

**Kitchigami Regional Library System
Board Meeting May 19, 2022 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

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

Board members present virtually: Laurie Hamilton (Blackduck, MN), Mary Beth Hansen (Walker, MN), Lynn Eaton (Bemidji, MN)

Board members absent: Mike Hanson, Brent Norman

Others present non-voting: Staff members: KRLS Director Melissa Whatley, Carol Christensen, Tami Beto, Terria Rohloff, Mary Beth Durham

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

As the new representative of the city of Bemidji, City Council member Lynn Eaton pledged the KRLS Oath of Office administered by Director Melissa Whatley.

Approval of Agenda **Motion by Bill Brekken, seconded by Murlyn Kreklau, to approve the agenda as presented. Motion carried unanimously.**

Consent Agenda Director Whatley drew attention to the revised May 10, 2022 check register handout; as well as the Director's Report.
Motion by Tom Krueger, seconded by George Deiss, to approve items A-E on the Consent Agenda:

- a. Minutes: March 2022
- b. Bills: March – May 10, 2022
- c. Financial Statements: March – April 2022
- d. ACHF FY21 FRF January – March 2021
- e. Director's Report

Motion carried unanimously.

2022 Overview Budget Director Whatley presented the 2022 Overview Budget which represents the previously approved total revenues and expenses of the Region in an overview format.
Discussion on what expenses Director Whatley is authorized to approve. The KRLS Finance Committee will add to their agenda. Board approved Summer Reading Program expense and revenue was added to the overview budget. Health care reserve funds were transferred to the general funds by KRLS auditors in 2020, so general fund balance is covering shortage.
Motion by Reed Olson, seconded by Phyllis Eck, to approve the 2022 overview budget. Motion carried unanimously.

- Annual State Report 2021 Director Whatley discussed the importance of the report, which showed increases in reference questions, circulation, and visitors. She noted the bounce back since 2020. **Motion by Mary Koep, seconded by Bill Brekken, to approve the requisite signatures for the final submission of the annual report. Motion carried unanimously.**
- MNLINK Gateway Server Site Contract Director Whatley stated that MNLINK is the way that we handle Interlibrary Loan in Minnesota between regional systems, state library, some schools, and most private colleges. Each regional library system is a Gateway site or server site which helps our customers access many more items. The updated contract extends to June 30, 2024. **Motion by George Deiss, seconded by Tom Krueger, to authorize signatures and send the contract to MNLINK (University of Minnesota Libraries). Motion carried unanimously.**
- NW Links Technology Funds Director Whatley informed the Board that she is working with Deerwood Technologies to purchase technological equipment using NW Links funding before the June 30, 2022 deadline. Routers and Wi-Fi antennas are some priorities.
- 2023 Budget Planning KRLS Finance/Budget Committee agreed to meet remotely Thursday, June 9, 2022 at 1:00 p.m.
- Motion by Mary Koep, seconded by Tom Krueger, to move the KRLS regular board meeting from June 16, 2022 to June 23, 2022. Motion carried unanimously.**
- Motion by George Deiss, seconded by Tom Krueger, to table the 2023 budget planning approval until June 23, 2022. Motion carried unanimously.**
- City of Brainerd Capital Appropriation Request Director Melissa Whatley summarized the capital appropriation request from the city of Brainerd for \$31,495.00 to replace Brainerd Public Library's front doors. **Motion by Mary Koep, seconded by Reed Olson, to approve Brainerd's capital improvement request. Discussion. Motion carried unanimously.**
- Other Mary Koep thanked everyone who helped and participated in the KRLS Board Retreat; and requested a compilation of what was spent. Chair Conway thanked Koep from the Board.
- The Board discussed Brainerd Public Library's need for self-checkouts. Chair Conway requested Director Whatley use blind copy to email each Board member for a record of an attempt to notify the Board of questionable expenditures. **Motion by Tom Krueger, seconded by Phyllis Eck, to approve the use of up to \$26,000 of Brainerd's Automation Repair and Replacement fund in order to purchase 2 self-**

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**checkout machines and associated software for the Brainerd Library.
Motion carried unanimously.**

Director Whatley notified the Board that the auditors should be on-site the week of July 11.

Motion by Reed Olson, seconded by Murlyn Kreklau, to adjourn at 6:55 p.m. Motion carried unanimously.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Bill Brekken



Date

