

**Kitchigami Regional Library System
Board Meeting November 18, 2021 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

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

Board members present virtually: Laurie Hamilton (Blackduck, MN), Mary Beth Hansen (Walker, MN), Tom Conway (Park Rapids, MN)

Board members absent: Jorge Prince, Carla Jones-Leecy, Phyllis Eck

Others present non-voting: Staff members: Interim Director Melissa Brechon, Megan Lysford, Carol Christensen, Tami Beto
Public: Doug Host of CliftonLarsonAllen LLP

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 Chair Gaalswyk requested the following changes to the agenda: under Old Business addition 6b KRLS Board Retreat report, and 2020 Audit report to be presented before that; additions under New Business to be December special KRLS Board meeting, Deerwood Technology upgrade proposal, and discussion of surplus funds and city requests. **Motion by Tom Krueger, seconded by Murlyn Kreklau, to accept the agenda as revised. Motion carried unanimously.**

As the new representative of the City of Blackduck, Blackduck City Council member Laurie Hamilton pledged the KRLS Oath of Office administered by KRLS Interim Director Melissa Brechon.

Consent Agenda **Motion by Reed Olson, seconded by George Deiss, to approve items A-G on the Consent Agenda:**

- a. Minutes: September 2021
- b. Bills: October - November 2021
- c. Financial Statements: October - November 2021
- d. Pay Equity Implementation Report
- e. CARES Act FY21 Final Report
- f. ACHF FY20 FRF July – September 2021
- g. Interim Director’s Report

Motion carried unanimously.

2020 Audit Doug Host of CliftonLarsonAllen LLP (CLA) gave a presentation on the KRLS 2020 Audit; summarizing results, recommendations, and corrections. He also answered questions from Board members. Chair Gaalswyk stated that the meeting between Doug Host, Melissa Brechon, and himself prior to the regular KRLS Board meeting went well.

Director Search Chair Gaalswyk gave an update on the KRLS Director Search, which had applications close the previous week. A total of five semi-finalists will

Director Search con't

be reviewed by the Hiring Committee on November 23, 2021 when it will be decided who will advance to the interview stage. Discussion. **Motion by Brent Norman, seconded by Bill Brekken, to set a KRLS Board special meeting on Wednesday, December 15, 2021 at 6:00pm. Motion carried unanimously.**

KRLS Board Retreat Committee report

City of Brainerd representative Mary Koep gave an update report from the KRLS Board Retreat Committee, which is made up of members Brent Norman, Tom Krueger, and herself. The Board agreed to re-schedule the event to Thursday, February 24, 2022. **Motion by Mary Koep, seconded by Reed Olson, to appropriate up to \$2,500.00 to assist with expenses of the KRLS Board Retreat not including the cost of mileage or board member compensation. Motion carried unanimously.**

KRLS Surplus Funds and City Requests

Chair Gaalswyk gave a review of Board discussions of the KRLS Surplus Fund Balance. Interim Director Melissa Brechon stated board-motivated allocated amounts as follows: Bemidji \$411,367, Blackduck \$65,683, Brainerd \$316,215, Cass Lake \$55,874, Longville \$18,059, Park Rapids \$88,721, Pine River \$37,000, Wadena \$71, 274, Walker \$95,948. Discussion. **Motion by Mary Koep, seconded by Tom Conway, to authorize the expenditure of \$20,000 of the Brainerd Library amount pursuant to receipt of the Brainerd City Council's motion authorizing the expenditure on the Brainerd library building. Motion carried unanimously.**

Tom Conway informed the KRLS Board of discussions with the Park Rapids Library Board and City Council about the need for a new control system for the boiler in the Park Rapids Library building. Tom Krueger confirmed heating control problems should be resolved as soon as possible. **Motion by Tom Conway, seconded by Mary Koep, to authorize the expenditure of up to \$88,721 pursuant to receipt of the Park Rapids City Council's motion authorizing the expenditure on the library building's HVAC. Discussion. Motion carried unanimously.**

George Deiss notified the Board of current conversations with the Wadena Library Board pertaining to bringing requests to their city council within the next few months.

Pine River representative Brent Norman and Branch Manager Tami Beto informed the Board of possible future requests for capital expenditures for Pine River Public Library.

Melissa Brechon was asked by the Board Chair to come up with guidance and application documentation to begin a formal process for surplus fund disbursement.

Bills: November 2021

Motion by Mary Koep, seconded by Brent Norman, to approve payment of the November 2021 bills checks #23005 to #23056 in the

Bills: November 2021 con't

amount of \$90,523.08 as well as the authorization of payroll checks #43920 to #43986 in the amount of \$61,370.94 for a total of \$151,894.
Roll call vote: **Motion carried unanimously.**

Service Agreements: Pequot Lakes and Crosslake

Motion by George Deiss, seconded by Bill Brekken, to approve renewal of the Service Contracts with the cities of Pequot Lakes and Crosslake. Motion carried unanimously.

Election of Officers: 2022 Board Nominations Committee

Chair Gaalswyk requested members indicate to him if they would like to serve as Board Officers or if they know of other interested parties. Current Board Officers stated they are willing to continue in their positions.

Deerwood Technologies update proposal

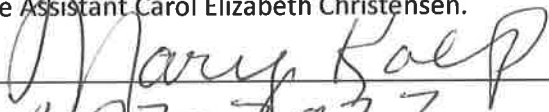
Melissa Brechon notified the Board of a major server failure which happened October 2021. She would like to start a server replacement cycle. Deerwood Technologies' proposal was distributed to Board members. **Motion by George Deiss, seconded by Tom Krueger, to move forward with Deerwood Technologies' proposal as outlined in the handout and explained by Interim Director Melissa Brechon. Motion carried unanimously.**

Motion by consensus to adjourn at 8:01 p.m.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Mary Koep

Date



Date 11-27-2022