

Kitchigami Regional Library
BOARD MEETING 17 MAY 2018 6:00 P.M.
Kitchigami Headquarters, Pine River, MN

Present Board Members: Reed Olson, Wayne Bohn, Kendra Murray, Phyllis Eck, Annie McMurrin, Paul Thiede, Mary Koep, Jim Hofer, George Deiss
Absent Board Members: Nancy Erickson, Neal Gaalswyk, Tammy Hoppe, Ed Smith, Tom Conway
Others non-voting present: Marian Ridge, Christy Loven

The meeting was called to order at 6:02 p.m. by Vice-chair Paul Thiede, filling in for the absent Chair. No introductions were needed.

Motion by Mary Koep, seconded by Phyllis Eck, to approve the agenda as presented. Motion carried.

Consent Agenda Motion by Wayne Bohn, seconded by Jim Hofer to approve the Consent agenda items below as presented:
- March 2018 minutes
- April 2018 Financial Statement
- April 2018 Bills
- Arts and Cultural Heritage Fund Report
- Director's Report
Motion carried.

KRLS 2018 Annual Report to the State Motion by Mary Koep, seconded by Jim Hofer, that the board approve the required signatures on the 2017 annual report and the submission of the report to the state. Discussion of counting usage in KRLS branches and ways to record it. Motion carried.

ACHF Financial Reporting Form 9/20/17 to 3/31/18 Motion by George Weiss, seconded by Phyllis Eck, that the board approve submission of the revised FRF to 9/20/17 and to 3/31/18 to State Library Services. The Director reported the branches have set up a committee to help spend more of available Legacy dollars. Discussion. Motion carried.

Public Input George Weiss informed the board an architect has been hired for the new Wadena City Library project.

May 2018 Bills Motion by Jim Hofer, seconded by Wayne Bohn, to approve payment of the May 2018 bills checks #20636 to #20692 in the amount of \$211,680.33. Discussion. Roll call vote: motion carried unanimously.

Personnel Committee The Personnel Committee met on June 12, 2018 and drafted a revision of the KRLS Substitute Policy. Discussion of the changes. Motion by Jim Hofer, seconded by Annie McMurrin, to approve the recommended new Substitute Policy. Motion carried.

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| Bemidji Public Library
Workplace Safety | The board was updated on the staff safety issue at the Bemidji Public Library and what is being done to help staff with training on what to do in certain situations and suggestions on what measures Kitchigami can do and the local library board or city could do. |
| Budget Committee | This committee will meet June 12 th to begin drafting a 2019 KRLS budget. The Director will prepare these drafts for the committee using a board suggested 2.5% COLA. The Director noted that a new KRLS van needed to be purchased. |
| KRLS 2016 and 2017
Audits | The KRLS auditor will come to the 21 June board meeting and present both the 2016 and 2017 audits. An Audit Committee meeting will be set up prior to that. |
| Other | Discussion of how to get more legislative funding for public libraries. |

Motion by Mary Koep, seconded by Jim Hofer, to adjourn at 7:21 p.m.

Minutes respectively submitted by Christy Loven, Administrative Assistant.

Signed by Board Secretary, Mary Koep _____

Date _____