

Minutes
Prairielands Library Exchange
Governing Board Meeting
June 12, 2025, 4:00pm

Office:

109 South 5th Street
Suite 200
Marshall, MN 56258

Via Zoom:

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

Call to Order: 4:03pm

In attendance: April Prohl, Kathy Craun, Bethany Kauffman, Susan Hoskins, Lisa Spieker, Shelly Finzen, Herbert Rotunda, Terrance Edwards

Adopt/Amend the Agenda: Motion by Craun, second by Hoskins. Vote: all approve

Adopt/Amend the Minutes: Motion by Finzen, second by Prohl. Vote: all approve

Strategic Plan – Presentation by Cindy Fesemyer

- Review of the process; and the reason. Next step: Kauffman will meet with Amanda Standerfer to begin work on the activity plan, evaluation and reporting framework.
 - Discussion Topic: icons under vision statement, mission statement.
 - The decision was made to remove the icons, remove the acronym and to list PLE's actions alphabetically in the mission statement.
 - [Strategic Plan final draft](#)
 - Viewed the Strategic Directions section and their breakdown into goals.
 - Discussion of definition of "stakeholders".
 - Discussion of adding "new & stronger" to connections to section 2.1 and 2.2.
 - Remove the word "new" in correlative outcome.
 - Clarified intention of "grant writing support" in section 3.
 - Removed "members feeling more confident in writing grant requests".

Motion to accept the strategic plan as it is to date: Motion by Hoskins, second by Edwards. Vote: all approve

- Kauffman will bring the activity plan to the Governing Board when completed, potentially by September meeting.

Governing Board charge

This meeting is the second reading and discussion of the proposed changes and corrections to the *Governing Board Charge: Article IV. Governing Board Section 1. Governing Board Membership*.

Craun made the motion to accept proposed changes. Edwards seconded this.

Vote: All approve

Governing Board Charge – Revised June 12, 2025

This meeting is the second reading and discussion of the section regarding [*Travel and Expenses – MEALS – Revised June 12, 2025.*](#)

Hoskins motioned to accept the proposed changes. Finzen seconded. Vote: all approve

Staffing and HR Proposal

Report from Staffing/Personnel Committee consisting of Finzen, Spieker, and Hoskins. Discussion of their findings in relation to the proposed budget options found later in the agenda. T Personnel Committee gives their recommendation now, and Kauffman will later update the budget/find the best fit. She will then send this to the Governing Board to review and vote on later as applicable. Vote may be done virtually.

Finzen opened the floor for questions about the Committee's decision process. Spieker gave an explanation of their rational.

- Craun asked about Admin Assistant's current pay (\$18).
- Craun asked what the proposed increase in pay would be. Committee members did not have a consensus on what they would recommend.
- Discussion of COLA increases.
- Kauffman explained the options presented in other documents furnished prior the meeting.
- Discussion of:
 - Benefits/value in budget
 - How many hours counts as full time
 - Stipend approach to benefits
 - Insurance statements as proof of payment will not be required
- Spieker mentioned fairness of director and administrative assistant having same level of benefits.
 - Discussion and decision made to keep them the same

Motion by Craun: Increase the Administrative Assistant's pay by a 2.5% COLA to \$18.45/hour, increase the position to 35 hours/week, offer a benefits stipend of \$675/month to cover health insurance (while also increase director's benefits to match). Second by Spieker. Vote: All approved

Proposal from Renard Consulting

Board was presented with a [proposal for an HR Analysis](#) from Reynard Consulting. This company has done similar work with other MN Multicounty Multiyype systems.

- Spieker supports this path since so few of the Governing Board members are well versed in HR related topics.
- Prohl also supported the proposal for the same reason.
- Pohl suggests doing it now as the new Family Leave legislation goes into effect January 1.
- Cost is considered reasonable for a simple overview of Prairielands' needs

and what steps should be taken next (up to \$2900).
Finzen made the motions to accept the proposal from Reynard Consulting for an HR Analysis. Edwards seconded. Vote: All approved

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
- Finzen suggested a committee to define caps/restrictions:
- Finzen, Craun, Pohl, Kauffman to meet August and September prior to TeenTober launch.
- Academic outreach to launch like normal.
- Kauffman will remove the school library support person position, consider suggestions made about the consultant position, and adjust for the increased finances needed for the Administrative Assistant. The new budget proposal will consider \$80,000 for grants, \$18,000 for scholarships,
- The Governing Board will review the proposed budget at the September Meeting.
- The Administrative Assistant will start the new hours and rate of pay at the start of the fiscal year on July 1st.
- The director will also receive a 2.5% COLA raise at the start of the fiscal year.

Funds Review

- Kauffman reported that the CDs are holding stable.
- PLE had a great year, and Kauffman anticipates 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.
- Kauffman gave overview of budget in light of the newest reports.

Office Space

- Hoskins asked about increased office space.
- Considering office at end of current office complex (5 offices; \$700 per month).

Adjourned at 5:42pm