

Plum Creek Library System
Executive Committee
November 15, 2023 at 6:00 pm
In-Person
Plum Creek Library System Office
290 S Lake St. Worthington, MN

PRESENT:

Donna Gravley, Chair
Lori Gunnink, Treasurer
Dallas Roskamp, Secretary
Rick Wakefield, Past Chair
Roger Pohlman, Chair Elect

Plum Creek Library System staff members Elizabeth Hoffman and Levi Blanchard were also in attendance.

1. CALL TO ORDER

Chair Donna Gravley called the meeting to order at 6:05 pm.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. ADOPTION OF THE AGENDA

☐ Motion L. Gunnink; Second D. Roskamp to approve the agenda, Motion carried

6. Reports

• **Committee Reports**

- Legacy Committee met and discussed a Statement of Concern brought forward about the Colin Muskful author talk at the Marshall-Lyon County Library. The committee has approved a form to be created for concerns.

• **Member Reports**

- None

• **Advisory Council Reports**

- None

• **PCLS Director and Staff Reports**

- The Westbrook Library director has resigned, and the position has been posted.
- PCLS staff have started looking into updating the Insurance Policy, in particular the section covering Health Savings Accounts. Hoffman is waiting for a response from the auditors for a compliance review.
- Hoffman attended the Council of Regional Public System Library Administrators meeting in Fergus Falls and may attend the Association of Minnesota Counties Conference in December.
- PCLS

• **Financial Reports**

- The following financial reports were reviewed: Cash Analysis, Statement of Revenues and Expenditures, Balance Sheet, Monthly Payment Processing, Credit card statements.
 - Motion Wakefield: Second Pohlman to approve the reports subject to audit. Motion carried
- The committee reviewed the Vehicle Restricted Fund and IT Restricted Fund lines. \$10,000 has been budgeted for both funds for FY24.

- Motion made by Gunnink to move \$10,000 from the General Checking into a CD for Vehicle Committed and \$10,000 from the General Checking into the IT Committed Savings account. Seconded by Wakefield. Motion carried.

8. Unfinished Business

- **Reserve Fund**

- The committee discussed moving \$300,000 from the Sweep Savings into Laddered CD with United Prairie. Motion made by Roskamp to move the funds, seconded by Gunnink. Motion carried.

9. New Business

- **Van Replacement plan**

- The committee discussed working with SWWC for the replacement of the courier van. Hoffman will look into options through them.

10. Adjourn

- The meeting was adjourned by Gravley at 6:55 pm.