

Kitchigami Regional Library
Board Meeting January 16, 2020 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN

Board members present: Reed Olson, Nancy Erickson, Neal Gaalswyk, Mary Koep, Tom Conway, Jim Hofer, George Deiss, Bill Brekken

Board members absent: Kendra Murray, Richard Molash, Phyllis Eck, Tammy Hansen, Charlene Moore, Tom Krueger

Others present non-voting: Stephanie Johnson, Carol Christensen

Chair Gaalswyk called the meeting to order at 6:00 p.m. Introduction by Director Stephanie Johnson of Carol Christensen as new Administrative Assistant/Legacy Coordinator.

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| Election of Officers | No new nominations for Officers or requests for departures.
Motion by Reed Olson, seconded by George Deiss, to cease nominations and cast unanimous ballot in favor of current Officers. Motion carried. Director Johnson administered the KRLS Oath of Office to the board. |
| Approval of Agenda | Motion by Bill Brekken, seconded by Tom Conway, to approve the agenda as presented. Motion carried. |
| Consent Agenda | Motion by Nancy Erickson, seconded by Tom Conway, to approve the items below on the Consent Agenda: <ul style="list-style-type: none">• November 2019 board meeting minutes• December 2019 Bills• December 2019 Financial Statements• ACHF FY19 Financial Reporting Form (FRF)• Director's Report – Pine River Library adjusted library hours with City Council approval to better suit customers' needs. Director Johnson interviewed two candidates for Technical Services Manager; however, the position was declined when offered because of location. The process will start again. Windows 10 updates are being worked on with vendors. Nancy Erickson requested clarification about a credit card payment made on 11/21/19 for Your Membership Careers for an interview on hiring, which Director Johnson explained was due to advertisements for the Technical Services Manager position. Discussion. Motion carried. |
| 2020 Operating Budgets | Director Johnson confirmed that operating budgets remained the same as 2020 Draft Budgets except for the Brainerd Public Library, which was adjusted to meet Crow Wing County's shortfall. Motion by George Deiss, seconded by Bill Brekken, to approve budgets as revised and presented. Discussion. Motion carried. |

2020 HQ Operating Budget	Director Johnson explained she altered the language on the operating expense budget to match what is reported to the state, the accounting software, and what is in the Board packet. It's hoped that this will allow a greater ability to track expenses. The budget didn't change greatly from the previous year. Motion by Jim Hofer, seconded by Tom Conway, to approve budget. Discussion. <u>Motion carried.</u>
Confirmation of 2020 Wage Rates	Motion by Tom Conway, seconded by Nancy Erickson to approve the 2.5% cost of living increase across the wage scale. Discussion. <u>Motion carried.</u> Tom Conway requested a schedule of where current employees fit into each wage rate and discussion of a wage study to be put on the next agenda.
Strategic Planning	Director Johnson gave a description of the investigation and familiarity with the Strategic Planning Consultants who responded to the request for proposal. Lengthy discussion. Motion by Tom Conway, seconded by Nancy Erickson, to move forward with the bid from Library Strategies of Saint Paul, MN. <u>Motion carried.</u>
Bills	Director Johnson explained bills were paid up to January 10, 2020, so the rest of the month of January will be included at the March board meeting along with February's bills. Motion by Tom Conway, seconded by Bill Brekken, to approve payment of the January 2020 bills checks #21845 to #21864 in the amount of \$20,121.39. Roll call vote: <u>Motion carried.</u>
Old Bookmobile Removal	Motion by Tom Conway, seconded by Nancy Erickson, to have KRLS staff find a salvage yard to dispose of the old bookmobile. Discussion. <u>Motion carried.</u>
Board Committees	Joint Powers Agreement states only county commissioners are allowed to serve on the Budget Committee. Under standing rules, County Commissioners Neal Gaalswyk, Reed Olson, Jim Hofer, Bill Brekken, and Tom Krueger will remain on the Budget Committee for 2020. Chair Neal Gaalswyk agrees to remain on the Personnel Committee for 2020, and re-appoints Jim Hofer and Nancy Erickson. Chair Neal Gaalswyk agrees to remain on the Audit Committee for 2020, and re-appoints Jim Hofer. Jim Hofer proposes to have a board discussion about budget concerns that may reflect in the audit at a later date. Chair Gaalswyk notes there may be a need to engage the auditor at a higher level concerning unbalance. The Outreach Committee continues as the Committee of the Whole.

Board Committees (cont.)

Jim Hofer and Mary Koep agree to continue on the Strategic Planning Committee for 2020 with Chair Neal Gaalswyk, ex-officio. Chair Gaalswyk will ask Richard Molash if he wants to be on the committee for 2020 since there is a vacancy.

Strategic Planning RFP Committee consists of Richard Molash and Tom Conway, who Chair Gaalswyk asked to be prepared to engage with Library Strategies during Phase I.

Chair Gaalswyk re-appoints Reed Olson and appoints Bill Brekken to the Internet/Electronic Resources Committee, with Chair Gaalswyk serving as ex-officio.

George Deiss requests Director Johnson to come up with a proposal for reviewing policies by the next board meeting. Board agrees to delay appointments to Policy Committee until next board meeting.

Reed Olson agrees to continue on the Northern Lights Library Network Board for 2020, and Chair Gaalswyk appoints George Deiss as alternate.

Motion by consensus to adjourn at 7:45 p.m.

Minutes respectively submitted by Administrative Assistant, Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Mary Koep _____

Date _____