

**PLUM CREEK LIBRARY SYSTEM
GOVERNING BOARD**

TIME & PLACE:

The Governing Board met at the Regional Development Center, Slayton on October 20, 2010 at 6:30 p.m. Chairperson Harold Miller presided.

PRESENT:

Commissioner Tom White, Cottonwood County
Commissioner Rosemary Schultz, Jackson County
Commissioner Don Evers, Lincoln County
Commissioner Mark Goodenow, Lyon County
Commissioner Bill Sauer, Murray County
Commissioner Diane Thier, Nobles County
Commissioner Harold Miller, Pipestone County
Commissioner Jane Wildung-Lanphere, Rock County
Cindy Albrecht, Jackson County
Anne Lichtsinn, Lincoln County
Anita Hallum – Nobles County
Al Kruse, Lyon County
Martha Jongetjes, Pipestone County
Larry Arentson, Redwood County

Mark Ranum, Chris Lang, Cleo Wicks, Margie Salentiny and Joel Sasse were PCLS staff in attendance.

ABSENT:

Commissioner Priscilla Klabunde, Redwood County
Jeanette Sleeper, Murray County - Fulda
Marcia Bork, Rock County - Luverne
Nicole Elzenga, Cottonwood County – Westbrook

1. CALL TO ORDER

Chairperson Harold Miller called the October 20th meeting of the PCLS Governing Board to order at 6:30.

2. INTRODUCTIONS

Introductions were made.

3. PRESENTATIONS-none

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.

There was no one from the general public in attendance.

5. AMENDMENTS TO THE AGENDA

There were no additions or amendments to the Agenda of the October 20th meeting of the Governing Board.

M/S B. Sauer/A. Kruse to approve the Agenda of the October 20th meeting of the Governing Board as presented.

There was no discussion.

Motion carried by unanimous vote.

6. MINUTES

6A. Governing Board – June 16, 2010

The Minutes of the June 16th meeting of the Governing Board were reviewed.

M/S/ J. Wildung/M. Goodenow to approve the Minutes of the June 16th meeting of the PCLS Governing Board as presented.

There were no questions, concerns or further discussion.

Motion carried by unanimous vote.

B. Advisory Council – Information documents

B1. September 15th, 2010

The Minutes of the September 15th meeting of the Advisory Council of Library Directors were e-mail to the Board for their information, review and comment.

There were no questions or concerns.

7. REPORTS

7A. Director's Report

7A1. Written report

A1a. Legacy Initiatives

Ranum pointed out that the items on his written report are on item on the Agenda and would be discussed in more detail as the meeting progressed.

Ranum did highlight information regarding the Legacy partnership initiatives. 10% of PCLS Legacy funding is earmarked for the statewide project through the MN Historical Society focusing on the Minnesota Greatest Generation and includes a project for History Day.

40% of PCLS Legacy funds are earmarked for joint programming with Pioneerland similar is scope to the author tours Connecting MN Writers and MN Readers and the Laura Ingalls Wilder Museum bus tour. The focus for the FY 2011 funding will be on the fine arts and arts in action.

50% of the PCLS Legacy funds are earmarked for local library programming based on the local community arts and cultural interest.

7A1b. Legislative update

Ranum made the Board aware that the Minnesota Library Association passed the first draft of the Legislative Platform at its annual meeting on October 7th.

Ranum will keep the Board aware of Legislative actions as they happen.

7B. Financial Report

Governing Board
Minutes – Approved 1-19-2011
October 20, 2010

7B1. June, 2010
7B2. July, 2010
7B3. August, 2010

The Financial Reports for June, July and August were reviewed.

Ranum pointed out that cash flow summary and noted that cash on hand is stable.

M/S T. White/D. Their to approve the June, July and August 2010 Financial reports as presented.

There were no questions or concerns.

Motion carried by unanimous vote.

7C. SAMMIE Governing Board

Ranum made the Board aware that the SAMMIE Board is working through options for when the SAMMIE Director retires. He reminded the Board that a letter of intent has been sent to the SAMMIE Board expressing PCLS's interest in sharing administrative and management services. Ranum provided the Board with a document that identifies the duties and responsibilities of the SAMMIE Director and hours that it would take to accomplish those tasks if PCLS were to take on the responsibilities.

Goodenow noted that the SAMMIE committee is review a variety of management models at this time.

The goal of PCLS, Pioneerland and SAMMIE is the end users and providing the best service for all parties.

7D. Interlibrary Loan Six-month report of usage

The six-month interlibrary loan report of usage document was distributed and reviewed.

Ranum pointed out that 70,000 items were shared among libraries, proving that patrons use the access to larger collections that the PCLS catalog provides.

There were no questions or comments.

7E. Bookmobile Six-month report of usage

The six-month bookmobile circulation report of usage document was distributed and reviewed.

Ranum pointed out that bookmobile circulation experienced a 10.66% increase in the first six months of calendar year 2010 compared to the same time period of 2009. Bookmobile staff are doing an excellent job providing children's programming during the summer and circulating materials.

Ranum noted that the bookmobile is now using a wireless connection to connect to the internet and the PCLS automation system which has proven to be more reliable and time saving than the satellite connection.

Although there are significant rust issues and challenging repairs that have needed to be made on the bookmobile, it is holding up and safe for travel.

There were no questions or comments.

7F. Delivery Six-month report of usage

The six-month delivery report of usage was distributed and reviewed. Ranum pointed out the percent of increase (7.48%) in the number of items being delivered between libraries during the first six months of 2010 compared to the same time period in 2009.

Ranum noted that he and bookmobile staff will be discussion other service options/models so that residents continue to be served in the most efficient way.

There were no questions or comments.

7G. Other

There were no other reports brought to the table for discussion or review.

8. OLD BUSINESS

8A. PCLS Agency Agreement final revision

The final revision of the PCLS Agency Agreement was reviewed. Ranum noted that the Agreement will take affect at the time when all customized resolutions have been signed and received.

At the suggestion of Lyon County a change was made to IA Governing Board: Membership, last sentence: "The second representative shall be chosen from among the board members of the participating libraries in accordance, if applicable, with any local agreements between a county the respective cities or library boards within that count." Ranum explained that this would only take affect if the cities involved and the county has a written agreement of how board appoints are made.

M/S M. Jongetjes/A. Kruse to approve the final draft of the Agency Agreement as modified.

There was no further discussion.

Motion carried by unanimous vote.

8B. Other

There was no other Old Business brought to the table.

9. NEW BUSINESS

9A. Acceptance of the Audit

The audit was not available for review and tabled to the January agenda.

Ranum noted that PCLS is at the end of a three-year contract for audit services with Meulebroeck, Taubert & Co., PLLP.

The board discussed whether to re-negotiate a three-year contract with Meulebroeck, Taubert & Co or to go out to bids for audit services.

Miller suggested that it is always good to go out to bid every three to five years.

Kruse noted that having a firm that is familiar with the system is a positive thing.

M/S A. Kruse/D. Thier to authorize the staff to solicit bids for a three-year contract for audit services.

There was no further discussion.

Motion passed by unanimous vote.

9B. Legacy Fund final report

Ranum minded the Board that they had approved the submission of the Legacy Report at a previous meeting. The Board received an electronic copy of the Legacy final report. As a point of information, the Final Legacy Report was signed and submitted to the State.

9C. PCLS RLBSS Report of Result Accomplished

Ranum requested authorization to sign and submit the Regional Library Basic System Support Report of Results Accomplished. The Board received an electronic copy of the RLBSS Report of Results Accomplished Report.

M/S R. Schultz/M. Jongetjes to authorize the signature on and the submission of the RLBSS Report of Results Accomplished.

There was no further discussion.

Motion carried by unanimous vote.

9D. Proposal to increase Database Maintenance fee to member libraries

The Board received and reviewed a document of proposed increases in library database maintenance fees.

Ranum explained that due to the final calculation of RLBSS grant dollars, the PCLS FY 2011 budget will have a \$20,000 shortfall. Some adjustments have already been made to decrease that shortfall including reductions in staffing, renegotiation of vendor fees, and hardware and software costs.

The proposal to increase library database maintenance fees will generate \$10,000 in revenue to offset the \$20,000 shortfall.

The increase in fees to member libraries and schools is proposed as follows:

- Those currently paying \$500 for database maintenance would see an increase to \$750,
- Those currently paying \$1,500 for database maintenance would see an increase to \$2,000, and
- Those currently paying \$3,000 for database maintenance would see an increase to \$4,000.

The database maintenance fees have not changed since the early 1990's when the fee schedule was established.

The member libraries discussed the fee increases and agreed that the increases were workable.

Ranum requested action from the board to raise the database maintenance fees as proposed.

M/S J. Wildung/T. White to approve the increase in database maintenance fees as proposed.

It was noted that the Board needs to consider making small incremental increases annually to all the library fee schedules.

Motion carried by unanimous vote.

9E. Election of officers

Ranum reminded the Board that Nicole Elzenga is vice chair/chair-elect for calendar year 2011. The Chair position has alternated historically between citizen members and county commissioners.

M/S J. Wildung/B. Sauer to nominate and cast a unanimous ballot for Commissioner Don Evers as PCLS Governing Board Vice Chair/Chair Elect for calendar year 2011.

Motion carried by unanimous vote.

The current Treasurer is Commissioner Diane Thier and current Secretary is Anita Hallum, both agreeing to continue their positions if nominated.

M/S M. Jongetjes/C. Albrecht to nominate and cast a unanimous vote for Commissioner Thier as Treasurer and Anita Hallum as Secretary.

Motion carried by unanimous vote.

9F. Acceptance of a meeting schedule

The proposed meeting schedule for calendar year 2011 was reviewed. The meeting dates are as follows:

January 19, 2011 Regional Development Center @ 6:30 p.m.
March 16, 2011 Regional Development Center @ 6:30 p.m.
May 18, 2011 Regional Development Center @ 6:30 p.m.
June 15, 2011 Regional Development Center @ 6:30 p.m.
September 21, 2011 (annual meeting)
October 19, 2011 Regional Development Center @ 6:30 p.m.
No meeting in February, April, July, August, November, or December.

Ranum encouraged County Commissioners to send an alternate to the meeting if there is scheduling conflicts.

M/S A. Kruse/D. Evers to approve the meeting schedule as proposed.

There was no discussion.

Motion carried by unanimous vote.

9G. Other

There was no Other New Business brought to the table for discussion or action.

10. DISCUSSION

10A. Patron record security issue

Ranum explained that the Marshall-Lyon County Library has experienced patrons accessing other patrons' information from the automation database by randomly entering four digit pin numbers causing a minor security issue.

Ranum noted that the library directors have discussed the issue and it appears that at this point, Marshall-Lyon is the only library that has experienced the security breach. He further explained that when there are technology issues like this, in most cases, the "fix" is generally a global one which means that all libraries would be affected.

Marshall-Lyon has addressed the issue at the local level so as not to disrupt procedures at all libraries. In the event that security becomes compromised systemwide, alternative measures will be made.

10B. MOE (Maintenance of Effort)

Ranum distributed the Maintenance of Effort chart developed by the State Library. The numbers reflected on the chart are the certified levels of support that cities and counties must provide to be in compliance and qualify to be members in good standing of the regional library system. The complexity of the spreadsheet is described and explained in the document attached to the spreadsheet.

Representative Mary Murphy, Chair of the State Legislative Education Committee will be addressing issues of concern relating to the disparities in per capita library funding across the state.

10C. Other

Regional Basic System Support Grant Formula Briefing Paper

Ranum shared a Briefing Paper documenting the shifts in regional library funding allocations. Ranum noted that he and other regional library system administrators continue to work toward changing the funding formula by removing the equalization factor which has caused the funding shifts.

The Board will receive updates to the Briefing Paper as they become available.

11. EXECUTIVE SESSION - NONE

12. REPORTS FROM THE BOARD MEMBERS

Reports from the Board members were heard.

13. CALENDAR OF EVENTS

14. PENDING AGENDA ITEMS

14A. Audit

14B. Other

15. NEXT MEETING

15A. Date: January 19, 2010

15B. Location: TBA

15C. Time: TBA

16. ADJOURNMENT

The October 20th meeting of the Governing Board was declared adjourned having completed the agenda.

Respectfully submitted

Chris Lang
PCLS Office Administrator