

Prairielsands Governing Board Meeting

Saturday, December 3, 2022 – 10 a.m.

109 S 5th St, Suite 200

Marshall, MN

Present: Jan Louwagie, Special Library Representative; Kathy Craun, Plum Creek Library Representative; Lisa Spieker, School Library Representative; April Prohl, Plum Creek Library Representative (via Zoom); Bethany Hoffman, Prairielsands; Shelly Grace, Prairielsands; Maureen Keimig, Prairielsands; Matt Taubert, (via Zoom).

President Louwagie called the meeting to order at 10:00 a.m.

Special Guest: Matt Taubert (Accountant): Auditor's Report

Matt Taubert presented the Auditor's Report for the fiscal year ending June 30, 2022, to the Board. Results of the Internal Audit Report showed no instances of non-compliance, and Prairielsands' financial position is the best it can be. Craun motioned to accept the report as presented; Prohl seconded. Motion carried.

Louwagie asked the new members of the Governing Board if one of them would be interested in filling the vacant vice-president seat. Prohl agreed to be vice-president on the Governing Board.

Spieker motioned to adopt the agenda with the amendment added by Louwagie to approve director's position; Craun seconded. Motion carried.

(Agenda Item 3) Louwagie motioned to approve the August 25, 2022, minutes; Spieker seconded. Motion carried.

After a discussion of the hiring process, Louwagie motioned to accept Bethany Kauffman as new Executive Director for Prairielsands Library Exchange; Craun seconded. Motion carried.

(Agenda Item 4) Prairielsands Activities

Twenty-one libraries applied for the TeenTober Grant and reimbursement requests have started to come in.

Member Council Minutes:

Grace asked the Member Council for their thoughts on whether the Member Organizational Agreement, which was only signed when SAMMIE started, should be revised. One of the Members suggested that it would be a good idea since we are no longer SAMMIE, but have changed to Prairielsands. Grace thought this would also give the new director a reason to meet with Prairieland members. The Governing Board agreed. Kauffman will draft a revision for the Board to consider.

Forty-one libraries applied for the Craft Grant, which comes to \$ 20,500.00 in fund requests. So far, over \$11,000 has been reimbursed.

Grace asked the Board if Prairielsands should continue offering the Academic Finals Week Grant. Prairielsands was advised by the Chair of the SMSU Library that the grant was not worth the time spent to fill out the paperwork due to new University paperwork. The Member Council asked Grace to ask

SMSU about the minimum amount for them to justify applying, and SMSU said \$400. The Member Council suggested that Prairielands could offer the Finals Week Grant for the entire academic year at \$500. Prohl motioned to offer the grant for the entire academic year for up to \$500; Spieker seconded. Motion carried.

Grace reminded the Board about the two new grants to be launched in the New Year: a Special Library Grant for museums/historical societies to purchase software to put their collections online, and an Accessibility Grant for libraries to purchase materials for special needs patrons.

(Agenda Item 5) Director's Report, September – November. Grace reviewed her Director's Report with the Board.

(Agenda Item 6) Policies

Louwagie motioned to accept new wording for revision to personnel policy by changing insurance coverage to full coverage; Spieker seconded. Motion carried.

(Agenda Item 7 a-b) Financials

Grace reviewed the Financials with the Board. Louwagie motioned to accept the quarterly financial report and funds review as presented; Craun seconded. Motion carried.

Meeting adjourned at 11:30 a.m.