TIME & PLACE:
The Plum Creek Governing Board met at the Murray County Courts Building on October 16, 2019.

PRESENT:
Wendy Buschena, Murray County (Fulda)
Commissioner Jim Eigenberg, Jackson County
Tom Ellig, Redwood County (Redwood Falls)
Arlene Erickson, Cottonwood County (Westbrook)
Commissioner Donna Gravley, Cottonwood County
Commissioner Lori Gunnink, Murray County
Pat Haynes, Lincoln County (Lake Benton)
Mary Ingenthron, Nobles County (Worthington)
Commissioner Gene Metz, Nobles County
Michael Murray, Lyon County (Ghent)
Commissioner Jody Reisch, Rock County
Commissioner Charles Sanow, Lyon County
Evan Schiller, Pipestone County (Pipestone)
Robin Stegner, Redwood County (Redwood Falls)
Sandy Stobb, Lyon County (Tracy)
Advisory Council Liaison Kari Ourada

ABSENT:
Kathy Craun, Nobles County (Worthington)
Judy Hagen, Lyon County (Minneota)
Joyce Johnson, Redwood County (Redwood Falls)
Commissioner Bruce Kooiman (Pipestone County)
Commissioner Jim Salfer, (Redwood County)
Commissioner Corey Sik, Lincoln County
Carol Wagner, Jackson County (Heron Lake)

Conway, Deuth & Schmiessing Auditor Kari Steinbeisser & Plum Creek Library System staff member Rebecca Hudson were also in attendance.

1. CALL TO ORDER
Chair Lori Gunnink called the meeting of the Governing Board to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. INTRODUCTIONS

4. PUBLIC COMMENT

5. AMENDMENTS TO THE AGENDA
M/S C. Sanow/J. Reisch to approve the agenda with moving the audit report up as first order of business. Motion carried.

6. AUDIT REPORT
Kari Steinbeisser presented the FY 2019 audit report. She reported that the audit did not reveal anything unusual and that the library system’s finances were in good fiscal condition. Steinbeisser noted that guidelines are that there should be at least five month of reserve in the fund balance and PCLS is currently at two months. A significant drop in the general fund revenues reflects the shift from County Aid to Public Libraries (CAPL) going directly to counties rather than through PCLS. M/S D. Gravley/T. Ellig to accept the report as presented.

7. MINUTES
M/S C. Sanow/E. Schiller to approve the September 18, 2019 Governing Board minutes. Motion carried.
The October 2, 2019 Advisory Council minutes were accepted.
8. FINANCIAL REPORTS
Statement of Revenues and Expenditures – 9/30/2019
Cash Analysis – September, 2019
Balance Sheet – 9/30/2019
Check Register – 9/1/2019-9/30/2019
Monthly Payment Processing - 9/1/2019-9/30/2019
Credit Card Statements – August/September 2019
M/S J. Reisch/P. Haynes to accept the financial reports subject to audit. Motion carried.

9. ADVISORY COUNCIL LIAISON REPORT
None

10. DIRECTOR/MANAGER & INTERIM SUPERVISOR JOB DESCRIPTION AND TIMELINE
The Executive Committee held a conference call with State Librarian Jennifer Nelson on October 4, to discuss the option of hiring a part time individual to serve as a part time manager while pursuing a library science degree. At the same time a degreed supervisor would be hired to serve as overseer for the system. Nelson gave approval for this plan. The Board reviewed draft descriptions for both jobs and authorized the search committee to move forward with finalizing them and setting up a timeline for hiring.

11. APPROVE PATRON PRIVACY AND PATRON REGISTRATION POLICIES
M/S G. Metz/T. Ellig to approve the revised Patron Privacy and Patron Registration policies. Motion carried.

12. APPROVE ARTS AND CULTURAL HERITAGE SFY 2019 INTERIM REPORT AND EXECUTIVE SUMMARY
M/S P. Haynes/C. Sanow to approve the SFY 2019 Arts and Cultural Heritage Interim Report and Executive Summary. Motion carried.

13. APPROVE 2020 MEETING SCHEDULE
M/S T. Ellig/J. Eigenberg to approve the 2020 Governing Board meeting schedule. Motion carried.

14. ELECTION OF OFFICERS - 2020
Tabled

15. LEGACY COMMITTEE BOARD MEMBERS (Evan Schiller and Kathy Craun)
Michael Murray agreed to fill Evan Schiller’s outgoing position.

16. GOVERNING BOARD LIAISON
Tabled

17. ADJOURN
The meeting was adjourned at 7:35 p.m.