

Prairielands Governing Board Meeting

Saturday, February 25, 2023- 10 a.m.

109 5th St., Suite 200 Marshall, MN

1. Call to Order- Welcome
 - i. Present: Jan Louwagie, Lisa Spieker, Cathy Craun, April Pohl, Bethany Kauffman
2. Adopt/Amend the Agenda
 - i. Evaluation of the Director is due by May 15, 2023. The closest meeting is June 2023. Louwagie is looking for a second person to form a personnel committee. There is a form for assessment; the process is straightforward. The committee will meet any time before May. Spieker volunteered.
 - ii. Motion made to accept by Craun, seconded by Spieker. Approved, no opposition.
3. Minutes from the December 3, 2022, meeting
 - i. Motion made to accept by Jan, seconded by Pohl. Approved, no opposition.
4. Prairielands Activities
 - i. Teen Co-Op Minutes
 1. Teen Summit is back, last time was 2018. Topic requested was Teen Mental Health instead of Summer Reading. The dates are set for April 24 and 26th. The Member Council discussed having Mackin host a 1-hour virtual event highlighting recently published materials on teen well-being. The price is high but could be reduced if it is only one day/one location, or just virtual. Spieker suggests bringing in a school counselor, with Mackin for asynchronous resources. Craun asks if there is a way to adjust this program for a SMAC grant and suggested potential artists who use art to heal trauma. Spieker suggested having one site in-person, the other site virtual. Craun suggests sitting down to create a timeline and brainstorm ideas for future years. Craun and Kauffman will chat next week. Louwagie mentioned a quick support for organizations on SMAC grant website, and deadlines. Kauffman will follow up with Craun and Board regarding forward progress.
 - ii. Member Council Minutes:
 1. Member Agreements: Need to update name and address at minimum. Kauffman would like to complete this by the end of fiscal year. Louwagie gave go ahead to adapt and send to Governing Board for approval. All others agreed.
 2. State School Library Media Specialist Information: Unexpected and intense request for information for state. Our data is out of date and does not align with the state's data in a handful of data points. Kauffman will continue to work with the state and update information about school library media centers.

3. Google and Microsoft: State, schools, and Multitype libraries are using Google. Everyone else is using Microsoft. Kauffman wants to keep Microsoft but is not comfortable using her personal google account. Prairilands cannot qualify for school/education/nonprofit account. Expected cost is \$300-\$500 for small business account. Craun asked what the cap is for director spending without needing approval of governing board (\$500?). Kauffman will check bylaws. Louwagie suggested having discussion and approving a motion for this purchase now. Craun motioned. Spieker seconded. All approved \$500 expenditure to explore, and purchase google account.
 4. Grant Update: Accessibility grant has 6 applications in. Academic grant is updated, will assess after Spring finals.
 5. Strategic Plan: Discussion ended with a strong suggestion to not update this currently due to Covid + new director. Hoffman in a similar position and made the same decision. Craun suggested extending it by one year, with the possibility to extend it again at that point. Louwagie agreed, as did Pohl and Spieker.
5. Director's Report; December- February:
- a. Jenny Parkhurst (Admin Assistant) is doing an excellent job. She has great tech skills and is developing them rapidly. She keeps the websites and financial aspects up to date. Prairilands is fortunate to have her. Kauffman is happy with her work ethic, progress, and communication.
 - b. Louwagie commends Bethany for taking on new responsibility with perseverance during a historic winter.
 - c. Camp Read-A-Lot is ready to go for this year. Ortega will use legacy funds for a large part of this. Forms are ready and cross-compatible, with results going to Hoffman.
 - d. Teen Summit is in the works; it has been 4 years so there are a few rough patches.
 - e. The state-related projects are keeping Kauffman busy, she will update the board as added information is received.
 - f. Kauffman also praised Maureen Keimig for still giving time and energy to Prairilands as everyone adjusts to new roles.
6. Financials:
- a. Quarterly Report: There was one change since the accountant gave information for Funds Review (since February 13), which was the state payment of \$48896. Kauffman praised the choice of rolling CDs (Certificates of Deposit) for investments. Banks are changing interest rates. We can meet with them to get a new higher interest rate on some of them as the CDs age out. Kauffman thinks there's wisdom in having the rolling timelines Everything else should be transitioned from Grace to Kauffman at this point. Louwagie commented on how smooth this process has been.
 - b. Funds Review: State money had not come in at the time of review but arrived 10 days later. This will be reflected at next three-month review and Board meeting. Kauffman noted the bookkeeper at H&B is on parental leave and the new person is Lynn. Louwagie motioned to accept the Prairilands Fund review and Compiled Financial Review.
Funds Review: Pohl motioned, Louwagie seconded. All approved.

Compiled Financial Review (Nov-Jan): Louwagie motioned, Spieker seconded. All approved.

7. Director Review. Louwagie, Spieker and Kauffman to meet before May 15 for personnel review.
8. Adjournment
 - a. Spieker motioned to adjourn, Pohl seconded. All approved.
 - b. Future Meetings:
 - i. Thursday, June 1, 2023- 6:00p
 - ii. Thursday, September 7, 2023- 6:00p