

Kitchigami Regional Library
Minutes of the Board Meeting 18 July 2019 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN

Board present: Reed Olson, Nancy Erickson, Kendra Murray, Neal Gaalswyk, Phyllis Eck, Steve Barrows (in for Bill Brekken), Mary Koep, Tom Krueger, Jim Hofer, George Deiss

Board absent: Tammy Hoppe, Mary Beth Hanson, Tom Conway, Richard Molash, Bill Brekken

Others non-voting present: Stephanie Johnson, Christy Loven

Chair Gaalswyk called the meeting to order at 6:03 p.m. Motion by Mary Koep, seconded by Tom Krueger to approve the agenda as is. Motion carried.

Consent agenda

Motion by Steve Barrows, seconded by Kendra Murray, to approve the items on the consent agenda:

- May 2019 May minutes – correction on May minutes Page 1, "interview with Stephanie Johnson, paragraph 2. Change to "motion made by Tom Krueger"
- May-June 2019 Financial Report
- June 2019 bills
- Director's Report

Motion carried with May minutes amendment

2018 KRLS Audit

A committee (those board present for the June 2019 2019 board meeting) report was given at the July 2019 board meeting of the auditor, Chris Clasen's report of the KRLS audit given at the June meeting. Neal Gaalswyk and others present on 20 June reported these matters:

- The auditor said we should not have pre-signed signed, but should change the method this is done. This will be studied and the method of signing checks changed.
- When short a bookkeeper, KRL had to pay a federal penalty for submitting a form in late. So, now people are cross-trained in order to cover the absence of a staff member.
- The auditor said according to Minnesota law KRLS could not provide for snacks or drinks at regional meetings. Discussed was a board member bringing in something each time.

Motion by Steve Barrows, seconded by Kendra Murray, to accept the 2018 KRLS audit as presented and explained. Motion carried.

RLBSS (Regional Library Basic System Support)

Motion by Reed Olson, seconded by Phyllis Eck, that the board approve the appropriate signatures and submission of the RLBSS Application State FY 2020. Discussion. Motion carried.

Bank Signing Authorities	Motion by Nancy Erickson, seconded by Steve Barrows, that the board authorize the elected KRLS Board Officers (Chair, Vice-chair, Treasurer and Secretary) and Director Stephanie Johnson as signing authorities on all Pine River State Bank accounts, and That the board authorize Director Johnson, Bookkeeper Terria Rohloff and Bookkeeper Patricia Kline to have full access to the bank records for all KRLS investment instruments held in financial institutions. Discussion. <u>Motion carried.</u>
July Bills	Motion by Reed Olson, seconded by Jim Hofer, to Authorize payment of the July 2019 bills checks #21492 to #21550 in the total amount of \$211,832.57. Roll call vote: <u>Motion carried.</u>
Reserves Explanation by Director Ridge	Director Ridge came to give a slide show to the board which explained the region's money reserves. Discussion was held during which Director Ridge answered all board questions.
Outgoing Director Recognition	Before Director Ridge left the meeting, Chair Gaalswyk, along with the whole board, thanked Director Ridge for her twenty years of service to KRLS and expressed their gratitude for her dedication and wealth of knowledge used during this service. She was given a small token of the board's appreciation with a set of engraved book ends and a box of chocolates.
Finances	Further discussion of the region's finances.
2020 City and County Budgets	Director Johnson presented a revised draft of all the city and county 2020 budgets. Discussion. Motion by Mary Koep, seconded by Reed Olson, to approve these draft budgets (which include a 2.5% COLA increase and steps for eligible employees) and authorize their distribution to the cities and counties. <u>Motion carried.</u>
Headquarters Restructure	Director Johnson explained since the Electronic Services/ Legacy Coordinator position is now vacant, since she became Director and the Administrative Assistant is retiring at some time in the near future, she would like to restructure the staffing of KRL headquarters. She would like to hire a full time Technical Services Manager position for needed attention to the ILS system maintenance and improvements. Director Johnson would like the Administrative Assistant position to be turned into the

Headquarters Restructure (continued) Legacy Coordinator/Administrative Assistant. The list of duties and hours of work needed for this new position will be evaluated. Discussion. The board, after discussion, requested Director Johnson to bring to them the descriptions for these two positions, the hours needed and the cost involved and the benefits and cost to the branches. The board decided to hold a special board meeting on Thursday 15 August 2019 at 6:00 p.m. The Personnel Committee will meet on Tuesday 6 August 2019 to discuss and evaluate the information presented to them by Director Johnson and then make recommendations to the board at their meeting on 15 August.

ACHF (Arts and Cultural Heritage Fund) FY 2018 Final Report Motion by Steve Barrows, seconded by Jim Hofer, that the board approve submission of the ACHF 2018 Final Report with the necessary signatures. Discussion. Motion carried.

Strategic Planning Process Discussion of what to do for a Strategic Planning Process for the next three years including how to help the branches accomplish their goals, whether to hire a firm to help with this, find out what the branches want in the region's strategic plan, etc. Should branch managers make a short presentation at each board meeting. It was decided to put this matter on the August meeting agenda.

Motion by George Deiss, seconded by Mary Koep, to adjourn at 8:02 p.m.

Respectively submitted by Christy Loven, Administrative Assistant.

Signed by Board Secretary, Mary Koep _____

Date _____