

**Kitchigami Regional Library System
Board Meeting September 23, 2021 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Reed Olson, Bill Brekken, Tom Krueger, Murlyn Kreklau, Jorge Prince, Mary Koep, Phyllis Eck, Tom Conway, Brent Norman, George Deiss, Neal Gaalswyk

Board members present virtually: Nicholas Seitz (Blackduck, MN), Carla Jones-Leecy (Cass Lake, MN), Mary Beth Hansen (Walker, MN)

Others present non-voting: Staff members: Megan Lysford, Carol Christensen, Terria Rohloff, Tami Beto, Courtney Gran
Public: Consultant Pat Melvin of David Drown Associates

Chair Neal Gaalswyk called the meeting to order at 6:00 p.m. and requested participation in reciting the Pledge of Allegiance.

Approval of Agenda **Motion by George Deiss, seconded by Mary Koep, to approve the agenda as distributed. Motion carried unanimously.**

As the new representative of the City of Bemidji, Bemidji Mayor Jorge Prince pledged the KRLS Oath of Office administered by Technical Services Manager Megan Lysford.

City of Cass Lake representative Carla Jones-Leecy entered the meeting virtually at 6:08 p.m.

Consent Agenda **Motion by Tom Conway, seconded by Reed Olson, to approve items A-E on the Consent Agenda:**

- a. Minutes: July 2021
- b. Minutes: August 2021
- c. Bills: July - September 2021
- d. Financial Statements: July - August 2021
- e. ACHF FY22 Budget Application revision

Motion carried by Olson, Brekken, Krueger, Kreklau, Koep, Eck, Conway, Norman, Deiss, Gaalswyk, Seitz, Jones-Leecy, Hansen in favor, and Prince abstaining.

Personnel Policy Manual A proposal from Quinlivan and Hughes, P.A. was submitted in response to the KRLS Personnel Policy and Procedure Rewrite RFP. Chair Gaalswyk noted that KRLS is currently paying a bill from Quinlivan & Hughes for communication regarding union negotiations and requests for information. Those costs should be tracked separately. **Motion by Tom Conway, seconded by George Deiss, to approve the proposal from Quinlivan and Hughes, P.A. in response to the KRLS Personnel Policy and Procedure Rewrite RFP not to exceed \$10,000.00.** Discussion. **Motion carried unanimously.**

Director Search – David Drown Associates (DDA) Consultant Pat Melvin from David Drown Associates (DDA) gave a presentation that described DDA's history and outlined the planned timeline and process for the KRLS Director Search. Establishing a Search Committee was recommended, which will interview finalists then

Director Search – DDA con't decide on a final review process. Chair Gaalswyk opened the floor for volunteers to the KRLS Director Search Committee with no response. **Motion by Mary Koep, seconded by Tom Conway, to set KRLS Director salary range for the purpose of advertising between \$81,000 to \$115,000 annual salary. Motion carried unanimously.**

City of Cass Lake Representative Carla Jones-Leecy left the meeting at 7:03 p.m.

Bills: September 2021 **Motion by Reed Olson, seconded by Tom Conway, to approve payment of the September 2021 bills checks #22902 to #22932 in the amount of \$57,168.18 as well as the authorization of payroll checks #43712 to #43784 in the amount of \$70,344.98 for a total of \$127,513.16. Roll call vote: Motion carried unanimously.**

RLTA FY2021 Final Report **Motion by George Deiss, seconded by Tom Conway, to approve the RLTA FY2021 Final Report and requisite signatures for submission to the state. Motion carried unanimously.**

RLTA FY2022 Application **Motion by Mary Koep, seconded by Phyllis Eck, to approve the RLTA FY2022 Application and requisite signatures for submission to the state. Motion carried unanimously.**

ACHF FY20 Interim Report **Motion by Reed Olson, seconded by Bill Brekken, to approve the ACHF FY2020 Interim Report for submission to the state. Motion carried unanimously.**

KRLS Treasurer After discussion, Chair Gaalswyk opened the floor for volunteers to the position of KRLS Treasurer with George Deiss responding in the affirmative. Chair Gaalswyk appointed City of Wadena representative George Deiss to serve as KRLS Treasurer.

The Board agreed that KRLS Officers Neal Gaalswyk, Tom Conway, and Mary Koep will make up the KRLS Director Search Committee. Chair Gaalswyk opened the floor for additional volunteers to the committee with Tom Krueger responding in the affirmative. Chair Gaalswyk accepted Hubbard County Commissioner Tom Krueger to the KRLS Director Search Committee.

KRLS Signing Authorities **Motion by Murlyn Kreklau, seconded by Tom Krueger, to remove Jim Hofer and Stephanie Johnson as signing authorities; and to authorize elected Officers Chair Neal Gaalswyk, Vice-Chair Tom Conway, Treasurer George Deiss, and Secretary Mary Koep as signing authorities on all Pine River State Bank accounts. Motion carried unanimously.**

KRLS Board Retreat A KRLS Board retreat or orientation discussion item was brought to the floor by Chair Gaalswyk which was requested by City of Brainerd representative Mary Koep at the August 19, 2021 special Board meeting. Discussion. Board members agreed that February 17, 2022

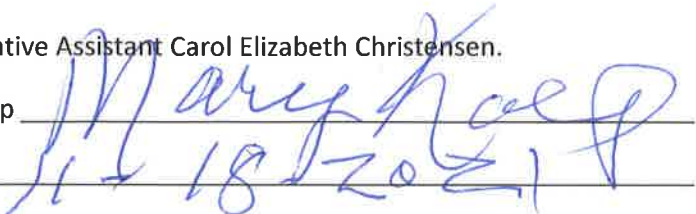
- KRLS Board Retreat con't* could be scheduled tentatively. **Motion by Tom Conway, seconded by Reed Olson, to appoint Mary Koep as Chair for a KRLS Board Retreat Committee; and allow Mary Koep the authority to recruit two more members in the service of the committee. Motion carried unanimously.**
- COVID-19 Chair Gaalswyk gave the Board an overview of the current COVID-19 Preparedness Plan for KRLS, which became effective June 1, 2021 with no executive orders changing since. Discussion.
- CD Renewals **Motion by Murlyn Kreklau, seconded by Jorge Prince, that the following Certificates of Deposit be designated to Security Bank USA of Bemidji for six months at .60% interest:**
CD #17242: Summer Reading for approximately \$28,342.24
CD #17243: Automation/Software for approximately \$260,829.13
CD #17244: Non-Restricted for approximately \$125,849.00
CD #17245: Loan Security/Summer Reading Program for approximately \$37,802.64.
Motion carried unanimously.
- Other City of Park Rapids representative Tom Conway requested page numbers be tied to agenda items in future KRLS Board Packets for easy accessibility. Chair Gaalswyk also requested electronic signatures. **After discussion and amendment, motion by Tom Conway, seconded by Reed Olson, to give KRLS staff the authority to research and purchase a PDF appropriate license not to exceed KRLS Director's authority to approve a bill. Motion carried unanimously.**
- Public Input Branch Manager Tami Beto of Pine River Public Library represented opinions of KRLS Branch Managers. Chair Gaalswyk invited further Branch Manager reports to be included as a fifteen-minute agenda item to be presented in-person or virtually.
- KRLS Board members discussed and agreed to incorporate Branch Managers in the KRLS Director search as recommended by Pat Melvin of DDA and the KRLS Director Search Committee.

Motion by consensus to adjourn at 7:58 p.m.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Mary Koep

Date


11-18-2021