

Governing Board  
February 21, 2024  
Approved April 17, 2024

**PLUM CREEK LIBRARY SYSTEM  
GOVERNING BOARD  
February 21, 2024, 6:30 p.m.  
In-Person/Online Video Conference  
Murray County 4-H Building, Slayton MN 56172**

**TIME & PLACE:**

The Plum Creek Governing Board met at the Murray County 4-H Building on Wednesday, February 21, 2024.

**PRESENT:**

Commissioner Tom Andries, Lyon County (Marshall)  
Arlene Erickson, Cottonwood County (Westbrook)  
Commissioner Larry Anderson Cottonwood County (Westbrook)  
Commissioner Lori Gunnink, Murray County (Lake Wilson)  
Pat Haynes, Lincoln County (Lake Benton)  
Commissioner Roger Pohlman, Jackson County (Lakefield)  
Anne Marie Vorbach, Lyon County (Marshall)  
Commissioner Rick Wakefield, Redwood County (Walnut Grove)

**PRESENT VIA VIDEO CONFERENCE AT OPEN PUBLIC LOCATIONS:**

Bridget Harberts, Nobles County (Rushmore)  
Katie Kouba, Nobles County (Worthington)  
Marv Nysetvold, Murray County (Slayton)  
Commissioner Sherri Thompson, Rock County (Luverne)

**ABSENT:**

Cindy Albrecht, Jackson County (Jackson)  
Hannah Clark, Redwood County (Wabasso)  
Mary Ann DeGrote Pipestone (Pipestone)  
Rhonda Fredricks, Lyon County (Tracy)  
Vonnie Nergaard, Rock County (Luverne)  
Commissioner Bob Paplow, Nobles County (Bigelow)  
Commissioner Dallas Roskamp, Pipestone County (Edgerton)  
Commissioner Corey Sik, Lincoln County (Lake Benton)  
Robin Stegner, Redwood County (Redwood Falls)

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

**1. CALL TO ORDER**

Chair Roger Pohlman called the meeting of the Governing Board to order at 6:31 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. INTRODUCTIONS**

**4. PUBLIC COMMENT**

**5. AMENDMENTS TO THE AGENDA**

M/S L. Gunnink/A. Vorbach to approve the agenda with the addition of the Annual Report and Wide Area Network (WAN) information.  
Motion carried.

**6. MINUTES**

M/S R. Wakefield/P. Haynes to approve the Governing Board minutes of October 18, 2023, with the addition of the following under 10. Strategic Planning: "Vorbach provided feedback on the Diversity and Inclusion (DEI) component and suggested including consideration on hiring practices and board development". Motion carried. The Executive Committee minutes of January 17, 2024, and the Advisory Council minutes of November 8, 2023, January 10, 2024, and February 14, 2024 were accepted.

## **7. FINANCIAL REPORTS**

Cash Analysis – January 2024  
Statement of Revenues and Expenditures – January 2024  
Balance Sheet – December 2023 and January 2024  
Check Register – January 2024  
Monthly Payment Processing – January 2024  
Credit Card Statements – January 2024  
M/S P.Haynes/R. Wakefield to accept the financial reports, subject to audit.

## **8. MEETING SCHEDULE**

M/S T. Andries/L. Anderson to approve the revised Governing Board meeting schedule, changing the June meeting from the 19<sup>th</sup> to the 12<sup>th</sup>, and moving the Annual meeting to Sunday, September 22. Motion carried.

## **9. ACHF FY22 COMPLETION REPORT**

M/S R. Wakefield/L. Gunnink to accept the Arts and Cultural Heritage FY22 final report and to authorize the Director and Program Coordinator to sign and submit the report to the state. Motion carried.

## **10. BUDGET ADJUSTMENT AND PURCHASE REQUEST FOR SERVER**

M/S P. Haynes/A. Vorbach to adjust the current budget by transferring \$17,695.56 from the IT to the General fund to allow for the following purchases: up to \$15,200 for a server (purchase and setup), \$1,077.35 for a new Automation laptop computer, \$418.21 for two monitors, a keyboard, mouse and docking station for the Office Administrator, and up to \$1,000.00 for the purchase of an air conditioner for the server room's climate control. Motion carried.

## **11. TEMPORARY ASSIGNMENT POLICY (DRAFT)**

M/S L. Anderson/P. Haynes to approve the new Temporary Assignment policy. Motion carried. This policy stipulates that an employee will receive a pay differential of \$1.00 per hour in addition to their regular base hourly rate of pay for all hours worked in a temporary acting capacity that is at a higher rate of pay than the employee's regular pay grade.

## **12. CREDIT CARD POLICY UPDATE**

M/S L. Gunnink/T. Andries to approve the changes in the established PCLS employee credit card and limits as follows. Motion carried.

- Director or Interim Director: \$5,500 non cash-back, \$9,000 cash-back.
- Office Administrator: \$4,000 cash-back.
- Financial Administrator: \$2,000 non cash-back; \$2,000 cash-back
- Network Administrator: \$15,200 non cash-back
- Courier Drivers: \$2,000 cash-back

## **13. INSURANCE POLICY UPDATE**

M/S R. Wakefield/P. Haynes to revise the existing Insurance Policy by striking the last sentence: "Employees who leave employment with PCLS before the end of the calendar year will be required to reimburse the system for the remaining portion upon separation." Additional clarification will be added to the third paragraph as such: "PCLS will deposit up to the annual PCLS health plan deductible into each employee's HAS each January". Motion carried.

## **14. PROGRAMMING POLICY (DRAFT)**

M/S L. Gunnink/A. Vorbach to adopt the new Programming Policy. Motion carried. The policy includes provisions for program planning, access, program conduct, and questions and concerns.

## **15. POPOSED 2024 MEMBER AND SCHOOL FEES.**

M/S R. Wakefield/L. Gunnink to approve the 2024-25 Member and School fees. Motion carried.

## **16. PROPERTY DISPOSAL**

M/S P. Haynes/T. Andries to approve the property disposition request that includes 2 tables, a desktop document scanner, and several used monitors. Motion carried.

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**17. RLTA FY24 APPLICATION**

The Regional Library Telecom Aid Priority 2 application was reviewed and accepted.

**18. ANNUAL REPORT**

M/S R. Wakefield/L. Anderson to approve the 2023 Annual State Report and to authorize the Chair and Director to sign and submit the report to the state. Motion carried.

**18. WAN INFORMATION**

Elizabeth Hoffman presented information about a potential move to a wide area network that would be provided through the Southwest/West Central Service Cooperative (SWWC) for telecommunication service. The Coop would administer the internet service, and provide training and cybersecurity support for Plum Creek and its member libraries that receive internet connectivity through federal E-rate and state RLTA. M/S L. Anderson/P. Haynes to authorize the PCLS Executive Committee to pursue the matter and make a decision on behalf of the Board. Motion carried.

**19. REPORTS**

- Minitex is discontinuing the \$4,000 payment to PCLS for the use of its service site.
- There may be a slight decrease in Category 2 RLTA funding.
- PCLS is migrating its phone service to the TEA<S system and will discontinue the FAXline.
- The Love My Library promotion is ongoing through February and has had an excellent response from the public.
- Hoffman will be meeting with area legislative representatives at the state capitol on Monday, February 26.
- Preliminary research into options for an alternative health insurance provider is underway.

**19. ADJOURN**

Being no further business, the meeting was adjourned at 8:07 p.m.