

Governing Board
Minutes – Approved 10-26-2011
June 15, 2010

**PLUM CREEK LIBRARY SYSTEM
Governing Board
Regional Development Center, Slayton**

TIME & PLACE: The Plum Creek Library System Governing Board met at the Regional Development Center, Slayton on June 15, 2011 at 6:30 p.m. Chairperson Commissioner Don Evers presided.

PRESENT:

Commissioner Jim Schmidt, Cottonwood County
Commissioner Rosemary Schultz, Jackson County
Commissioner Don Evers, Lincoln County
Commissioner Mark Goodenow, Lyon County
Commissioner Bill Sauer, Murray County
Commissioner Harold Miller, Pipestone County
Commissioner Sharon Hollatz, Redwood County
Commissioner Jane Wildung-Lanphere, Rock County alternate
Pam Sukalski, Lyon County – Marshall
Martha Jongetjes, Pipestone County – Edgerton
Anne Lichtsinn, Lincoln County – Lake Benton
Marcia Bork, Rock County – Beaver Creek
Anita Winkle, Cottonwood County - Windom

Mark Ranum and Chris Lang were PCLS staff in attendance.
PCLS Staff members Cleo Wicks, Margie Salentiny, Anne Ouellette and Joel Sasse observed.

ABSENT:

Commissioner Diane Thier, Nobles County
Anita Hallum, Nobles County – Adrian
Citizen member - Murray County (vacant seat)
Citizen member - Jackson County – (vacant seat)
Redwood County – Redwood Falls (vacant seat)

1. CALL TO ORDER

Chairperson Commissioner Don Evers called the June 15th meeting of the Governing Board to order at 6:30 p.m.

2. INTRODUCTIONS

Introductions were made for the benefit of newly appointed Cottonwood County representative from Windom, Anita Winkle.

3. PRESENTATIONS – PLS Representative

Amy Wild, Chair of the Pioneerland Library Board, provided the Board with an introduction to the Pioneerland library System and explained what the PLS Ad Hoc Committee is investigating in terms of exploring various options for sharing administrative and program resources to ensure public library doors remain open and that patrons have quality library service.

Goodenow noted that PCLS is in a unique situation in that the Board contracts with Ranum for Administrative service therefore the PLS Board would not contract with the PCLS Board, but rather directly with Ranum.

Wild noted that the PCLS Board and Ad Hoc Committee are in the preliminary stages of investigating options open to them.

Ranum reminded the Board that his Contract with PCLS outlines his responsibilities to PCLS and the fact that he must make the Board aware of any other Contracts he enters into and that any Contract the (Ranum) enters into would not be in any ethical or financial conflict with the work he performs for the PCLS Board. Ranum further noted that he has secured a general liability contract and Error in Omissions contract for his private consulting work.

4. PUBLIC COMMENT

PCLS welcomes comments from the public on agenda topics or other issues. However, no action will be taken by the Board on comments made. The public is encouraged to notify Plum Creek prior to the meeting if they are interested in making comments on a specific agenda topic or issue. Individual's comments will be limited to five (5) minutes. PCLS will allow a maximum of twenty (20) minutes for public comment during any one Board meeting.

5. AMENDMENTS TO THE AGENDA (e-mailed and in mailed packet) (action)

Goodenow requested that an item "limitation of the Marshall-Lyon Circulation" be added under Old Business E.

M/S B. Sauer/M. Bork to approved the Agenda of the June 15th meeting of the Governing Board as amended.

There was no discussion.

Motion passed by unanimous vote.

6. MINUTES

6A. Governing Board – May 18, 2011 (e-mailed and in mailed packet) (action)

The Minutes of the May 18th 2011 meeting of the Governing Board were distributed for review.

M/S J. Wildung/ M. Jongetjes to approve the Minutes of the May 18th meeting of the Governing Board as presented.

There was no discussion.

Motion carried by unanimous vote.

6B. Advisory Council – Information documents

6B1. May 18, 2011 (e-mailed and in mailed packet)

The Minutes of the May 18th Meeting of the Advisory Council of Library Directors was distributed as an information document.

There were no comments or questions.

7. REPORTS

7A. Director's Report

7A1. Written report (e-mailed and in mailed-packet)

Ranum provided the Board with a written report of his monthly activities.

There were no questions.

7A1a. Legislative Session Update

Ranum reported that it appears that there may be a government shut down. The court will be determining what State essential services will remain unaffected by the shut down. The major issue financially for PCLS is that the possible delay in the 30% payment shift disbursed through the Department of Education. If there were no one to submit vouchers for those payments, the delay would cause a significant cash flow shortfall.

7B. Financial Report (action)

7B1. April, 2011 Statement of Rev. and Exp. Report (e-mailed and in mailed packet)

7B 2. May 2011 bills list (e-mailed and in mailed packet)

7B3. Cash Flow statement (e-mailed and in mailed packet)

Ranum called the Board's attention to the April Statement of Revenue and Expense report, the May bills list and the cash flow statement. He noted that all expenditures were routine in nature.

Ranum noted that final Legacy payments are due to be disbursed in June.

M/S H. Miller/R. Schultz to approve the April Financial Revenue and Expense Report, the May Bills list and cash flow statement as presented.

There was no discussion.

Motion carried by unanimous vote.

7C. SAMMIE Board Report

Sukalski announced the hire of Regan Thalacker as the new SAMMIE Director. Ms Thalacker comes to the position with a variety of experiences from school, public and special libraries. Sukalski noted that in addition the SAMMIE office will be transitioning to their new location at the SMSU. Goodenow noted that in exchange for space Thalacker would be working the university library's reference desk.

7D. Other

There were no other reports made.

8. OLD BUSINESS

8A. LSTA Grant Application acceptance

Ranum reminded the Board that the LSTA Grant is the grant that would support further exploration of Koha Open Source automation. By accepting the LSTA grant does not obligate the Board to implement Koha. Ranum made the Board aware that at their meeting earlier, they voted to recommend the Governing Board accept the LSTA Grant.

M/S M. Bork/A. Lichtsinn to accept the LSTA Grant in support of further exploration of the Koha Open Source automation system

Ranum clarified that the project may be delayed if there is a government shut down because funds would not be dispersed.

Motion carried by unanimous vote.

8B. Agency Agreement

Sukalski made the Board aware that the Marshall-Lyon County Library Board has not signed the Agency Agreement because of unresolved issues of concern and that the City is not comfortable signing the Agreement until the library board has accepted it.

Sukalski suggested that Ranum make a presentation to the Marshall library board to help resolve the concerns of the board.

Ranum noted that he would welcome an invitation from the Marshall-Lyon County Library Board to discuss their issues so that the Agency Agreement process can be finalized if that is direction the Governing Board wants him to take. The Board concurred.

There was no further discussion.

8C. FY 2012 PCLS Budget/BKM Budget/Legacy Budget (emailed and in mailed packet)
Grants and Projects Budget

Ranum called the Board's attention to the Grants and Projects budget as distributed. PCLS expects to receive approximately \$75,000 in Legacy funds. The Legacy budget will be developed after PCLS receives authorization from the State that funds are available. The SAMMIE and Koha grants are revenues supporting the further exploration of the Koha Open Source automation system. County Aid to Public Libraries and Specialty Items/Cooperative Purchases are pass through revenues and expenditures. The total Grants and Projects budget is \$443,922.

M/S Miller/S. Hollatz to approve the Grants and Projects budget as presented.

There was no further discussion.

Motion carried by unanimous vote.

Bookmobile Budget.

Ranum made the Board aware that the 2012 Bookmobile Contracts are scheduled for signature in December. The Bookmobile budget is an informational document because PCLS expends funds on behalf of the participating counties.

M/S J. Wildung/H. Miller to approve the Bookmobile budget as presented.

Miller asked why the bookmobile collection budget decreased significantly from the prior year. Ranum explained that the bookmobile collections budget fluctuates depending on when the collection is weeded and in need of replenishing.

Motion carried by unanimous vote.

PCLS Operational Budget

Ranum provided the Board with review of all line items, highlighting the fact that the budget provides for the purchase of a new delivery van (\$29,000) and reflects a 10% staffing reduction due to the retirement of Mary Rae Oxborrow and moving 50% of the Office Administrator's and IT's positions to other grant programs

Ranum noted that the current fuel projections are less than previously anticipated, therefore the fuel line items have been calculated at \$4.15 per gallon.

Ranum highlighted anticipated Revenues. The total amount of expected RLBS revenue is \$3452,00 that represents 70% of FY 2012 dollars and the balance of 2011 dollars (30% shift). The 30% (\$105,000) payback dollars are not disbursed automatically. They have to be allocated by the Legislature.

Ranum pointed out the revenue generated through automation system licenses fees and database upgrades fees to be \$80,000. The total operating cost of automation is approximately \$130,000. The PCLS operating budget subsidizes automation with \$50,000 of State funds.

Ranum highlighted other miscellaneous revenue items.

Total revenue is projected to be \$520,467, a reduction of \$30,993 from the current fiscal year.

Administrative Expense

Ranum highlighted various administrative expense line items, noting that all are routine. He pointed out that the line item “Equipment Repair and Maintenance” technically reflects costs associated with the print station and asked the Board to revise the label of that budget line (#44) and to reduce the amount to \$2,586 basically to put the budget in balance.

Ranum pointed out that there are no provisions in the FY 2012 budget for salary increases.

Total Administrative expenses are estimated to be \$214,178.

Cataloging and Interlibrary Loan

The total cataloging and interlibrary loan budget of \$106,045 and reflects primarily salaries and benefits. The other major expense in this budget section is the cost of databases used for cataloging purposes.

Automation

Ranum pointed out that the automation budget reflects staffing shifts. Telecommunication costs are a major part of the automation budget in that PCLS pays for the Internet access for most of the libraries.

Ranum pointed out that expense line # 95 has been mislabeled and asked the Board to change the line title to Web hosting which the cost is paid to ComputerMan to host several libraries' web sites.

Expense line item # 96 (Automation Vendor (SIRSI) represents one half the total payment to SIRSI and assumes the migration to Koha. If migration to Koha does not transpire, the overall budget will need to be revised to accommodate the total cost of SIRSI.

Total Automation expense is estimated to be \$91,242.

Delivery

Ranum pointed out that the delivery budget supports two delivery drivers who work approximately 24 hours per week. He announced the hire of a new driver because a former driver resigned to take a full time construction job.

Ranum noted that because of the new driver hire, the insurance expense line item #104 needs to be revised from \$1,700 to \$3,500.

Ranum reminded the Board that the delivery budget also reflects the \$29,000 vehicle purchase.

Total Delivery expense is estimated to be \$109,916.

Total Expenses are \$520,467.00 which puts the budget in balance.

Ranum requested the adoption of the FY 2012 budget as presented.

M/S S. Hollatz/J. Schmidt to approve the PCLS FY 2012 budget as presented.

There was no further discussion.

Motion carried by unanimous vote.

PCLS Government Shutdown Options and Finances

Ranum presented a document that explored options for PCLS to continue operating through a potential Minnesota State government shutdown as follows:

- Less than 30-day shutdown: Use reserve dollars
- 30-60-day shutdown: Borrow funds against future state aid payments and the PCLS building
- Over 60-day shutdown: Ask member libraries to pay 2012 delivery and automation fees and/or ask counties to provide temporary funding for services

Goodenow suggested that if a shutdown would last longer than 30 days, PCLS may consider suspending Interlibrary Loan service and longer than 60 days, suspend automation services until a government budget agreement is reached.

There was no further discussion. Ranum noted that in the event of an extended government shut down, he would call the Executive Committee together to further discuss the funding options.

8D. Resource sharing of new materials – Draft proposed by Mark Goodenow

Goodenow distributed and presented the Circulation Policy he drafted as a proposal to amend the policy currently in place. The major issue of change presented in the draft is the section on Interlibrary Loan and the length of time new materials may be held before making them available for loan to other libraries. The policy in place states that “new materials may be held for short periods by the owning library for browsing in a status making it unavailable for hold (in processing)” The proposed policy states “New materials may be held for up to three (3) months by the owning library for browsing in a status making it unavailable for hold.

Ranum noted that the draft Circulation Policy was shared with the Advisory Council and after discussion; they made the following recommendation to the Board:

M/S S. Vizecky/ T. Erickson that the Advisory Council recommends to the Plum Creek Governing Board to table any further discussion on the Circulation Policy until PCLS moves through the process of a new automation system.

There was no further discussion.

Motion carried by unanimous vote

Goodenow commented that he did not see any reason for putting off discussion and/or action on the proposed draft policy.

M/S M. Goodenow/M. Jongetjes to advance further discussion and action of the proposed draft Circulation Policy to the next Governing Board agenda.

Discussion ensued.

Wildung commented that she felt it would be inappropriate for the Governing Board to adopt a policy that the library directors had not endorsed or recommended since they are the ones most affected by the policy and have to administer the policy.

Miller commented that the Governing Board sets circulation policy.

Ranum noted that through the discussions of the Advisory Council, he believes it was made clear that they are tired of discussing the issue of new book lending and soundly rejected the proposed draft Circulation policy. He also reiterated his policy and procedure of not bringing policy issues to

the PCLS Board which affect library operations until he is able to discuss the issues with local library directors, who legally represent their local library boards.

Ranum encouraged local board members to talk to their library directors between now and the next Governing Board regarding the lending issue.

Motion carried with a show-of-hand vote: 6 yes 4 nays

8E. Marshall-Lyon Circulation Limitation

Goodenow made the Board aware that the Marshall-Lyon County Library Board has set a library policy limiting the number of holds their patrons could place to ten (10). Goodenow noted that Marshall's request to make that change on the automation system was refused.

Ranum clarified that PCLS did not "refuse" to implement that policy for Marshall, but rather that it would be impossible to implement restriction of holds because:

1) Patrons can register for a library card at any member library, therefore Marshall residents would not be the only ones affected by the hold limitation. Ranum noted that patrons, not collections are affected by restricting holds.

2) Only twenty-two library cards of all those registered at Marshall-Lyon have holds in excess of ten (10). Some of these are institutional or library organizational cards.

Ranum explained that technology cannot always solve internal procedural or staff performance issues, or create a workflow for individual libraries because of the down-stream effects to other libraries. Ranum continued that because of the joint powers agreement which forms PCLS and the varied needs and interests among partners in that agreement, some decisions are not open to individual libraries without getting agreement from others in the partnership.

9. NEW BUSINESS

9A. Regional Basic System Support Grant Application (signature approval)

Ranum reminded the Board that the Regional Basic System Support Grant application outlines how state dollars would be spent, and that the Board agrees to comply or make assurances that all State rules, regulations and requirements of the State Library would be followed. Ranum requested approval of the Chair and Director's signature on the RLBS grant application.

M/S M. Bork/S. Hollatz to authorize the Chair and Director to sign the RLBS grant application.

There was no discussion.

Motion carried by unanimous vote.

9B. Strategic Plan Submission form (signature approval)

Ranum made the Board aware that as part of the RBSS grant application process, regional system are required to have a strategic plan in place or one in development which PCLS has. The Strategic plan must be filled by December, 2011. Ranum requested the Board approve the Chair and Director's signatures on the Strategic submission form.

M/S B. Sauer/H. Miller to approve the Chair and Director's signatures on the Strategic Plan submission form.

There was no further discussion.

Motion carried by unanimous vote.

9C. Technology Plan statement (signature approval) e-mailed and in mailed packet

Ranum made the Board aware that the State of Minnesota no longer requires a technology plan for the region to qualify for the Federal e-rate program or RLTA funds administered by State.

Ranum noted that PCLS does have a Technology Plan in place and requests that the Board approve a request that the State Library keep the PCLS current technology plan on file, with

updates to be submitted by PCLS administration as required, ensuring PCLS and member libraries continue to qualify for programs and services.

M/S A. Lichtsinn/S. Hollatz authorize PCLS Administration to submit to the State library the request to keep the current PCLS technology plan on file, with updates to be submitted by PCLS Administration as required

There was no further discussion.

Motion carried by unanimous vote.

9D. Other

There was no other New Business brought to the table.

10 DISCUSSION

10A. Strategic Plan Priorities

Strategic Plan Priorities were not discussed.

10B. Other

11. EXECUTIVE SESSION - NONE

12. REPORTS FROM THE BOARD MEMBERS

Reports from the Board members were not heard.

13. CALENDAR OF EVENTS

13A. August 2 & 3 – Branch Out - St. Olaf College, Northfield

13B. August 11th Camp Read-A-Lot – Marshall

13C. October 12-14 MLA Conference - Duluth

14. PENDING AGENDA ITEMS

14A. ByLaw review (after all Agency Agreement signatures are received)

14B. Other

15. NEXT MEETING

15A. Date: September 21, 2011

15B. Location: Annual meeting to be announced

15C. Time: To be announced

16. ADJOURNMENT

M/S M. Bork/H. Miller to adjourn the June 15th meeting of the Governing Board.

Motion carried by unanimous vote.

Respectfully submitted,

Chris Lang
Office Administrator.