Prairielands Library Exchange

Governing Board Meeting

September 10, 2026, at 4:00pm

Attendance: Rev. Rotunda, Kathy Craun, Shelly Finzen, Lisa Spieker, Bethany Kauffman, Terrance Edwards
Not present: April Prohl, Susan Hoskins,

Location:

109 South 5th street, Marshall, MN

And via Zoom:
https://us06web.zoom.us/j/83662459031?pwd=cVQ1RVZEOUU4WnhSdTFGM1FxNGRMZz09

Passcode: uDa8Zz

Agenda

Vote to accept or amend the agenda

Rotunda moves, Craun seconds. All in favor: passed

Vote to accept or amend the minutes from the June 11, 2026, meeting: **Minutes June 11, 2026 Governing Board.docx**

Craun moves, Edward seconds. All in favor: passed

HR Update

Kauffman shared updates from her last meeting with Kelsie at Renard Consulting. The job descriptions, once finalized, are for the legal description, not necessarily for a job posting.

After clarification of travel requirements, Spieker suggested phrasing the travel description as "up to 25%".

Spieker asked for clarification about "office background" qualifications for Admin Asst, specifically for newsletter creation. Finzen and Craun shared their perspectives that some library knowledge would be needed to select materials for the newsletters. Kauffman noted the need to ensure that the qualifications and work expectations are aligned in the job descriptions.

Kauffman noted a future conversation for the subcommittee will be clarifying terminology around "administrative assistant" and structure for Prairielands in the future. Next committee mtg: Sept 16 at 3:30, pending Kelsie's draft status.

Executive Director Job Description is in final draft

Admin Assistant Job Description is in first draft

Employee structure at PLE: Kelsie asked us to consider what the long-term structure of PLE should be and then consider that for future budgets and job descriptions

School Librarian vs. Programming Librarian vs. Assistant Director vs. ?

What is best for the region and meets the requirements of the statute?

Strategic Plan impacts our decisions currently: **FINAL PLE strategic plan 2025-2028 08-18-25**

Professional Development

Camp Read-A-Lot and Unbound Teen Lit Fair completed

Kauffman gave a brief overview of the events and attendance. Finzen shared her perspective of the event: people enjoy the opportunity to meet in person, share ideas and build networks of other library and school staff from the region.

Michele Leininger to develop and teach two courses: Weeding and Reader's Advisory

Upcoming professional development plans include two courses taught by Michele Leininger: Weeding and Reader's Advisory. Craun asked what the RA course would cover; Kauffman explained it is when library staff give advice and suggestions on what to read or use next. The course would teach how to ask the right questions to help patrons find what they want. Teen Summit, and other opportunities are also planned.

Website Redesign

Current company bought out by national company, we're no longer their target audience. Many points of frustration and needing support, and our rates will be going up regardless. Kauffman described some of the conversations she's already had with at least one of the companies that responded to the Request for Proposal. So far it seems that the companies will be able to offer options that will be worth considering for our new website and website hosting.

Request for Proposal (RFP)

Sent to five companies

All accepted the RFP and will be submitting proposals

Funds Review

Kauffman provided a detailed description of the status of the CD accounts as well as other accounts and holdings.

Finzen asked about the "spend down" goals addressed earlier in the year considering current finances. Kauffman suggested we only sunset one grant, move to a larger office and consider increasing our Professional Development offerings.

Further discussion related to AI safety/awareness for libraries helping patrons navigate as a potential continuing education need that PLE can afford to provide or support.

Additional spending of budget could go to increase rental costs if switching offices.

Funds review vote:

Finzen moved to accept funds review. Seconded by Rev Rotunda. All approved: motion passed.

Budget (approved at the June 11 meeting)

LPL Statement

Bank Statement

July Compilation Report from H and B

Lisa Spieker announced that she will step down after the December 10th meeting. We will need to fill the school library representative role for the Governing Board. Bethany will reach out to Lori Gunnink, Pipestone School Library Media Specialist.

Next meeting:

December 10, 2026 at 4:00pm

Motion by Craun, Finzen second. All approved.