

Governing Board
Minutes September 16, 2009
Approved October 21, 2009

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD
Annual Meeting**

TIME & PLACE:

The Governing Board met at the Rock County Veterans Memorial Building (Luverne) on September 16, 2009 at 7:00 p.m. Chairperson Marcia Bork presided.

PRESENT:

Commissioner Don Evers, Lincoln County
Commissioner Mark Goodenow, Lyon County
Commissioner Bill Sauer, Murray County
Commissioner Tom White, Cottonwood County
Commissioner Rosemary Schultz, Jackson County
Commissioner Jane Wildung-Lanphere, Rock County
Commissioner John Schueller, Redwood County
Cindy Albrecht, Jackson County – Jackson
Al Kruse, Lyon County - Marshall
Marcia Bork, Rock County - Luverne
Anne Lichtsinn, Lincoln County – Lake Benton
Nicole Elzenga, Cottonwood County – Westbrook
Jean Meester, Nobles County
Anita Hallum – Nobles County
Martha Jongetjes, Pipestone County – Edgerton

Mark Ranum, Chris Lang, Cleo Wicks, Margie Salentiny, Kelly Hoogendoorn were PCLS staff in attendance. The library directors in attendance were: Elberta DeJager, Beth Cuperus, Kari Ourada, Carla Skjong, Sue Vizecky, Shanna Worth, Sharyl Larson and Ginger Stemme

ABSENT:

Commissioner Harold Miller, Pipestone County
Commissioner Diane Thier, Nobles County
Larry Arentson, Redwood County – Redwood Falls
Jeanette Sleeper, Murray County - Fulda

1. CALL TO ORDER

Chairperson Marcia Bork called the September 16th meeting of the PCLS Governing Board to order at 7:00.

2. INTRODUCTIONS

Ranum introduced and welcomed Ginger Stemme as the new Director of the Rock County Community Library.

3. PRESENTATIONS

Ranum provided the Board and those in attendance with a state of the library address as part of the annual meeting activities. He thanked the Board members, Librarians and local library boards for their support of Plum Creek and all PCLS libraries.

4. AMENDMENTS TO THE AGENDA

There were no amendments to the September 16th Agenda. It was declared approved as presented.

5. MINUTES

5A. Governing Board – June 17, 2009

M/S B. Sauer/N. Elzenga to approve the Minutes of the June 17th meeting of the Governing Board as presented.

There were no questions, comments or corrections.

Motion carried by unanimous vote.

5B. Advisory Council Minutes – Information documents

5B1. June 17, 2009

The Minutes of the June 17th meeting of the Advisory Council of Library Directors were reviewed as an information document. There were no questions or comments.

5B2 September –meeting cancelled

6. REPORTS

6A. Financial Report

6A1. July, 2009

6A2. August, 2009

The July and August 2009 financial reports were distributed and reviewed. Ranum noted that all expenditures were routine in nature and called for questions.

M/S D. Evers/T. White to approve the July and August 2009 Financial Reports as presented.

There were no questions or concerns.

Motion carried by unanimous vote.

7. OLD BUSINESS

7A. Other

There was no Old Business brought to the table.

8. NEW BUSINESS

8A. Approval to submit and sign Legacy Fund Application

Ranum made the Board aware that the Legacy Fund legislation was approved by Legislature. 4.25 million dollar was appropriated for distribution to the 12 regional public library systems to use for outcome-based programs in the arts, culture, history, and literary arts. PCLS will receive approximately 110,000 of the Legacy fund dollars.

PCLS is in the preliminary stages of program planning.

The State Library has developed an application form that needs to be submitted by September 22nd. Ranum asked the Board's authorization to apply for the Legacy Funds and to submit the formal application.

M/S/ B. Sauer/J. Wildung to authorize the submission of the Legacy Fund application with signatures of the Board Chair and PCLS Director.

There was no further discussion

Motion carried by unanimous vote.

8B. Approval to spend 10% of the Legacy Funds for Statewide project

Ranum explained that the Regional Public Library System Administrators decided, that in order to leverage legacy funds, they would pool 10% of each systems appropriation and coordinate a statewide project partnering with the State Historical Society or State Arts Board. The benefit to PCLS is that PCLS would get the same program(s) or service for 10,000 (10%) as that of MELSA, for example, who would be contributing \$170,000 (10%).

Ranum noted that to date, 9 of the 12 regional boards have approved the initiative. Ranum asked the Board for authorization to expend 10% of the Legacy Funds allocated to PCLS for a statewide project.

M/S N. Elzenga/M. Goodenow to authorize the expenditure of 10% of the Legacy Funds allocated to PCLS for the statewide project.

There was no further discussion.

Motion carried by unanimous vote.

8C. Approval of a working policy to allow Director to authorize expenditure of Legacy Funds to support member libraries' programs and services

Ranum made the Board aware that Chris Lang, Carol Lehman, Mt. Lake Public Library Director , SMAHC Director Greta Murray, Nicole Elzenga, representatives from Pioneerland and Robin Chaney, SAMMIE Director, attended a State sponsored Legacy outcomes planning workshop as well as an initial program planning session.

Ranum requested authorization to expend Legacy funds on local member library programming that qualifies for Legacy funds as a working policy. Library program applications and the expenditure of Legacy Funds for such programs would at his discretion. Ranum noted that in October, he would provide the Board with a Legacy Fund committee recommendation.

M/S T. White/M. Jongetjes to authorize the expenditure of Legacy funds on local member library programming which qualify for funding as a working policy and at the discretion of the Director.

Ranum noted that the Legacy Funds are tax dollars that come to PCLS through the Basic System Support formula. Therefore, the PCLS Governing Board has the fiduciary responsibility of authorizing all Legacy Fund expenditures.

The question was raised as to whether there were restrictions on what the Legacy Funds could be spent on. Ranum clarified that the Legacy money cannot be used to build building or to purchase collections unless the collection is a resource supporting the program. For example, PCLS could not purchase art books to put in every library. However, if a program was developed around a specific artist, books supporting that program could be purchased.

Motion carried by unanimous vote.

8D. Approval to sign and submit the Report of Results Accomplished document

Ranum noted that the Report of Results Accomplished document is the final report of how Basic System Support Grant funds were spent. The Report must be submitted to the State on or before October 1, 2009.

Ranum requested authorization to sign and submit the Report of Results Accomplished. The Director's and Board Chair's signature are required.

M/S C. Albrecht/J. Schueller to authorize that the Report of Results Accomplished be signed by the Director and the Board Chair and submitted to the State Library.

There was no further discussion

Motion carried by unanimous vote.

8E. Approval of the H1N1 Novel Influenza Policy

Ranum provided the Board with a proposed H1N1 Novel Influenza Policy as recommended by the Department of Health and Preparedness. The policy is to provide PCLS staff with direction should the flu hit. The Policy also provides Service Disruption direction if a member library is closed due to reasons related to the H1N1 Flu.

Ranum requested approval of the H1N1 Novel Influenza Policy as presented.

M/S B. Sauer/N. Elzenga to approve the H1N1 Novel Influenza Policy as presented and recommended by the Department of Health and Preparedness.

There was no further discussion.

Motion carried by unanimous vote.

8F. Appointment of an MLA Trustee Contact

Ranum explained that MLA (Minnesota Library Association) is making an effort to connect Regional Library Boards to MLA, and have requested that an MLA Trustee be appointed from each regional board to service as conduit to the MLA Trustee Association.

Commissioner Wildung volunteered to service as the MLA Trustee Contact from the PCLS Regional Library Board.

M/S B. Sauer/M. Jongetjes to accept Commissioner Wildung as the MLA Trustee Contact from the PCLS Board.

There was no further discussion.

Motion carried by unanimous vote.

G. Other – Legacy Funds, PCLS/PLS partnership.

Ranum distributed the PCLS/PLS Legacy Fund Partnership proposal which states that PCLS and Pioneerland regions will cooperatively fund, plan, and execute programs, events, and activities connecting Minnesotan Readers and Writers using up to 45% of the Legacy Fund dollars. The proposal will include partnerships from SMAHC (Arts Council) and other history and cultural organizations.

Ranum requested authorization to proceed with the Connecting Minnesota Readers and Minnesota Writers partnership with Pioneerland using up to 45% of Legacy Funds for this endeavor.

M/S N. Elzenga/A. Kruse to approve the PCLS/PLS Legacy Fund Partnership Proposal for 2009/2010 as presented which includes using up to 45% of Legacy Funds for shared programming.

There was no further discussion

Motion carried by unanimous vote.

9. DISCUSSION

9A. Other

There were no other items brought to the table for discussion.

10. EXECUTIVE SESSION - none

11. REPORTS FROM THE BOARD MEMBERS

Commissioner John Schueller announced that due to health reasons, Commissioner Bruce Tolzmann has resigned his position on the Board and position with the Board of County Commissioners in Redwood County.

12. CALENDAR OF EVENTS

12A. September 24 Personnel Legal Issues Workshop – Marshall YMCA 8:30

12B. October 14-16 2009 St. Cloud Civic Center

12C. ELM Training – Slayton Library 9-12 or 1-4

12D. Legacy Funds Workshop – November 3, 2009 RDC Slayton

13. PENDING AGENDA ITEMS

13A. *PCLS* Agency Agreement review

14. NEXT MEETING

14A. Date: October 21, 2009

14B. Location: Regional Development Center, Slayton

14C. Time: 6:30

15. ADJOURNMENT

Having completed the Agenda, Board Chair called for a motion to adjourn the September 16th meeting of the Governing Board.

M/S D. Evers/B. Sauer to adjourn the September 16th meeting of the Governing Board.

No further discussion.

Motion carried by unanimous vote.

Governing Board
Minutes September 16, 2009
Approved October 21, 2009

Respectfully submitted
Chris Lang, Office Administrator