorize the Board Chair and Director to sign the RLTA FY23 Final Report. Motion carried.

## **13. REGIONAL LIBRARY TELECOM AID APPLICATION FY24**

M/S S. Thompson/P. Haynes to approve and authorize the Board Chair and Director to sign the RLTA FY24 application. Motion carried.

## **14. REGIONAL LIBRARY BASIC SYSTEM SUPPORT FINAL REPORT FY23**

M/S T. Andries/D. Roskamp to approve and authorize the Board Chair and Director to sign the RLBS FY23 Final Report. Motion carried.

## **15. LEAVE POLICY UPDATE**

Changes in the State statute about employee leave time will necessitate updating the system's Leave Policy to comply by January 1, 2024. "Sick and Safe Time", is paid leave time that employers must provide to employees for reasons including employee illness, caring for a sick family member, or seeking assistance if an employee or their family member has experienced domestic abuse. Plum Creek offers enough sick time for its employees, but its policy will need to be updated to specify what sick leave can be used for and what family members are included. Hoffman recommended consulting a lawyer to assist in updating the policy.

## **16. MEETING CALENDAR**

The Governing Board meeting calendar has been updated and will be included in board packets going forward.

## **17. LEAVE REQUESTS**

M/S R. Pohlman/P. Haynes to approve the leave request for Rebecca Hudson and Elizabeth Hoffman to attend the Minnesota Library Association conference in St. Paul October 3-5, 2023. Motion carried.

M/S D. Roskamp/T. Andries to approve the leave request for Elizabeth Hoffman to attend the CRPSLA meeting in Fergus Falls October 25-27, 2023. Motion carried

## **18. PCLS MEETING ROOM FURNISHINGS AND BUDGET ADJUSTMENT**

Hoffman requested that the board amend the budget to include an expenditure for new furniture in the PCLS meeting room. The existing tables and chairs were purchased several years ago for approve than \$100, and the estimate for 5 tables, 16 chairs, a small table/desk, coffee service space, and storage cabinet is \$6,000. M/S A Vorbach/R. Pohlman to approve the \$6,000 expenditure. Motion carried.

## **19. DIRECTOR'S REPORT**

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**Elizabeth Hoffman**

-Hoffman is working on a state committee tasked with providing more onboard support to library staff members.

-CRPLSA met at the Arrowhead Library System in Mountain Iron in July.

-MLA is working on its legislative goals for the next session and Hoffman was a presenter at its recent Legislative Forum. Goals will include continued support for building projects/bonding funds, an increase in funding for ELM resources, and more school library support and guidelines.

-Camp Read-a-Lot 2023 was held on August 1, at Southwest Minnesota State University in Marshall. The hybrid event had 35 online and 29 in-person attendees.

-The annual audit is currently in progress.

-The "Scan and Go" application feature will be coming in December. If libraries choose to, it will allow for self-checkout for their patrons.

-A major upgrade in Koha has been completed and it includes a new interface.

-PCLS and Prairielands Library Exchange have partnered to apply for an LSTA grant that will allow continuing education for library staff.

-The courier van has been in two area parades this summer: Redwood Falls and Tyler, and will be in the Worthington parade in September.

-Installation of new Firewalls, purchased using Category 2 RLTA dollars, is underway with half of the devices installed at this time.

-MNLink will be migrating to a new open-source system, "Reshare", in the next year. The process should take nine months to complete.

**20. ADJOURN**

Being no further business, the meeting was adjourned at 7:40 p.m.