

PCLS Executive Committee

August 22, 2018

Approved

PCLS Executive Committee Meeting

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TIME AND PLACE: A meeting of the Executive Committee convened on August 22, 2018, 6:30 p.m. at the Slayton Public Library Community Room.

PRESENT:

Evan Schiller, Chair (Pipestone County)
Donna Gravley, Secretary (Cottonwood County)
Anita Winkel, Treasurer (Cottonwood County)

ABSENT:

Lori Gunnink, Chair Elect (Murray County)
Jody Reisch, Past Chair (Rock County)

Jim Trojanowski and Rebecca Hudson were PCLS staff present.

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Evan Schiller.

2. INTRODUCTIONS

3. PUBLIC COMMENT - None

4. AMENDMENTS TO THE AGENDA

Trojanowski requested agenda items #8 to be moved up to #7. Agenda accepted as amended.

5. MINUTES

M/S D. Gravley/A. Winkel to accept the June 20, 2018, Governing Board minutes as written. Motion carried unanimously.

6. REPORTS

M/S A. Winkel/D. Gravley to approve the financial reports. Motion carried unanimously.

7. REPORT ON PCLS REQUEST FOR FUNDING

Trojanowski has met with 7 of 9 county boards to date and is scheduled to meet with the Murray and Pipestone boards on August 28. The Lyon County board voted approval of the request for \$2,500 in funding for the Plum Creek Library System operation while the other counties have taken the matter into consideration.

8. APPROVAL OF BENEFITS POLICY

The committee reviewed updates to the PCLS benefits policy, including the addition of the system contributing \$500 per month to a VEBA or HRA for employees who have access to health insurance other than through PCLS and offering a deferred compensation option. The updates were approved with the change that an employee not at the top step of the pay scale shall receive a step increase beginning the first paycheck of the fiscal year, following one year of employment. M/S D. Gravley/A. Winkel to recommend to the Governing Board to adopt the benefits policy. Motion carried unanimously.

9. DISCUSSION OF PAY SCALE FOR PCLS STAFF

Trojanowski presented a summary of the pay scale implemented in 2006/07 with explanation of anniversary date and duties of current staff members. He noted that the current policy calls for employees to move up a step on their anniversary date if they have received a satisfactory evaluation and added that this has not been the practice for the last five years.

All but three current PCLS staff members are currently at step 9, which is the highest in the pay scale and Trojanowski recommended to the committee that the three, including Joel Sasse (step 8), Rebecca Hudson (step 4), and Jim Trojanowski (step 5), be moved up one step following a successful evaluation.

Discussion as to the impact of this action on the budget followed. M/S D. Gravley/A. Winkel to recommend to the Governing Board that the three employees be moved to the next step on the pay scale on the first pay period of fiscal year 2019. Motion carried unanimously.

10. 2019 BOARD MEETING SCHEDULE

The new Agency Agreement calls for the board to meet six times a year and Trojanowski proposed meetings in February, April, June, September, October and December. The September meeting would be held in conjunction with the annual meeting and include a joint meeting with library directors. The committee approved recommending the tentative schedule to the Governing Board.

14. ADJOURNMENT

The meeting was adjourned at 7:50 p.m.