

Kitchigami Regional Library
Special Board Meeting August 15, 2019
Kitchigami Headquarters Building, Pine River, MN

Board Present: Reed Olson, Nancy Erickson, Neal Gaalswyk, Tammy Hoppe Hampton, Steve Barrows (for Bill Brekken), Mary Koep, Tom Krueger, Tom Conway, George Deiss

Board Absent: Kendra Murray, Richard Molash, Phyllis Eck, Mary Beth Hansen, Jim Hofer

Others present: Stephanie Johnson, Christy Loven

Chair Gaalswyk called the special board meeting to order at 6:05 p.m.

Strategic Planning Discussion of hiring an external consultant to help through the process. Stephanie needs input of what level the board wants. Should there be extra meetings? Neal suggested the work be done at each board meeting. The committee will be good to keep a consultant on track. Mary Koep would like each board member to come with a specific issue to be addressed in the Plan and doing this prior to hiring a consultant. Mary wants the issue of adding a branch location addressed. Stephanie will develop a Request for Proposal for a consultant. After a "kickoff" meeting with the consultant, Stephanie will work with Neal on what a questionnaire for the board would look like. The branch libraries can give input at DASH meetings and the consultant can figure out how to include the local boards and their concerns. The current KRLS Strategic Plan is on the regional website.
Motion by Mary Koep, seconded by Reed Olson to:

1. Chair and Director solicit individual board feedback on what should be addressed in the Strategic Plan
2. Chair and Director come up with a questionnaire; compile all responses
3. Put out an RFP and hire a consultant.
4. Board Members respond for September board meeting discussion

Motion carried.

Personnel Committee Chair Gaalswyk explained this committee met on August 6th when the Director provided them with updated job descriptions for the Technical Services position and the revised Administrative Assistant/Legacy Coordinator position. This will add .2FTE to the HQ Personnel budget with the total additional cost for the KRL 2020 budget to be \$8,935. This which includes the 2.5% COLA increase. This amount will come from the additional monies from RLBSS and from KRL reserves.

Discussion of the need to have a twice/monthly payroll to be in compliance with new state regulations of only 31 days between paychecks.

Personnel Com. (cont) Motion by Tom Conway, seconded by George Deiss, to approve these recommendations of the Personnel Committee. Motion carried.

Minutes submitted by Christy Rose Loven, Administrative Assistant.

Signed by Board Secretary, Mary Koep _____

Date _____