

**Kitchigami Regional Library System
Board Meeting January 27, 2022 6:00 p.m.*
Kitchigami Headquarters Building, Pine River, MN**

*The regular January 20, 2022 KRLS Board meeting was rescheduled to January 27, 2022 due to staffing shortages.

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

Board members present virtually: Mary Beth Hansen (Walker, MN), Dan Jourdain (Grand Portage, MN)

Board members absent: Laurie Hamilton, Carla Jones-Leecy, Neal Gaalswyk

Others present non-voting: Staff members: KRLS Director Melissa Whatley, Interim Director Melissa Brechon, Megan Lysford, Carol Christensen, Tami Beto
Public: Director of State Library Services Tamara Lee, State Library Program Specialist Hannah Buckland

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

Election of Officers Acting Chair Conway called for KRLS Officer nominations from the floor.
Motion by Mary Koep, seconded by Tom Krueger, that a unanimous ballot be cast for Tom Conway for the position of Chairman of KRLS Board. Motion carried unanimously.

Motion by Tom Conway, seconded by Bill Brekken, to nominate Tom Krueger as KRLS Vice Chair. Motion carried unanimously.

Motion by Mary Koep to nominate Bill Brekken as KRLS Secretary. Motion carried unanimously.

Motion by Tom Conway to nominate George Deiss to continue as KRLS Treasurer. Motion carried unanimously.

KRLS Director Melissa Whatley administered the KRLS Oath of Office to the Board.

Approval of Agenda **Motion by Reed Olson, seconded by Brent Norman, to approve the agenda as presented. Motion carried unanimously.**

Consent Agenda **Motion by Bill Brekken, seconded by Mary Beth Olson, to approve items A-F on the Consent Agenda:**

- a. Minutes: November 2021
- b. Minutes: December 2021
- c. Bills: November 2021 – January 2022
- d. Financial Statements: November 2021 – January 2022
- e. Director New Hire Letter
- f. Interim Director's Report

Motion carried unanimously.

2022 Operating Budgets	Interim Director Melissa Brechon gave an overview of the KRLS operating budgets presented at the Board meeting. Discussion. Motion by Bill Brekken, seconded by Reed Olson, to approve city and county budgets. <u>Motion carried unanimously.</u>
2022 3% COLA Wage Increase	Union negotiators agreed increases passed by the KRLS Board in June 2021 can go into effect February 1, 2022. As union negotiations progress, increases will be retroactive to January 1, 2022 when more staff time is available.
Capital Appropriations Policy and Procedures	Interim Director Brechon summarized the draft policy and procedure. Current appropriation requests from Park Rapids and Pine River follow draft requirements. Motion by George Deiss, seconded by Brent Norman, to approve the Capital Appropriation Policy and procedures as presented. <u>Motion carried unanimously.</u>
KRLS Board Retreat	Motion by Mary Koep, seconded by Phyllis Eck, to reschedule the KRLS Board Retreat to April 21, 2022 at KRLS Headquarters from 9:00 am to 5:00 pm. <u>Motion carried unanimously.</u>
Bills: January 2022	Motion by Reed Olson, seconded by Tom Krueger, to approve payment of the January 2022 bills checks #23139 to #23197 in the amount of \$119,685.62 as well as the authorization of payroll checks #44195 to #44328 in the amount of \$136,000.57 for a total of \$255,686.19. Roll call vote: <u>Motion carried unanimously.</u>
Signing Authorities	Motion by Reed Olson, seconded by Phyllis Eck, to authorize current KRLS Board Officers to be signatories on KRLS accounts. Discussion. <u>Motion carried unanimously.</u>
KRLS Financial Audit	Motion by George Diess, seconded by Bill Brekken, to approve the 2020 KRLS Audit. Reed Olson agreed to give an overview of the audit to Dan Jourdain after the meeting. <u>Motion carried unanimously.</u>
Headquarters Operating Budget 2022	A draft budget was presented by Interim Director Brechon. She noted that some information is not currently available, including the KRLS state allocation.
2022 Holiday Schedule	Motion by Mary Koep, seconded by Brent Norman, to approve the KRLS Holiday schedule as presented. <u>Motion carried unanimously.</u>
Board Committees	The Strategic Planning and Policy Committee is a combined committee. Tom Conway stated that Neal Gaalswyk requested to continue on the Personnel Committee. Term limits were discussed. Chair Conway appointed current members to remain on KRLS committees, adding Brent Norman to the Strategic Planning/Policy Committee.
<i>Board Committees con't</i>	

The Personnel Committee will act as a Union Negotiating Committee. The Chair appointed Mary Koep as Chair of the Strategic Planning/Policy Committee.
The current KRLS delegates to Northern Lights Library Network will continue without the need for an alternate.

State Library Program Specialist Hannah Buckland and Director of State Library Services Tamara Lee left the meeting at 7:00 pm.

Deerwood Proposal – KRLS Website

Technical Services Manager Megan Lysford discussed the server failure that occurred a couple months previous, prompting the need to upgrade the server for the KRLS website. The proposal is an estimate. All KRLS servers are past their life span. **Motion by Brent Norman, seconded by Tom Krueger, to accept Deerwood Technologies' proposal to upgrade the KRLS website server. Motion carried unanimously.**

CD Renewals

Motion by Tom Krueger, seconded by Mary Beth Olson, that CD#4000003941 Automation Repair & Replacement for \$84,358.02 be designated to Walker First National Bank for six months at .40%. Motion carried unanimously.

Other

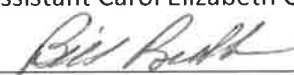
The KRLS Board welcomed KRLS Director Melissa Whatley and invited her to contact members for support.
Board members thanked 2021 Board Officers.
Melissa Brechon was thanked for her service to KRLS.

Motion by consensus to adjourn at 7:12 p.m.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Bill Brekken

Date



3/28/22