

Executive Committee
May 19, 2021
Approved September 8, 2021

**PLUM CREEK LIBRARY SYSTEM
EXECUTIVE COMMITTEE**
May 19, 2021
VIDEO CONFERENCE

TIME & PLACE:

The Plum Creek Executive Committee met in online video conference on Wednesday, May 19, 2021, at 6:30 p.m.

PRESENT:

Gene Metz, Chair
Corey Sik, Past Chair
Rick Wakefield, Chair Elect
Mary Ingenthron, Treasurer

ABSENT:

Jody Reisch, Secretary

Plum Creek Library System staff members Michele Leininger, Rebecca Hudson and Cleo Wicks were also in attendance.

1. CALL TO ORDER

Chair Gene Metz called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. AMENDMENTS TO THE AGENDA

M/S M. Ingenthron/R. Wakefield to approve the agenda with the addition of information on the Meinders Community Library. Motion carried.

5. FINANCIAL REPORTS

M/S M. Ingenthron/G. Metz to approve the Cash Analysis, Vendor Check Register, and Monthly Payment Processing reports. Motion carried.

6. MINUTES

M/S R. Wakefield/M. Ingenthron to approve the minutes of the March 17, 2021 Executive Committee meeting. Motion carried.

6B. MEINDERS COMMUNITY LIBRARY

Evan Schiller, Governing Board member and Meinders Community Library representative, provided information on a lawsuit that the library is currently facing involving the Pipestone Area School. Schiller explained that the school is claiming that the library has not followed the agreement that was put into place in 1993, and that it wants to regulate public library hours to the evening and other times when the school is closed.

Michele Leininger added that she has checked with the state regarding whether the library could remain a member of the Plum Creek Library System if it doesn't maintain a minimum of 20 public hours, and added that PCLS will support the library board and the city in the matter.

7. BUDGET UPDATE

The draft budget has been revised to include a director expense line for ¾ of the year, with the plan to have a new full-time director in place by this fall, and there is a 3% salary increase for all employees.

9. NEW DIRECTOR

The revised director's job description was reviewed. Leininger noted that it emphasizes advocacy on local and state level as well as support of libraries and their directors. M/S R. Wakefield/M. Ingenthron to approve the job description and to

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start the process of seeking a full-time director. Motion passed with Corey Sik opposed. It was determined that at this time the advertisement will be listed for three weeks on Metronet and on Indeed, both at no cost.

10. STAFF RETURNING TO WORK

There are currently two staff members working full time in the office: Network Systems Administrator Joel Sasse, and Interlibrary Loan Coordinator Anne Ouellette. In the post-pandemic period, Leininger recommended that staff be given some flexibility as to scheduling. Metz polled the board and the consensus was the staff be allowed flexibility as long as communication and service is not affected.

11. DIRECTOR'S REPORT

-Delivery update: Dane Hanson's employment has been terminated because following a work injury he failed to follow procedures and basically abandoned the job. There are two drivers now in place, Kan Walsh and Dwayna Paplow, who are providing reliable service.

-Building update: work progresses in updating the sign and a realtor will walk through the building and provide an estimate to its worth and advice for necessary improvements.

12. ADJOURN

The meeting was adjourned at 7:39 p.m.