

Kitchigami Regional Library
Board Meeting Minutes of 18 May 2017
Kitchigami Headquarters Building, Pine River, MN

Board Present: Reed Olson, Nancy Erickson, Wayne Bohn, Annie McMurrin, Paul Thiede, Mary Koep, Ed Smith, Jim Hofer, George Deiss

Board Absent: Blackduck Representative, Neal Gaalswyk, Darlene Petterson, Tony DeSanto, Dick Rutherford

Others present non-voting: Jill Payne, Mary Downham, Walter Koep, Ardel Nadeson, Christy Loven, Marian Ridge

Paul Thiede, who served as Chair in Neal Gaalswyk's absence, called the meeting to order at 6:03 p.m. Introductions were made by all present.

Motion by Reed Olson, seconded by Jim Hofer, to approve the agenda as amended by deleting Item 5.3. Motion carried.

Consent Agenda Motion by Nancy Erickson, seconded by Wayne Bohn, to approve the items on the consent agenda listed below:

- March 2017 minutes
- ACHF Legacy activities
- Director's Report
- Correspondence

Motion carried.

Strategic Planning Process Motion by Jim Hofer, seconded by Wayne Bohn, to put out a Request For Quotes to those firms on Paul Thiede's list for performing a Strategic Planning Process with must be received deadline of June 9, 2017 for any responses. Discussion. Motion carried.

KRLS Annual Report to the State A copy of this report was available at this board meeting for the board to review. It has been submitted already to the state. Motion by Jim Hofer, seconded by Nancy Erickson, to approve the signing of this report by the Vice-Chair and the Director.

ACHF FY2017 Funding
ACHF (Legacy) Motion by Jim Hofer, seconded by Nancy Erickson, to retroactively approve the redistribution of the available Legacy funds from funding as presented to the Park Rapids Area Library (\$500 plus \$1,326.60), Wadena City Library (\$500), and Pine River Public Library (\$2,450) for local Legacy programming.

- KRLS Policy Review The board reviewed a list of KRLS policies that need updating and it was decided to put on the June board agenda to form a Policy Committee and to prioritize the list as to which KRLS policies to review first. The personnel policies should be referred to the board Personnel Committee for review, all others to the new Policy Committee.
- City of Brainerd Policy Proposal Mary Koep requested that this new policy proposal be referred to the newly established Policy Committee at the appropriate time.
- Director Ridge read the Oath of Office for new board member, George Deiss, which he agreed to follow.
- April 2017 Bills Motion by Wayne Bohn, seconded by Jim Hofer, to retroactively approve payment of the April 2017 bills checks #19888 to #19940 in the amount of \$70,869.13. Discussion. Roll call vote: motion carried.
- May 2017 Bills Motion by Jim Hofer, seconded by Nancy Erickson, to approve payment of the May 2017 bills checks #19945 to #19991 in the amount of \$60,179.16. Discussion. Roll call vote: motion carried.
- Motion by Jim Hofer, seconded by Nancy Erickson that all electronic transfers and all expenditures and all checks should be documented. Discussion. Motion carried.
- Interim Bookkeeper Arrangements Discussion of the need for the Director to have the authority to see all KRLS bank accounts and have full access to bank records. A letter stating this will be written and signed by the board in order to implement this. For the June 2017 board meeting, Jim Hofer will assist the Director at the bank as required.
- Motion by Mary Koep, seconded by Wayne Bohn, to assign Stephanie Langer as another needed signing authority and that the Director review and consider restructuring the bookkeepers job into two part-time positions or outsourcing some of the functions and bringing these considerations back to the board when she is able to do so. Motion carried.
- 2018 Budget Planning Motion by Reed Olson, seconded by Jim Hofer, that the Director send city and county draft budgets, as requested, prior to final board approval.
Discussion of the board setting budget principles for Marian to use in developing the draft 2018 budget, then the Board Budget

Budget Planning (cont.) Committee reviewing these drafts and possibly making revisions for the board to see at the June board meeting. The final budgets must be seen and approved by the board at their July board meeting in order to send them out to KRLS cities and counties by the end of July.
 Discussion of 2.0% COLA and an accommodation to the health insurance coverage from \$150 to \$200/month for those part-time employees (20 hrs/wk to 31 hrs/week) not fully covered by KRLS health insurance.

Motion by Jim Hofer, seconded by Nancy Erickson, to build into the draft 2018 budgets a 2% COLA plus steps to those eligible. The Director will bring a couple of options for the Budget Committee to review. Motion fails.
 The Director will poll committee members and determine the best date and time to meet.

Borrower Card Eligibility Mary Downham of Longville spoke on behalf of local non-residents
 And Use Policy discussion who must pay a fee for a KRLS library card each year. Discussion and decision by the board to put this matter on the agenda to discuss when the Policy Committee meets.

Director’s Review- Closed 8:15 p.m. Motion by Wayne Bohn, seconded by Nancy Erickson
 Session to close the meeting for the closed session. Motion carried.

8:55 p.m. Motion by Jim Hofer, seconded by Nancy Erickson to open the meeting after the Closed Session.

Motion by Jim Hofer, seconded by Nancy Erickson, that the board chair be delegated to meet with the Director. The Director has the right to request a session with the board relative to any outstanding issues. Motion carried.

9:00 p.m. Motion by George Deiss, seconded by Ed Smith, to adjourn. Motion carried.

Minutes respectively submitted by Christy Rose Loven, Administrative Assistant

Signed by Board Secretary, Mary Koep _____

Date _____