

Kitchigami Regional Library  
Board Meeting Minutes 18 January 2018  
Kitchigami Headquarters Building, Pine River, MN

Board present: Reed Olson, Neal Gaalswyk, Wayne Bohn, Neal Tobiason, Paul Thiede, Mary Koep, Ed Smith, Tom Conway, Jim Hofer, George Deiss

Board absent: Nancy Erickson, Tony DeSanto, Annie McMurrin, Blackduck Representative

Others present non-voting: Marian Ridge, Christy Loven

Chair Gaalswyk called the meeting to order at 6:03 p.m. Board introductions were made. New board member Neal Tobiason from City of Longville and Tom Conway from the City of Park Rapids were welcomed to the Kitchigami board.

**Election of Officers** A call for Neal Gaalswyk for board chair was called three times. Motion by Mary Koep, seconded by Reed Olson, that all nominations now cease and an unanimous ballot be cast for Neal Gaalswyk as Chair. Hearing no other nominations, the motion carried.

A call for Paul Thiede to serve as board vice-chair was called three times. Motion by Paul Thiede, seconded by George Deiss, to approve the whole slate of 2018 board officers be approved with Paul Thiede as vice-chair, Jim Hofer as Treasurer and Mary Koep as Secretary. Motion carried. Motion by Ed Smith, seconded by Jim Hofer, that all nominations cease. Motion carried.

**Oath of Office** The Director administered the Kitchigami Regional Library Oath of Office to all board members present.

**Agenda approval** Motion by Jim Hofer, seconded by Mary Koep, to approve the agenda as amended with the one addition under New Business: Pay Equity 2017. Motion carried.

**Consent Agenda** Motion by Mary Koep, seconded by Reed Olson, to approve the Consent Agenda items listed below:

- November 2017 Minutes
- December 2017 Bills
- December 2017 Financial Statements
- October-December 2017 Financial Reporting Form for the Arts and Cultural Heritage Fund
- Director's Report

Motion carried.

- 2018 Operating Budgets      The Director explained any necessary requested changes made to the operating budgets. Discussion. Motion by George Deiss, seconded by Jim Hofer, to approve the 2018 Operating Budgets as presented. Motion by Ed Smith, seconded by Tom Conway, to authorize the inclusion of a 2% salary increase (COLA), step increases (if eligible) and the increase in the insurance supplement to \$175 for those part time staff working over 20 hours/week. Motion carried.
- 6:20 p.m. Neal Tobiason came.  
6:31 p.m. Wayne Bohn came.
- Policy Committee      The Policy Committee, having not met prior to this meeting, will meet prior to the March 2018 board meeting.
- January 2018 Bills      Motion by Paul Thiede, seconded by George Deiss, to approve the January 2018 bills in the amount of \$64,053.31 checks #20414 to #20470. Roll call vote: Motion carried unanimously.
- Board Committees      Each board committee composition was reviewed and agreed upon. A Personnel Committee will be set.
- Strategic Planning Committee      Marian is still looking for a consultant's name for Strategic Planning to put before the board.
- Bank Signing Authority      Motion by Paul Thiede, seconded by Wayne Bohn, that the Kitchigami Board authorize the elected Officers (Chair Neal Gaalswyk, Vice-Chair Paul Thiede, Treasurer Jim Hofer, and Secretary Mary Koep, Director Marian Ridge, and Stephanie Langer Johnson as signing authorities on all Pine River State bank accounts, and  
That the board authorize Marian Ridge, Terria Rohloff and Patricia Kline to have full access to the bank records at Pine River State Bank and for all KRLS investment instruments held in financial institutions. Discussion. Motion carried.
- Database Cancellations      Motion by George Deiss, seconded by Reed Olson that the board approve the cancellations of the NoveList and the Tumblebooks databases, the \$13,500 to go toward the higher accounting costs and enhancing the amount of audiobooks in the collection. Discussion. Motion carried.
- Birthday Day Holiday Change to..      Motion by Mary Koep, seconded by Neal Tobiason, that the board approve the staff requested replacement of a paid birthday holiday with the Friday after Thanksgiving effective 1 January 2018. Discussion. Motion carried.

- Pay Equity Compliance            Motion by Paul Thiede, seconded by Tom Conway, that the 2017 KRLS Pay Equity Report was approved for submission to the State of Minnesota. Discussion. Motion carried, with Reed Olson opposing.
  
- Other                                Neal Tobiason of Wadena described the Wadena City Council purchasing the First National Bank building at the end of December 2017 to renovate it for a new library. Discussion.
  
- Library Legislative Day        Discussion of whether it is beneficial for some of the KRLS board to attend Library Legislative Day at the Capitol on March 5-6, 2018. Neal and Wayne both expressed some interest in attending. Motion by Mary Koep, seconded by Wayne Bohn, that the board authorizes Legislative Day attendance of a minimum of 2 and also authorize that letters be sent to all KRLS legislators for additional funding for public libraries. Discussion. Motion carried.
  
- 7:38 p.m.                         Motion by Mary Koep, seconded by Paul Thiede, to close for the purpose of doing the Director's Review.
  
- 8:08 p.m.                         Motion by Wayne Bohn, seconded by George Deiss, to open the session again and to accept the Director's proposal beginning January 1, 2018 of a salary increase of 2% for her 2018 salary.  
Motion by Mary Koep, seconded by Paul Thiede, that the Director's Review just held in closed session by the board ended with the outcome of a positive evaluation. Motion carried.

Mary Koep motioned to adjourn at 8:13 p.m.

Minutes respectively submitted by Christy Loven, Administrative Assistant.

Signed by Board Secretary, Mary Koep \_\_\_\_\_

Date \_\_\_\_\_