

Kitchigami Regional Library
BOARD MEETING MINUTES THURSDAY 19 JULY 2018
Kitchigami Building, Pine River, MN

Board members present: Reed Olson, Nancy Erickson, Kendra Murray, Neal Gaalswyk, Wayne Bohn, Annie McMurrin, Paul Thiede, Mary Koep, Ed Smith, Tom Conway, George Deiss Sheldon Monson (alternate for Jim Hofer)

Board members absent: Phyllis Eck, Tammy Hoppe, Jim Hofer

Others present non-voting: Christy Loven, Marian Ridge

6:02 p.m. Chair Gaalswyk called the meeting to order. Motion by Paul Thiede, seconded by Mary Koep to approve the agenda as revised (New business additions: 5.6 LCSC Service Contract and 5.7 Pay Equity Compliance). Discussion. Motion carried.

Consent Agenda Motion by George Deiss, seconded by Kendra Murray, to approve the items on the Consent Agenda as presented:

- June 2018 Minutes
- 2018 Financial Statement January – June (revised after audit)
- Director’s Report

KRL County and City Budgets 2nd draft Motion by Wayne Bohn, seconded by Ed Smith, to approve the 2nd draft of the 2019 county and city budgets and authorize their distribution to these cities and counties with a request to give feedback to the KRLS director by 15 December 2018. Discussion. Motion carried.

Branch printing and Photocopying Wayne Bohn requested the Director research for costs of software to record use of branch printers. Discussion. No board action taken.

July Bills Motion by Paul Thiede, seconded by Tom Conway, to authorize payment of the July 2018 KRLS bills, checks # 20760 to # 20832 in the amount of \$206,073.87. Discussion. Roll call vote: motion carried unanimously.

KRLS HQ/Central Services 2019 budget 1st draft The 1st draft of the 2019 KRLS HQ and Central Services budget was presented to the board. No action is needed at this time. A 2nd draft will be done towards the end of 2018 after hearing from the cities and counties. Discussion.

Personnel Committee Chair Gaalswyk explained the Personnel Committee met prior to this board meeting and looked at the KRLS Banked Leave Policy and other comp time policies along with the Health Insurance Policy and Employee Categories Policies. The committee decided it needed to spend more time on looking at overlapping policies.

New Director Search This committee also discussed the subject of replacing the retiring Director. Looking at a tentative timeline of what has to be done when, etc. They also discussed search methods for a new director. Discussion of going the consultant route and persons who might be qualified for this.

Director Search (cont) Marian was asked to update her job description for the search and the board was reminded they also need to look into what future directions they want KRLS to go.

Motion by Wayne Bohn, seconded by Mary Koep that the Personnel Committee move forward with selecting an appropriate consultant to work with them and that this committee retain the consultant as necessary and to appoint more members as necessary to this committee for these tasks, including a salary range for the new director. Discussion. Motion carried.

Materials Use and Fees Policy Motion by Mary Koep, seconded by Reed Olson, to approve the revision of the KRLS Materials Use and Fees Policy as recommended by an HQ staff committee and the branch managers. Director Ridge explained the revisions. Motion carried.

Arts and Cultural 2017 Final Report Motion by Reed Olson, seconded by Nancy Erickson, that the board approve the submission of this Legacy report to the state with the required signatures. Discussion. Motion carried.

LCSC 3 year Service Cooperative Contract Motion by Mary Koep, seconded by Tom Conway, to approve the signing of the Lakes Area Service Cooperative 3 year contract (7/1/18 to 6/30/21) with a 2.5% increase each year. Discussion. Motion carried.

Compliance to MN Pay Equity For the board's information, a letter and notification of compliance were received from the state Pay Equity Coordinator explaining that KRLS is in compliance with the state rule for Pay Equity. Discussion.

Paul Thiede moved for adjournment 7:35 p.m. Motion carried by consensus.

Minutes respectively submitted by Christy Rose Loven, Administrative Assistant.

Minutes signed by Board Secretary, Mary Koep _____

Date _____