

Prairielands Library Exchange

Governing Board Meeting

June 12, 2025, 4:00pm

109 South 5th Street

Suite 200

Marshall, MN 56258

Or

Via Zoom:

<https://us06web.zoom.us/j/83662459031?pwd=cVQ1RVZEOUU4WnhSdTFGM1FxNGRMZz09>

Call to Order

Adopt/Amend the Agenda

Adopt/Amend the Minutes of the March 13, 2025 Governing Board Meeting: [March 2025 - Governing Board Minutes.docx](#)

Strategic Plan - Cindy Fesemyer

Cindy Fesemyer will lead us through a discussion of the [Strategic Plan final draft](#) and assist us in making final decisions related to the plan. If the plan is acceptable, we will vote to adopt the new strategic plan.

Governing Board charge

This meeting is the second reading of:

New wording (changes in yellow):

Subdivision 1. Number and Qualifications

The Governing Board of Prairielands Library Exchange is composed of three (3) citizens from the Pioneerland Library System region; two (2) citizens from the Plum Creek Library System region; four (4) library workers, each employed by a different type of member library.

Citizens are appointed by the boards of their respective library systems. They may be members of a regional public library system board or from the public at large, but may not be employed in a library.

The school library representative will be appointed through recommendation by members of the library community including library staff, library boards and friends of the library groups with preference given to licensed school library media specialists.

The public library representative will alternate between the Plum Creek and Pioneerland Library Systems. The person will be selected by their Advisory Council or Staff Advisory group respectively. The Prairielands office will notify the appropriate library system when a vacancy occurs.

The special library representative will be appointed through recommendation by members of the library community including library staff, library boards and friends of the library groups.

The academic library representative will be appointed through recommendation by members of the library community including library staff, library boards and friends of the library groups.

If a representative cannot be identified for one of the member library types on the Board, a representative from another type of library can fill that position for the current Board term. Candidates for the position will be identified by Prairielands staff and approved by the Governing Board at their next Board meeting.

The selection of alternates will be determined by the Governing Board when/if the need arises.

Section 2.2:

Addition of "Treasurer/Executive Committee Member-at-Large" *Accepted as proposed*

Section 3.1

Changed to "The Prairielands Governing Board shall meet at least once a quarter. Regularly scheduled meetings are on the second Thursday of September, December, March and June."

Travel and Expenses – MEALS

This meeting is the second reading of:

Current policy: receipts for meals for both staff and recipients of scholarships.

Current wording:

- RECEIPTS ARE REQUIRED.
- Includes tax and reasonable gratuity but excludes alcoholic beverages.
- Meals are paid when travel is outside a 35-mile radius of the person's regular work site. If travel is over the time of two (2) or more consecutive meals, totals can be combined up to the maximum combined amount.

Changed to Meals are paid as a per diem based on state guidelines as shown on the state's website <https://mn.gov/mmb-stat/000/az/labor-relations/commissioners-plan/contract/commissioners-plan.pdf> We will cover meals, reasonable gratuity, but not alcohol.

Staffing and HR Proposal

Report from Staffing/Personnel Committee: Finzen, Spieker, Hoskins

Discuss as needed

HR Proposal from Renard Consulting

Discuss the possibility of hiring an HR firm to assist with job descriptions, salary schedule, new leave law 2026, and any other needs.

Budget

Guidance is needed to complete the budget for fiscal year 25-26 which must be submitted to the state. The budget can be amended at the September or December meeting if needed. Staffing decisions made at the current June meeting will determine the budget plan submitted to the state.

[Discussion of possible budgets](#)

[Discussion of grant plan for fiscal year 25-26](#)

Funds Review

[Funds Review](#)

PLE had a great year, and I anticipate that once we have all financials completed at the end of fiscal year 24-25 (July and Aug) we will have used reserves as part of this year's spending.

