

Governing Board
October 17, 2018
Approved February 20, 2019

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
October 17, 2018**

TIME & PLACE:

The Plum Creek Governing Board met at the Murray County Courts Building, Slayton, MN, on Wednesday, October 17, 2018.

PRESENT:

Tom Ellig, Redwood County (Redwood Falls)
Commissioner Lori Gunnink, Murray County
Commissioner Cathy Hohenstein, Jackson County
Judy Horn, Murray County (Slayton)
Commissioner Bruce Kooiman, Pipestone County
Michael Murray, Lyon County (Ghent)
Commissioner Charles Sanow, Lyon County
Evan Schiller, Pipestone County (Pipestone)
Commissioner Corey Sik, Lincoln County
Anita Winkel, Cottonwood County (Windom)

ABSENT:

Kathy Craun, Worthington (Nobles County)
Commissioner Donna Gravley, Cottonwood County
Judy Hagen, Lyon County (Minneota)
Joyce Johnson, Redwood County (Redwood Falls)
Reba Lipinski, Lincoln County (Ivanhoe)
Commissioner Gene Metz, (Nobles County)
Commissioner Jody Reisch, (Rock County)
Commissioner Jim Salfer, (Redwood County)
Sandy Stobb, Lyon County (Tracy)
Carol Wagner, Jackson County (Heron Lake)

Jim Trojanowski, Cleo Wicks and Rebecca Hudson were PCLS staff in attendance. Also in attendance was Advisory Council Liaison Kari Ourada, Redwood Falls Library Board member Robin Stegner and Auditor Darrin Ogdahl.

1. CALL TO ORDER

Chair Evan Schiller called the meeting of the Governing Board to order at 6:38 p.m. There was not a quorum present and the meeting proceeded as such.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA

M/S B. Kooiman/L. Gunnink to approve the agenda moving the audit report as first order of business. Motion carried.

6. MINUTES

Minutes of the June 20, 2018 Governing Board, August 22, 2018 Executive Board, September 5, 2018 and October 3, 2018 Advisory Council meetings were reviewed.

7. FINANCIAL REPORTS

Cash Analysis, Statement of Rev/Exp., Balance Sheet
Monthly Payment Processing Report
Credit Card Statements

The financial documents were accepted subject to audit.

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8. DIRECTOR'S REPORT

Trojanowski reported that there are two new directors in Plum Creek: Dena Berghorst at the Edgerton Public Library and Scott Sobicinski at the Wabasso Public Library. Work has begun on updating the Governing Board by-laws and Trojanowski hopes to have a draft for the Executive Committee soon. The Advisory Council is developing Continuing Education training opportunities for directors and staff and hope to begin in 2019. Library trustees whose terms are completed at the end of the year include: Reba Lipinski (Lincoln), Kathy Craun (Nobles), Mary Larson (Nobles) and Joyce Johnson (Redwood). In addition, Anita Winkel (Cottonwood) is resigning effective December 31, 2018.

9. ADVISORY COUNCIL LIAISON REPORT

10. AUDIT REPORT

Auditor Darrin Ogdahl reviewed the Fiscal Year 2018 audit report with the board. Ogdahl encouraged board members who were not in attendance to send any questions regarding the report to him. The audit report was received and will be approved at the next Governing Board meeting.

11. 2018-2019 SALARY SCHEDULE

The Executive Committee voted at its September meeting to begin giving step increases to those employees who have not reached the highest level on the schedule starting with the next budget cycle in July of 2019.

12. ENDORSEMENT OF A REQUEST FOR INCREASE IN RLBSS AND FORMULA CHANGE

Trojanowski provided information about CRPLSA's proposed formula change and request for increase RLBSS funding. Board member Charles Sanow suggested providing an Advisory Approval of the request and calling for an email vote of board members who were not in attendance.

13. ELECTION OF OFFICERS

The following recommendations for officers for 2019 were made:

Chair - Lori Gunnink
Chair Elect – Cory Sik
Evan Schiller – Past Chair
Secretary – Tom Ellig
Treasurer – Gene Metz

14. APPOINTMENT TO PCLS LEGACY COMMITTEE

The appointment of Shelly Grace to the Arts and Cultural Heritage committee for a two-year term was approved.

15. 2019 MEETING SCHEDULE

The proposed meeting calendar was reviewed and approved with the correction that the December meeting will be held on December 4 rather than December 18.

16. PCLS BENEFITS POLICY

Changes to the Benefits Policy were reviewed that would include the option for an employee to either participate in the library system's insurance group policy or be given a monthly allowance that would be deposited into an HRA or Veba account and used to purchase their own insurance elsewhere. The board will take an email or call vote regarding this matter.

17. UNITED PRAIRIE BANK AS OFFICIAL DEPOSITORY

18. APPROVAL OF RLBSS REPORT OF RESULTS ACCOMPLISHED

19. APPROVAL OF THE 2018 RLTA FINAL REPORT

20. APPROVAL OF THE 2019 RLTA APPLICATION

21. ADJOURN

The meeting was adjourned at 8:10 p.m.