

Governing Board  
December 15, 2021, 2021  
Approved February 16, 2022

**PLUM CREEK LIBRARY SYSTEM  
GOVERNING BOARD  
December 15, 2021  
In Person/Online Video Conference  
Murray County 4H Building - 3048 Broadway Avenue  
Slayton, MN 56172**

**TIME & PLACE:**

The Plum Creek Governing Board met in person at the Murray County 4H building and online on Wednesday, December 15, 2021.

**PRESENT:**

Arlene Erickson, Cottonwood County (Westbrook)  
Commissioner Donna Gravley, Cottonwood County (Windom)  
Commissioner Lori Gunnink, Murray County (Lake Wilson)  
Pat Haynes, Lincoln County (Lake Benton)  
Commissioner Gene Metz, Nobles County (Lismore)  
Commissioner Charles Sanow, Lyon County (Marshall)  
Evan Schiller, Pipestone County (Pipestone)  
Anne Wagner, Jackson County (Heron Lake)

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

Commissioner Cathy Hohenstein (Lakefield)  
Joyce Johnson, Redwood County (Redwood Falls)  
Michael Murray, Lyon County (Ghent)  
Robin Stegner, Redwood County (Redwood Falls)  
Commissioner Rick Wakefield, Redwood County (Walnut Grove)  
Advisory Council Liaison Scott Sobocinski

**ABSENT:**

Mary Ingenthron, Nobles County (Worthington)  
Commissioner Jody Reisch, Rock County (Luverne)  
Commissioner Dallas Roskamp, Pipestone County (Edgerton)  
Commissioner Corey Sik, Lincoln County (Lake Benton)  
Shannon Welling, Murray County (Fulda)  
Charlene Wintz, Nobles County (Worthington)

Plum Creek Library System staff members Director Elizabeth Hoffman, Cleo Wicks and Rebecca Hudson were in attendance.

**1. CALL TO ORDER**

Chair Gene Metz called the meeting of the Governing Board to order at 6:35 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. INTRODUCTIONS**

**4. PUBLIC COMMENT**

**5. AMENDMENTS TO THE AGENDA**

M/S E. Schiller/L. Gunnink to approve the agenda with the addition to item #10c: Annual Reviews. Motion carried.

**6. BLANKET APPROVAL**

M/S C. Sanow/L. Gunnink for approval of all action items discussed at the meeting. Motion carried.

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**7. MINUTES**

The minutes of the October 20, 2021 Governing Board meeting were reviewed and approved, and minutes of the November 10, 2021 Advisory Council were accepted.

**8. FINANCIAL REPORTS**

Cash Analysis – November 2021  
Statement of Revenues and Expenditures – November 2021  
Balance Sheet – November 2021  
Check Register – October, November 2021  
Monthly Payment Processing – October, November 2021  
Credit Card Statements – September, October, November 2021

The financial reports were approved subject to audit.

**9. BUILDING REPAIRS/MAINTENANCE (Hallway flooring quotes)**

Elizabeth Hoffman presented two quotes for installation of flooring in the Plum Creek Library System headquarters. The first option, which would be the hallway in the west entryway, would cost \$2,409.13 for materials and labor. The second, which would be in the east/rear entry where PCLS offices are located, would cost \$3,019.82. The total of both would be \$5,428.95, slightly higher than the \$5,000 authorized by the Board for building repairs. Approval was given for completing both front and rear hallways using rigid plank vinyl flooring.

**10. POLICY REVIEW**

Hoffman reviewed with the Board action that the Advisory Council approved in January that would combine the Circulation and Patron Registration/Renewal policies.

A new Email policy was added to the current Patron Privacy policy, which allows patrons to opt in to receive e-newsletters from their home library. The library application form will now include the option for a patron to authorize use of their email for this purpose.

**10a. ANNUAL REVIEWS**

Hoffman will be performing delivery driver Ken Walsh's annual review now that he has completed his probationary period of working 1,040 hours. Past practice was to wait until July 1 to conduct employee reviews, and step increases that were earned would be given as of that date.

A memo dated May 2007, noted that all step increases for current employees occur on July 1, while new hires starting between January and June would be given their step increase (when applicable) on January 1, and those hired from July through December would receive their increase on January 1. At some point that practice was changed to give all step increases on July 1. Hoffman noted that she would recommend giving Ken Walsh his step increase immediately following his job review. Charles Sanow recommended following the practice that has been followed in the past.

**11. ELECTION OF OFFICERS**

Election of officers was tabled until the February meeting, with the exception of Chair Elect Rick Wakefield.

Board members Pat Haynes and Arlene Erickson will both serve second terms, while terms of members Joyce Johnson and Mary Ingenthron are finished. Advisory Council Liaison will be Scott Sobocinski, Wabasso Public Library Director.

**12. MEETING SCHEDULE**

The 2022 meeting schedule was approved as written.

**13. REPORTS**

**Director**

-Hoffman noted that some changes have been made with the courier route, notably the east route will now begin on the southern end with Murray County, and end with Jackson County. This is being done so that schools on the route can receive delivery earlier rather than after school is let out.

-The body damage to the van was repaired at the end of December. While the van was off of the road, a U-haul vehicle was rented for two days.

-All of the libraries with new websites linked to Plum Creek's site are up and running and training is being done for those libraries.

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- The ARPA (American Rescue Plan Act) grant has been approved by the state and will include the purchase of a new server, additional e-audio books, and laptops for libraries. In all, the system will receive \$108,00 in funding from this Federal grant.
- Hoffman attended the recent CRPLSA meeting, which was held through video conferencing.
- With approval of the new email policy, which allows library patrons to opt in to receiving e-newsletters from their home libraries, the system's library card application has been revised to include an option for patrons to authorize use of their emails for this purpose. In addition, the "employer" line has been removed from the application.
- An updated Minitex Server agreement is being negotiated at this time.
- Tami Lee has been named the new State Library Services Director.
- Plum Creek has been offered 30 long-term hotspots from the Traverse de Sioux Library System. These devices have been distributed to libraries throughout the system wanting them and will allow for up to a month checkout period.

**Staff**

None

**Advisory Council**

None

**Board Member**

Evan Schiller reported on the recent action taken in the lawsuit between the Pipestone School and Meinders Community Library, with ruling in favor of the library. Following that action, the school board voted to dissolve the agreement between the library and school and to seek a new agreement.

**14. ADJOURN**

M/S C. Sanow/L. Gunnink to approve all action made and to adjourn the meeting at 7:44 p.m. Motion Carried.