

Kitchigami Regional Library
Board Meeting Minutes of 15 June 2017
Kitchigami Headquarters Building, Pine River, MN

Board present: Reed Olson, Nancy Erickson, Neal Gaalswyk, Wayne Bohn, Tony DeSanto, Annie McMurrin, Mary Koep, Ed Smith, Jim Hofer

Board absent: Darlene Peterson, Paul Thiede, Dick Rutherford, George Deiss, Blackduck representative

Others non-voting present: Ardel Nadeson, Christy Loven, Marian Ridge

Chair Gaalswyk called the meeting to order at 6:12 p.m. One addition was made to the agenda: 6.1 An Executive Session will be held to finalize the Director's Evaluation. Motion by Mary Koep, seconded by Ed Smith, to approve this addition to the agenda. Motion carried.

Consent agenda

Motion by Jim Hofer, seconded by Tony DeSanto, to approve the items listed in the Consent Agenda:

- Minutes of the 18 May 2017 board meeting – a friendly correction to the name mentioned on Page 3 under Borrower Card Eligibility and Use Policy discussion corrected from "Mary Durham" to "Mary Downham."
- Financial Report- Due to the early date of this meeting, the list of June and July 2017 Bills will be brought to the July meeting for approval.
- Director's Report

Motion carried.

Policy Committee

Motion by Mary Koep, seconded by Nancy Erickson, to create a Policy Review Committee which will review all policies not included in other committees' mandates, and suggest revisions to those policies. These policies will then be brought to the whole KRL board for final review and approval.

Discussion of establishing a priority list of policies to review. Makeup of this Policy Committee will be: Chair Neal Gaalswyk (Cass County), Nancy Erickson (Bemidji), Jim Hofer (Wadena County), Mary Koep (Brainerd), either Dick Rutherford (Park Rapids) or Ed Smith (Hubbard County) –to be determined. The first meeting of this committee will be held 90 minutes (4:30 p.m.) prior to the 6:00 p.m. regular July KRLS board meeting. The director will send a notice of the meeting date/time and reference to where the policies to be discussed can be found. When appropriate, two branch staff will be invited to attend the Policy Committee meetings.

2nd draft 2018 KRLS Budgets

The Director went over each KRLS County and City budget for 2018. These included the 2% COLA plus steps where eligible. Discussion and agreement (except one) to raise the insurance

- Budgets (cont.) benefit for part-time (from 20-32 hours/week) \$25.00 per month to \$175.00/month. The Director will bring the finalized draft budgets to the July meeting for final approval and distribution to counties and cities.
- RLBSS FY2018 Application Motion by Reed Olson, seconded by Tony DeSanto, that the Board approve the Board Chair's and Director's signatures on the FY2018 Regional Library Basic System Support Application and its submission to the state. Discussion. Motion carried.
- MnLINK Gateway (Server Site) Contract Motion by Ed Smith, seconded by Tony DeSanto, that the board approve the signatures of the Chair and Director on the MnLINK Gateway Server Site Agreement and its submission to MnLINK (University of Minnesota Libraries). Discussion. Motion carried.
- Health Insurance Partitioned Reserve Motion by Mary Koep, seconded by Reed Olson, that the Board direct the auditor beginning with the 2016 audit to establish a partitioned committed reserve for surplus health insurance amounts to be applied to the following year's costs. Discussion. Motion carried.
- Executive Closed Session 7:27 p.m. Motion by Ed Smith, seconded by Reed Olson, to have a closed executive session of the board for purposes of finalizing the Director's Evaluation. Motion carried.
- 8:15 p.m. Motion by Ed Smith, seconded by Reed Olson, to go back into Public Session.
- Motion by Nancy Erickson, seconded by Tony DeSanto, to approve the Director's goals as presented and discussed. Motion carried.
- Motion by Nancy Erickson, seconded by Tony DeSanto, to extend the cap on the Director's vacation to the end of December 2017 with the excess to be used by the end of June 2018 and to give the Director the 2017 1.5% COLA retroactively to January 2017. Motion carried.
- 8:31 p.m. Motion by Jim Hofer, to adjourn. Motion carried.

Minutes respectively submitted by Christy Rose Loven, Administrative Assistant.

Signed by Board Secretary, Mary Koep _____

Date _____