

**Executive Committee**  
**January 17, 2024**  
**Approved March 20, 2024**

**Plum Creek Library System**  
**Executive Committee**  
**January 17, 2024 6:00 pm**  
**In-Person**  
**Plum Creek Library System Office**  
**290 S Lake St. Worthington, MN**

**PRESENT:**

Roger Pohlman, Chair  
Thomas Andries, Chair-Elect  
Dallas Roskamp, Secretary  
Lori Gunnink, Treasurer  
Rick Wakefield, Governing Board Representative

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

**1. CALL TO ORDER**

Chair Roger Pohlman called the meeting to order at 6:01 pm.

**2. PLEDGE OF ALLEGIANCE**

**3. INTRODUCTIONS**

**4. PUBLIC COMMENT**

**5. ADOPTION OF THE AGENDA**

M/S R. Wakefield/L. Gunnink to adopt the agenda as written. Motion carried.

**6. MINUTES**

M/S D. Roskamp/R. Wakefield to approve the minutes of the November 15, 2023 Executive Committee meeting as written. Motion carried.

**7. Reports**

• **Committee Reports**

Legacy Committee needs a new “at large” member and Elizabeth Hoffman and Rebecca Hudson met with Andrew Kelton, who lives in Morgan, about his interest in taking the position.

• **Member Reports**

None

• **Advisory Council Reports**

None

• **PCLS Director and Staff Reports**

- Plum Creek is launching the “Love My Library” event that will run through February. Two \$500 grants were received to fund the program, one from Prairielands Library Exchange (PLE) that will be used for marketing expenses, and the other from 4Imprints, for the purchase of incentives to give away.
- The PCLS office will be switching from Frontier to a new Teams phone system soon.
- There has been a rash of threats to libraries across the state (none in the PCLS area). Investigation into them has determined that they are only nuisance threats.
- Former PCLS director Jim Trojanowski has resigned from his position as the director of the Arrowhead Library System.

- Hoffman is working with PLE to present the Diversity in Rural Libraries program, a year-long professional development for schools and libraries that will feature several educational workshops and includes a 3-day workshop/retreat. PCLS and Prairielands Library Exchange are partners, and it is funded through an LSTA grant from the Institute of Museum and Library Services.
- There is a new “Open Meeting” webinar available through MCIT.
- Planning for this year’s Camp Read-a-Lot is underway. The date for the event will be August 6 and will be held at SMSU in Marshall.
- Levi Blanchard has been working with the County Aid to Public Libraries (CAPL) and has sent all of the calculations to the counties.
- February’s Governing Board meeting (2/21) will conflict with the state AMC meeting. Hoffman will poll the board to determine if a quorum will be met.
- With the state’s RLBSS funding not meeting the system’s needs in the past several years, additional funding has been requested from PCLS counties. With the formula adjustment and additional funds now coming in from the state, Hoffman suggested that the request now be focused on digital initiatives and broadband connections.
- **Strategic Plan Update**  
Hoffman presented an update on the status of goals set in the new strategic plan.
- **Financial Reports**  
Blanchard reviewed the following financial reports, which were accepted as written:  
Cash Analysis (November & December)  
Statement of Revenue and Expenditures – new format (October, November & December)  
Fund-Year Budget (December FY24)  
Balance Sheet (October & November)  
Monthly Payment Processing (November & December)  
Credit Card Statements (November & December)

## 8. Unfinished Business

- **HAS Deposit and Payroll Deductions**  
An adjustment to the HSA deposit and payroll deduction was made based on the fact that the wages and health insurance line was previously budgeted for former employee Cleo Wicks. \$13,888.00 will be adjusted out of the wage line, and an increase of \$12,547.00 made in the health insurance line.  
M/S D. Roskamp/R. Wakefield to approve the budget adjustments. Motion carried.
- **Budget Adjustment**  
M/S L. Gunnink/D. Roskamp to adjust the office supplies budget by \$2,000.00 to account for the checks ordered this year that were not included in the budget. Motion carried.

## 9. New Business

- **New Format for Financial Reports and Budgeting**  
Blanchard reviewed with the committee the new Revenue and Expenditures report format that will now be used.
- **Updated Credit Card Limits**  
M/S L. Gunnink/R. Wakefield to approve the following changes in the credit cards and card limits:
  - Director or Interim Director: \$5,500 non cash-back; \$9000 cash back
  - Office Administrator: \$4,000 cash-back
  - Financial Administrator: \$2,000 non cash-back; \$2,000 cash-back
  - Network Administrator: \$15,000 non cash-back

- Courier Drivers: \$2,000 cash-back

**10. Adjourn**

- The meeting was adjourned at 7:26 p.m.