

**Kitchigami Regional Library System
Board Meeting May 20, 2021 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Reed Olson, Tom Krueger, Murlyn Křeklau, Mary Koep, Phyllis Eck, Neal Gaalswyk

Board members present virtually: Bill Brekken, Nancy Erickson, Nicholas Seitz, Carla Jones-Leecy, Tom Conway, George Deiss, Mary Beth Hansen

Board members absent: Anthony DeSanto

Others present non-voting: Director Stephanie Johnson, State Library Program Specialist Hannah Buckland, Carol Christensen, Megan Lysford, Terria Rohloff, Laurel Hall

Chair Neal Gaalswyk called the meeting to order at 6:00 p.m.

Approval of Agenda Chair Gaalswyk revised the agenda to move presentation by State Library Specialist Hannah Buckland before item 6d Fund Balance. **Motion by Neal Gaalswyk, seconded by Reed Olson, to approve the agenda as revised. Motion carried unanimously.**

Consent Agenda **Motion by Tom Krueger, seconded by Tom Conway, to approve items A-F on the Consent Agenda:**

- a. Minutes: March 2021
- b. Bills: March – May 2021
- c. Financial Statements: March – April 2021
- d. ACHF FY20 FRF January – March 2021
- e. CARES Act Grant FRF September – March 2021
- f. Director’s Report

Motion carried unanimously.

IT Services Chair Gaalswyk notified the Board of the recommendation from the Internet/Electronic Resources Committee to have the KRLS Board authorize Director Johnson to put out a proposal for a new IT services vendor to close June 30. Bidders would then be vetted by staff to produce a recommendation for the KRLS Board at the regular July meeting. **Motion by Reed Olson, seconded by Bill Brekken, to put out an RFP for new IT Services. Motion carried unanimously.**

2021 Overview Budget Director Johnson presented the 2021 Overview Budget which represents the previously approved total expenses of the Region in an overview format. **Motion by Murlyn Křeklau, seconded by Phyllis Eck, to approve the previously approved Local and Headquarters 2021 Budgets. Discussion. Motion carried with**

(2021 Overview Budget con't)

Board members Gaalswyk, Olson, Brekken, Krueger, Kreklau, Erickson, Seitz, Jones-Leecy, Eck, Conway, Deiss, and Hansen voting in favor; Board member Koep abstaining.

COVID 19 Update

Director Johnson gave a summary of the updated KRLS Preparedness Plan, which was developed to be in direct accordance with the Minnesota Department of Health and Executive Order requirements. Updates included ending regional mask mandates for visitors, ending circulation materials' quarantine, and returning to regular open hours. Chair Gaalswyk requested the plan state child and youth programming will follow CDC guidelines and Governor's Executive Orders. **Motion by Mary Koep, seconded by Tom Krueger, to adopt the updated Preparedness Plan for Kitchigami Regional Library System.** Discussion. **Motion carried unanimously.**

State Library Services Presentation

Hannah Buckland, State Library Program Specialist, talked about the role of State Library Services, data points about Minnesota public libraries, what regional public library systems do, relevant state funding programs, and minimum level of support. Discussion. Chair Gaalswyk thanked Hannah Buckland for her presentation.

Fund Balance

Director Johnson informed the Board of branch recommendations for capital and one-time expenses, as well as recommendations for regional improvements. Discussion. **Motion by Tom Krueger, seconded by Tom Conway, to refer the Committed Funds balance discussion to the KRLS Budget Committee for a report at the regular July meeting. Motion carried unanimously.**

Mr. Brekken and Ms. Jones-Leecy left at 8:02 p.m.

Bills: May 2021

Motion by Mary Koep, seconded by Reed Olson, to approve payment of the May 2021 bills checks #22684 to #22700 in the amount of \$18,744.41 as well as the authorization of payroll checks #43137 to #43207 in the amount of \$66,414.42. Roll call vote: Motion carried unanimously.

Personnel Manual Updating

Chair Gaalswyk put forward a recommendation from staff and Board Policy Committees to have the Board authorize staff to prepare a Request for Proposal to contract with an outside firm to review KRLS personnel, personnel-related, and data privacy policies. **Motion by Tom Conway, seconded by Mary Koep, to contract with an outside entity for a comprehensive update of the KRLS Personnel Manual for approval at the next regular meeting. Motion carried unanimously.**

- Annual State Report 2020 Director Johnson summarized KRLS 2020 statistics in the Annual State Report, noting changes due to the COVID 19 pandemic. Circulation of physical materials was less because of closures, however, the use of digital materials significantly increased. Branches also continued modified services throughout the year. **Motion by Reed Olson, seconded by Murlyn Kreklau, to authorize KRLS Board Chair to sign the 2020 Annual State Report. Motion carried unanimously.**

- 2022 Budget Planning Chair Gaalswyk asked Board members to give input on current labor negotiations in establishing a cost of living increase to be used when creating the first draft KRLS budgets. **Motion by Reed Olson, seconded by Tom Conway, to authorize 3% COLA in budget preparations for 2022. Discussion. Motion carried unanimously.**

- Board Committees Each Board Committee composition was reviewed and agreed upon. The Policy Committee will be absorbed into the Strategic Planning Committee.

- HQ Building Maintenance – Siding Director Johnson presented a draft RFP for removal and installation of siding for the KRLS Headquarters building. After consulting a contractor, the recommendation is a complete replacement with an estimated cost of \$65,000. **Motion by Mary Koep, seconded by Phyllis Eck, to authorize the RFP for KRLS Headquarters Building Siding Removal and Installation for final approval of a contractor at the regular July meeting. Motion carried unanimously.**

- Other Board Member Mary Koep requested information about the 2020 audit, which Director Johnson noted was behind schedule. KRLS information has been entered into the auditor’s online portal.

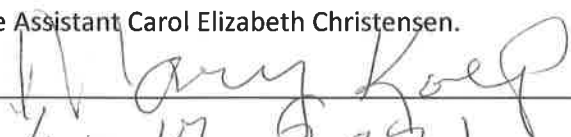
The KRLS Budget Committee was scheduled for the second week in June and a poll will be sent to committee members to specify the day and time.

Board Member Nancy Erickson encouraged new Board members to participate in meetings in-person.

Motion by consensus to adjourn at 8:34 p.m.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Mary Koep



Date 6-17-2021