

Kitchigami Regional Library
Board Meeting Thursday 16 March 2017 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN

AGENDA

1. Call to order/Introductions
2. Approval of agenda
3. Oath of office for new members
4. Consent agenda
 - 4.1 Minutes: January 2017
 - 4.2 Financial Statement: January 2017
 - 4.3 Bills: February 2017
 - 4.4 Arts and Cultural Heritage Fund update
 - 4.5 Director's report
5. Old business
 - 5.1 RFP: KRLS website update
 - 5.2 2017 Overview budget
 - 5.3 KRLS/Crosby application to join the region
 - 5.4 Strategic planning process
 - 5.5 Other
 - 5.6 Public input
6. New business
 - 6.1 Bills: March 2017
 - 6.2 State annual report: 2016
 - 6.3 Certificate of Deposit Renewal
 - 6.4 Other
 - 6.5 Public input
7. Closed session: Director's evaluation
8. Chair's report
9. Adjournment

If you are unable to attend this meeting, please contact Christy at: 218/587-2171 ext 224 or christy@krls.org

Upcoming 2017 KRL Board Meetings:

Thursday May 18th

Thursday June 15th

Thursday July 20

Thursday Sept 21st

Thursday Nov 16th

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3. Oath of office

Action request: That the oath of office be administered to and accepted by new members of the KRLS board.

Background

As a joint powers government entity, KRLS must have an oath of office sworn by all members. We expect the new members for Beltrami County, the City of Park Rapids, City of Wadena and the City of Walker to attend their first meeting at the March regular meeting.

4.4 Arts and Cultural Heritage Fund update

Action request: For board information

4.4.1 The FRF (Financial Reporting Form) for the FY 2017 ACHF grant was completed and submitted by the 30 January 2017 deadline. By 30 January we had expended only \$9,907.96 of \$91,281.21. There have been significant expenditures in February and March, however, and we are still on target for complete expenditure by 30 June 2017.

4.4.1 Contracts have been completed for one Park Rapids local event, the Bemidji local history series and 3 of 4 approved Brainerd local programs.

4.4.2 Region-wide programs are being finalized for the last quarter of the year.

4.4.3 The Art Aware project for the Margaret Welch Memorial Library in Longville has been completed. An invitation to their Open House to celebrate it is attached.

4.5 Director's report

Action request: For board information

4.5.1 Electronic board packages

The Cass County Administrator and Board of Commission graciously allowed me to sit in on a training session on the product that they have selected to provide electronic board packages. It is a very attractive product and appropriate for the size and complexity of the county's business, but exceeds KRL's needs and capacity.

4.5.2 Library Day at the Legislature

We received over 100 "I love my library because..." cards from library users and these were photocopied and included in folders for each of our legislators. Neal Gaalswyk and Wayne Bohn attended on our behalf and were able to visit all of our legislators except for one senator.

4.5.3 Personnel

The library assistant at Walker Public Library is retiring and we are advertising for her replacement.

State Library Services will be holding a workshop for teachers and library workers in our area on lexiles, which is a term for the determination of the reading level for children's materials. They will be holding it in the Brainerd Public Library meeting room.

4.5.4 State News

Carla Lydon, the deputy of East Central Regional Library, has been announced as the new director. SELCO and Viking are still in the interview process.

State Library Services has been working on a new trustee handbook. This will become a useful part of KRL's orientation information when it is completed.

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5.1 RFP: KRLS website update

Action request: That the board approve a contract for the upgrade of the KRLS website.

The RFP for the website upgrade, as approved by the board at the January regular meeting, was distributed to web design companies in the 5 KRLS counties as well as posted on our website.

We received 4 submissions by the deadline.

The Internet and Electronic Resources Committee will meet at 5:00 p.m. before the board meeting to review submissions and recommend a vendor to the board.

5.2 2017 KRLS overview budget

Action request: That the board approve the 2017 regional overview budget

The regional library budget which cumulates the city, county, outreach and headquarters/central services budget is attached for the board's information. This budget is prepared annually following the board's approval of all the component budgets; this process was completed at the January regular meeting.

5.3 City of Crosby application to join Kitchigami Regional Library System

Action Request: That the board decide on this application

Background:

1. City of Crosby expressed interest in joining KRLS in spring 2015 and requested the KRLS director to make a presentation about the region to city council, and then to the general public at a public meeting. The city of Crosby is the only unserved population in KRLS, and one of only 5 unaffiliated cities in the state.
2. The City of Crosby formally approached the board with the intent of joining KRLS in autumn 2015 and in November 2015 the KRLS board formed a fact-finding committee of board, Crosby and Hallett library members to review the services, policies and collections of both services. These meetings were reported to the KRLS board at its regular meetings.
3. In June 2016 the city and the J. F. Hallett Memorial Library board each voted to join KRLS. The timing of these votes was critical if the state was to recognize Crosby as a member of KRLS for RLBSS purposes and in order for KRLS to complete the background work necessary for the JFHML to be a fully functioning branch library by January 2017. The board deferred approval of the motion and requested further financial information.
4. Further financial information was prepared for the Crow Wing County administrator and the board in July 2016 and further information was prepared for the KRLS board for the September 2016, November 2016 and January 2017 regular meetings. At the January meeting the KRLS considered draft operating costs for JFHML as a KRLS branch for its first 3 years, with 2017 as a partial year. If the board's positive decision is made by 30 March, it would be a fully functioning branch library by November 2017. The one-time start-up costs and a proposed division of financial responsibility for them was also presented but was controversial.
5. No decision has yet been made. At the January meeting, the board requested further evidence that the Hallett Trust would continue to provide the City of Crosby with funding for the JFHML. In doing so, the KRLS board has held the City of Crosby to a standard that no other city in KRLS history has been required to meet.

Current information

The Hallett Trust has provided the City of Crosby and KRLS with a letter stating its intent to provide the city with \$100,000/annum to operate the JFHML as a branch of KRLS. [See attached]. With this information it is possible to propose draft budgets and the division of the county levy for the board's consideration.

In order to meet the needs of Crow Wing County and its cities, the proposal incorporates the following principles:

1. A mechanism is required in order to ensure the continued support of services at the libraries in Pequot Lakes and Crosslake. These costs are currently being paid from a reserve held by KRLS for past Crow Wing County levy funds. This reserve does not receive new funds, and it is estimated to run out of funds in 10 years.

The proposal is based on moving some of the associate library costs to the Outreach line in the county budget over the next 10 years to offset any amounts removed from it for the establishment of the Crosby branch, with a final goal of a reserve balance of \$50,000 held in the reserve in case Crosslake or Pequot Lakes chooses to apply for full membership.

The proposal for the start-up costs for the county would not exceed the amount to be held in the reserve for the future.

2. There will be gradual movement over 5 years toward an equitable division of the county levy, utilizing the formula attached as the goal.
3. All budget proposals are drafts, subject to the KRLS board's annual budget decisions. However, the board's approval of the draft for 2018 for Crosby gives the City of Brainerd sufficient time to consider its financial support of the Brainerd Library.

5.4 Strategic Planning Process

Action request: That the board provide further direction on the strategic planning process

Jim Hofer provided contact information for the National Joint Powers Alliance. The NJPA does not provide strategic planning consultants but did provide the name of one of their contracting consultants that might be interested. I have spoken with Victoria Holthous of AEM Financial Planning. They are preparing a proposal which will be available for the board meeting.

In the absence of further referrals, I have asked the other regional public library systems for the names of any consultants that they have used recently. This information should also be available at the board meeting.

6.2 State annual report

Action request: That the board approve the signatures of the chair and director and submission to the state

The state annual report is a requirement of the board's eligibility for RLBS (Regional Library Basic System Support). The electronic template required by the state is lengthy and complex and results in a cumbersome report. As a result, and following past practice, a copy of the report will be available for the board's review at the meeting.