

**Kitchigami Regional Library System
Board Meeting March 17, 2022 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Tom Conway, Scott Bruns, Tom Krueger, Mary Koep, Phyllis Eck, Brent Norman, George Deiss

Board members present virtually: Murlyn Kreklau (Sebeka, MN), Laurie Hamilton (Blackduck, MN)

Board members absent: Reed Olson, Bill Brekken, Daniel Jourdain, Carla Jones-Leecy, Mary Beth Hansen

Others present non-voting: Staff members: KRLS Director Melissa Whatley, Megan Lysford, Carol Christensen, Tami Beto, Carrie Huston

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

A plaque in recognition of Neal Gaalswyk's term as KRLS Board Chair was passed to current Board members to be presented at a later date.

As the new representative of Cass County, Cass County Commissioner Scott Bruns pledged the KRLS Oath of Office administered by Director Melissa Whatley.

Approval of Agenda Director Whatley requested the addition of Personnel Committee Member and Union Update items under Old Business. Agenda item 8a Bills: March 2022 was removed from the agenda as they are included in the consent agenda. **Motion by Brent Norman, seconded by Tom Krueger, to approve the agenda as revised. Motion carried unanimously.**

Consent Agenda **Motion by Mary Koep, seconded by Brent Norman, to approve items A-F on the Consent Agenda:**

- a. Minutes: January 2022
- b. Bills: January – March 2022
- c. Financial Statements: January – February 2022, YTD
- d. ACHF FY20 FRF October – December 2021
- e. ACHF FY21 FRF October – December 2021
- f. Director's Report

Motion carried unanimously.

Final HQ Operating Budget 2022 Director Whatley gave an overview of the KRLS Headquarters fiscal year 2022 proposed budget. She noted increases in driveway repair, travel within the region, and hotspot data plans. **Motion by George Deiss, seconded by Tom Krueger, to approve the HQ FY22 budget as presented. Motion carried unanimously.**

KRLS Board Retreat Mary Koep gave an update on the KRLS Board retreat scheduled for April 21, 2022. A meeting is scheduled for March 25 with the committee and others assisting to finalize the agenda.

Personnel Committee Member	Chair Conway appointed Tom Krueger to the Personnel Committee to replace former Board member Neal Gaalswyk.
Union negotiations update	Chair Conway updated the Board about labor negotiations. The Personnel Committee reviewed the union proposal and submitted suggestions and labor research to the labor attorney. The committee is awaiting a response. He states that specifics about negotiations usually go into a closed meeting. The Board requests Director Whatley report to the Board on who serves on what committees.
ACHF FY20 final report	Motion by Tom Krueger, seconded by Phyllis Eck, to authorize the requisite signatures of the ACHF FY20 Completion Report for submission to the state. <u>Motion carried unanimously.</u>
ACH Signing Authority	After discussion and amendment, motion by Mary Koep, seconded by Brent Norman, to add Director Melissa Whatley, Patricia Kline, and Terria Rohloff as signing authorities to Pine River State Bank ACH contract and remove former employees Marian Ridge, Christy Loven, and Veronica Laputka. <u>Motion carried unanimously.</u>
Administrative Signing Authority	Motion by Mary Koep, seconded by Phyllis Eck, to add Director Melissa Whatley and Carol Christensen as signing authorities to the petty cash account at Pine River State Bank and to remove Neal Gaalswyk; and to remove Stephanie Johnson and Christy Loven access to the KRLS safe deposit box and grant access to Director Melissa Whatley and Carol Christensen. <u>Motion carried unanimously.</u>
Proposal for 2022 Summer Reading Program funding	Branch Managers Carrie Huston of Walker and Tami Beto of Pine River introduced the proposal for regional funding of 2022 Summer Reading programs. Huston stated that numbers for registration and completion on a yearly basis pre-covid were collected from each branch and used to produce the proposal. Designated fund Summer Reading Program Reserve \$34,142, CD Summer Reading Program \$28,425, and CD Loan Security/SRP \$37,900 currently exist for Summer Reading programs. Funding will be divided by how many program participants branches have in previous years. Motion by George Deiss, seconded by Brent Norman, to approve the proposal to use KRLS Summer Reading committed funds to fund a portion of the 2022 Summer Reading Program. <u>Motion carried unanimously.</u>
Margaret Welch Memorial Library (Longville) update	City of Longville representative Phyllis Eck described plans to expand the Longville library building to be funded by a large donation. She presented a diagram of the current building and planned expansion. A proposal is being compiled not to exceed \$300,000. Additional KRLS staff will not be required once the expansion is complete. Discussion.
CD Renewals	Motion by Brent Norman, seconded by Mary Koep, to leave CDs 17242 Summer Reading, 17243 Auto/Software, 17244 Non-Restricted, and

CD Renewals con't

17245 Loan Security/SRP at Security State Bank in Bemidji for .55% interest on a 6-month term. Motion carried unanimously.

Other

Director Whatley presented the RLTA Category 3 funding application to the Board. It was discussed that in the interest of transparency any applications for funding from the state should be presented to the Board for approval. **Motion by George Deiss, seconded by Tom Krueger, to approve the RLTA Category 3 funding application for submission to the state. Motion carried unanimously.**

Motion by George Deiss, seconded by Tom Conway, to adjourn at 6:52 p.m. Motion carried unanimously.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Bill Brekken



Date

