TIME & PLACE:
The Plum Creek Governing Board met at the Murray County 4-H Building on Wednesday, April 17, 2024.

PRESENT:
Commissioner Thomas Andries, Lyon County (Marshall)
Commissioner Larry Anderson Cottonwood County (Westbrook)
Commissioner Lori Gunnink, Murray County (Lake Wilson)
Pat Haynes, Lincoln County (Lake Benton)
Commissioner Bob Paplow, Nobles County (Bigelow)
Commissioner Roger Pohlman, Jackson County (Lakefield)
Commissioner Dallas Roskamp, Pipestone County (Edgerton)
Anne Marie Vorbach, Lyon County (Marshall)
Commissioner Rick Wakefield, Redwood County (Walnut Grove)
Christine Walker, Murray County (Slayton)

PRESENT VIA VIDEO CONFERENCE AT OPEN PUBLIC LOCATIONS:
Cindy Albrecht, Jackson County (Jackson)
Bridget Harberts, Nobles County (Rushmore)
Commissioner Sherri Thompson, Rock County (Luverne)

ABSENT:
Hannah Clark, Redwood County (Wabasso)
Mary Ann DeGrote Pipestone (Pipestone)
Arlene Erickson, Cottonwood County (Westbrook)
Rhonda Fredricks, Lyon County (Tracy)
Katie Kouba, Nobles County (Worthington)
Vonnie Nergaard, Rock County (Luverne)
Commissioner Corey Sik, Lincoln County (Lake Benton)

Plum Creek Library System staff members Director Elizabeth Hoffman, Rebecca Hudson, and PCLS Advisory Council Liaison Dena Berghorst were in attendance. PCLS staff member Levi Blanchard attended virtually.

1. CALL TO ORDER
Chair Roger Pohlman called the meeting of the Governing Board to order at 6:33 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT - None

5. AMENDMENTS TO THE AGENDA
M/S D. Roskamp/L. Gunnink to approve the agenda with the addition of the Mnlink Agreement as agenda item 10a. Motion carried.

6. MINUTES
M/S R. Wakefield/P. Haynes to approve the Governing Board minutes of February 21, 2024. Motion carried. The Executive Committee minutes of March 5 and 20, 2024 were accepted with the correction that Commissioner Dallas Roskamp attended the March 20 meeting. The Advisory Council minutes of March 13, 2024 were accepted.
7. **FINANCIAL REPORTS**
- Cash Analysis – March 2024
- Statement of Revenues and Expenditures – March 2024
- Balance Sheet – March 2024
- Check Register – March 2024
- Monthly Payment Processing – March 2024
- Credit Card Statements – February 2024

M/S P. Haynes/B. Paplow to accept the financial reports, subject to audit.

8. **ANNUAL MEETING LOCATION**
Elizabeth Hoffman reported that plans are forming for this year’s Annual Meeting on September 22. She suggested that it be held in Worthington at the Chautauqua Park At 2:00 p.m. M/S B. Paplow/L. Gunnink to set the time and date of this year’s Annual Meeting as proposed. Motion carried.

9. **LEGACY COMMITTEE REPRESENTATIVE FROM THE BOARD**
M/S T. Andries/L. Gunnink to appoint board member Pat Haynes to the Legacy Committee to fill the vacated term through 2025. Motion carried.

10. **APPROVAL FOR BOARD CHAIR TO SIGN THE RLBSS APPLICATION**
M/S L. Anderson/B. Paplow to authorize the board chair to sign the RLBSS application. Motion carried.

10a. **MNlink Agreement**
M/S D. Roskamp/T. Andries to approve the new MNlink Agreement. Motion carried.

11. **CLOSED SESSION**
M/S P. Haynes/B. Paplow to close the meeting at 6:30 p.m. as permitted by section 13D.05, subdivision 2 to discuss employee health data. The meeting was reconvened at 7:30 p.m.

12. **HEALTH INSURANCE FOR STAFF ON FAMILY MEDICAL LEAVE REVISION**
M/S D. Roskamp/B. Paplow to pay the current amount of what staff member Joel Sasses’ health insurance cost is while he is on Family Medical Leave for up to 12 weeks, to revise the current Family Medical Leave Policy to read “For the duration of leave, the employer must maintain the employee’s health coverage under any ‘group health plan’”, and to seek legal advice on the revision. Motion carried, with board member Anne Marie Vorbach voting “nay”.

13. **DELIVERY VEHICLE REPLACEMENT CD RENEWAL**
M/S T. Andries/L. Anderson to renew the CD when it matures on April 25 for a 6-month or lesser time frame, based on which interest is best. Motion carried.

14. **PROPOSED ADDED POSITION: TECHNICAL SERVICES ASSOCIATE**
M/S L. Gunnink/R. Wakefield to approve the addition of a 20-hour technical services position to the PCLS staff, beginning July 1, 2024. Motion carried.

15. **ANNUAL BUDGET**
M/S R. Wakefield/D. Roskamp to adopt the 2024-25 budget with a 3% cost of living increase to staff wages. Motion carried.

16. **REPORTS - Director**
- The new WAN contract with Southwest/West Central Service Cooperative has been finalized and work has begun to install fiber optic service to several library buildings including Ivanhoe and Minneota.
- The “Love My Library” promotion held in February received 519 responses. The program was made possible through grants from Prairielands Library Exchange and 4-Imprints. Winners received locally sourced gift cards and embroidered blankets through 4-Imprints.
- Plans for the PCLS 50th Anniversary celebration continue with the next promotion, Passport Bingo, launching on May 1. Gold anniversary stickers have been distributed to libraries to affix to patron’s cards.
- Legislative bills that are still on the table include the prohibition of book banning and MELSA’s request to be excluded from the MLIS degree librarian requirement for its system director position.

19. **ADJOURN**
M/S B. Paplow/L. Gunnink to adjourn the meeting at 8:33 p.m. Motion carried.