

Kitchigami Regional Library
BOARD MEETING MINUTES OF THURSDAY 21 JUNE 2018
Kitchigami Headquarters Building, Pine River, MN

Board members present: Reed Olson, Nancy Erickson, Kendra Murray, Neal Gaalswyk, Annie McMurrin (came at 6:20 p.m), Paul Thiede, Mary Koep, Jim Hofer

Board members absent: Wayne Bohn, Phyllis Eck, Tammy Hoppe, Ed G. Smith, Tom Conway, George Deiss

Others present non-voting: Mathias Justin, C.P.A., Auditor, Marian Ridge, Christy Loven

6:22 p.m. Chair Gaalswyk called the meeting to order after reaching a majority of board members. Motion by Paul Thiede, seconded by Reed Olson, to approve the agenda as presented. Motion carried.

2016 and 2017 KRLS audits Mathias Justin went over the 2016 and 2017 KRLS audits which his firm had just completed. He answered questions from the board and was thanked for his work. Motion by Reed Olson, seconded by Annie McMurrin, to accept the 2016 and 2017 KRLS audits and submit to the state. Motion carried.

Annual Carryover Funds The Director, as requested, explained why this amount of carryover funds were needed to help fund KRLS operations during the first six months of each year when there are no funds coming in. The unassigned unrestricted reserve is approximately 35%.

Consent Agenda Motion by Nancy Erickson, seconded by Kendra Murray, to approve the following items on the Consent Agenda:

- May 2018 Board Meeting minutes
- May 2018 Financial statement
- Director's Report

Motion carried.

2019 1st draft KRLS Budgets Director Ridge went over each county and city budgets. These included the board recommended 2.5% COLAs and steps when eligible. It was agreed that 2019 2nd drafts be brought to the July 2018 board meeting and will include any recommended changes given to the Director from cities and/or counties.

June 2018 Bills Motion by Paul Thiede, seconded by Reed Olson to approve payment of bills checks #20693 to #20759 in the amount of \$96,357.07. Discussion. Roll call vote: motion carried.

- RLBSS 2019 Application Motion by Mary Koep, seconded by Paul Thiede, to approve the signatures needed for the KRLS Regional Library Basic System Support Application FY 2019 and to approve its submission to the state. Discussion. Motion carried.
- Delivery Van Replacement Motion by Mary Koep, seconded by Jim Hofer, to approve a Request for Information to be sent to dealerships in the KRLS five county area for a replacement for the current delivery van. Costs on the state contract will be compared. Discussion. Motion carried.
- Metered printing & copying It was decided to table this matter of metered printing & copying in KRL branches until Wayne Bohn, who brought it up, is here to discuss it with the board.
- Other Nancy Erickson brought up the question of investigating whether there is a cost and what is involved in having stamped and/or preprinted signatures on checks to pay bills and for payroll.
- 8:20 p.m. Motion by Mary Koep, seconded by Paul Thiede, to adjourn. Motion carried.

Minutes respectively submitted by Administrative Assistant, Christy Rose Loven.

Signed by Board Secretary, Mary Koep _____

Date _____