

Prairielands Library Exchange
Governing Board Meeting
June 1, 2023, 6:00pm-7:30 pm

1. Call to Order at 6:00 pm

In person: Jan Louwagie, Bethany Kauffman, Jenny Parkhurst

Virtual: Kathy Craun, April Prohl, Lisa Spieker

2. Adopt/Amend the Agenda: *Motion to adopt by Craun, second from Prohl.* Unanimously approved.

3. Minutes from the February 25, 2023 Governing Board Meeting

a. Correction requested: spelling of Prohl

b. *Motion to accept with correction by Prohl, seconded by Spieker.* Unanimously approved.

4. Prairielands Activities

a. Teen Co-Op Minutes

i. Many of the same people at Teen Summit at this meeting, lots of good connections were developed and strengthened. Margaret Weigelt drove from Atwater to attend. Those in attendance suggested adding a virtual option to 2024 Teen Summit to expand availability and would like more social get-togethers, potentially at end of summer, to recap and plan for fall planning. Kauffman provided a brief explanation and description of the teen programming kits which are at least four years old. Several of these are outdated (ie: Lego Mindstorms app/software) and new and better activities may be appropriate. Some kits need repairs, replacements, updated, increased etc. The co-op also voiced a request for different storage methods, as the current bins are large and bulky, which can be problematic for delivery, especially in the Plum Creek system.

1. Louwagie asked if board approval is needed for expenditures to pursue these concerns.

2. Craun suggested appointing someone to research cost estimates before the next Governing Board meeting where authorization to spend can be better determined at that time.

a. A suggestion was made to include Georgia McCroy

b. Spieker was part of the team with the original pricing/research. Grace had this list at one point.

c. Spieker indicated that larger bins were originally chosen for less breakage during transportation and suggested upgrading to bins with wheels.

d. Louwagie suggests delegating task to McCroy if she's willing.

ii. Summer Read Grant

1. \$150 currently. The recommendation from Teen-Coop was that this isn't enough as it barely funds a pizza party and a stack of books/small prizes. Kauffman recommends doubling it to \$300 for next summer and

paying attention to responses to see if this is enough, or if an additional increase is needed.

2. *Motion to increase by Louwagie, seconded by Craun.* Unanimously approved, this will go into effect for the 2024 Teen Summer Read Grants.

- b. Building connections between museums and school/public libraries: Kauffman suggested developing a grant with Cindy's guidance for a collaborative event between museums/historical societies and libraries.
 1. Cindy Hendrickx wants to be involved once fully moved into their new building.
 2. Susan Hoskins at the Pipestone Historical Museum also has programming ideas to build these partnerships.
 3. Louwagie suggested letting Hoskins take point and asked about requiring connections between museums.
 - a. Craun asked for clarification of where the focus is with this type of partnership and for clarification on who can request grants. Consensus was that either side of the partnership could request the grant as we want to encourage the teaming up of museums with community through libraries.
 - b. Craun shared that Nobles County has animosity between museum and library. She thinks this opportunity could be a good way of bridging the gap.
 - c. Kauffman suggests offering two grants- one as a team effort, and one specifically for historical societies/museums. Louwagie indicated this is an excellent plan.
 - d. Consensus found: a team including Hoskins, Hendrickxs and Louwagie will be approached to start these conversations, then present ideas to Governing Board including a mission, and description.
- ii. Member Council Minutes
 1. Hendrickx is willing to help develop professional development training on building connections with local museums/historical societies.
 2. Overnight retreat for library staff
 - a. Suggested topics include training in advocacy, programming, marketing, book repair etc.
 - b. Grace did this in the past at the Lake Shetek Retreat Center.
 - c. Kauffman is willing but requested guidance on the financial aspect.
 - i. Craun asked who would be invited: primarily public library staff, but everyone would be welcome.
 - d. Craun indicated she would be okay with free admittance but suggested a nominal registration fee to indicate commitment. Prohl added input on finances from the perspective of a smaller library, suggested Friends of libraries, etc.

- e. Spieker commented that MLCL has no prof. development funding.
 - f. Louwagie suggested offering a price but allowing scholarship opportunities. Kauffman suggested adding in a “I requested from my library, but no funding available” statement to the scholarship application. Louwagie suggests talking to Grace about how this was addressed in the past. Kauffman suggested combining this retreat with the Teen Summit fall social activity. Craun suggested looking at venue’s pricing/availability for cost effectivity and seasonality.
3. Members Council requested school-specific grants. Kauffman suggested holding off on this with influx of new funding and instead remaining a source of information/support for the schools instead.
- a. Spieker commented regarding hiring practices for media specialists, and training for media specialists. They are not sure what’s going to happen yet- focus shouldn’t be on financial assistance until more info is known.
 - b. Kauffman shared where she’s at in the process of reaching out to districts/superintendents with already known information and hoping to learn more of what their input is.
 - c. Spanish language media has been requested across the region including:
 - i. Prof. development on selecting materials as a non-speaker
 - ii. Spanish language scholarships for classes
 - d. Current scholarships aren’t enough to cover costs of leaving the region for training, etc. At best, they can cover food, etc, for a Twin Cities trip.
 - i. Kauffman reported that both regional directors suggested \$400 for a one-time scholarship, and a one-time larger scholarship up to \$1000. Craun agreed that this is necessary. Prohl agreed as well, promoting this as a means of furthering education in a wider perspective. Louwagie added that this is a great networking experience and use of resources.
 - ii. *Motion to approve a one-time scholarship of \$400 in addition to a one time scholarship of up to \$1000 per person made by Craun, seconded by Prohl. Unanimously approved.*

5. Director’s report:

- a. Skipped by agreement, no major updates. All attendees have access to this document.

6. Financials

- a. Kauffman described the incoming and significant increase in funding.

- b. Kauffman explained the reserves situation at CMLE and the implications for PLE. Their auditor recommended holding 18 months of reserves for leases/responsibilities. Our auditor recommended holding enough for one year only. PLE has significantly more in the reserves than this amount.
- c. Kauffman asked if PLE has had a recent conversation about the amount of the financial reserves. Louwagie indicated yes, the difficulty was in determining correct usage of funding. Jan supports spending down the reserve, or at least a part of it, especially with the increase from the one-time federal payment. Kauffman expressed concern about defending large reserves at state level. Craun agreed that following PLE's auditor recommendations would be a good idea. Craun asked what the Governing Board thought was for acceptable level of reserves is, and what the best spending route would be considering rising opportunities.
 - i. Determine an adequate fund balance,
 - ii. Determine opportunities to spend it.
 - 1. Spieker added commentary regarding grants. Her accountant has said that if it's not over \$500, it's not worth it. Colleges have said the same. Craun agreed that bumping this would be appropriate. Craun suggested the Governing Board meet in a workshop type setting to determine a path forward. Louwagie agreed that a workshop in the near future with more information would be a good idea.
- d. Funds review and quarterly review:
 - i. *Louwagie motioned to approve both documents, Spieker seconded. Unanimously approved.*
- e. Kauffman presented a list of ten ideas to spend down the reserves.
 - i. See Reserves 2023-2024 Draft 2 document
 - ii. Spieker fully supported #9.
 - iii. Positive discussion around potential for #10.
 - iv. Craun and Spieker shared their experiences with diversity and materials/resources.
 - v. Louwagie suggested using this Top 10 list for the workshop discussions.
- f. Kauffman suggested approving the proposed 2024 budget, knowing that there will be significantly changes in the near future, as this will provide a foundation to work from.
 - i. *Motion to approve by Craun, seconded by Louwagie. Unanimously approved.*

7. Member Agreement

- a. Kauffman requested approval for the new/revised version.
- b. *Motioned to approve by Louwagie, second by Prohl. Unanimously approved.*

8. Personnel Agreement

- a. Kauffman presented a comparison of positions/pay rates with similar positions to the administrative assistant position at other multi-types.
 - i. Kauffman requested increasing the position pay/hour significantly, suggested between \$16-\$18 per hour.
 - ii. Louwagie provided commentary suggesting a level-stepping process rather than one large increase.
 - 1. Suggests \$16/hr and hourly increases in future years.

2. Craun asked if there is a step/rate schedule in place. There isn't, this should be looked at to create plan for future precedence.
- iii. Louwagie suggested moving the next raise/step up at the one-year mark of employment.
- iv. Craun shared pay scale/rates at another nonprofit, a similar position is hired at \$18/hr, with an increase at probation as well as after first year of employment. Craun suggested setting the pay rate at \$18/hr considering the position requires a four-year degree and given the assistant's prior experience with nonprofit organizations. Prohl agreed with Craun, noting that the Walmart in Sioux Falls is recruiting at \$18 per hour as a starting rate.
 1. Louwagie agreed to workshopping an increase at 1 year mark to raise the pay rate, especially as the Kauffman will have a clearer idea of hours needed for this position, considering the expected increase in tasks and responsibilities.
- b. *Craun motioned to increase the administrative assistant's pay to \$18 per hour for max of 20 hrs per week at this time. Louwagie seconded. Unanimously approved.*

9. Personnel Agreement

- a. Physical paperwork needs to be signed indicating hours and rate of pay for both new staff. This was resolved immediately after the meeting.

10. Adjournment at 7:40pm.

- a. *Prohl motioned, Louwagie seconded. Unanimously approved.*