

**Kitchigami Regional Library  
Board Meeting May 21, 2020 6:00 p.m.  
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Bill Brekken, Tom Krueger, Mary Koep, Neal Gaalswyk

Board members present virtually: Reed Olson, Jim Hofer, Nancy Erickson, Tom Conway, George Deiss

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

Others present non-voting: Staff members: Stephanie Johnson, Carol Christensen, Terria Rohloff, Renee Frethem, Carrie Huston, Tami Beto, Jenny Hill

Chair Gaalswyk called the meeting to order at 6:10 p.m., starting late due to technical difficulties. Board agrees to forgo the Pledge of Allegiance. Oath of Office is not required since there are no new members.

Approval of Agenda Chair asked if there were any additions to the agenda and none were requested.  
**Motion by Tom Krueger, seconded by Tom Conway, to approve the agenda as presented.** Roll call vote: **Motion carried.**

Consent Agenda Chair Gaalswyk requested Director's Report be moved from the consent agenda and placed under New Business as item 7a+ for further discussion. **Motion by Mary Koep, seconded by Bill Brekken, to approve the consent agenda items A through F:**

- January 2020 minutes
- January to April 2020 Financial Statements
- January to April 2020 Bills
- NW Links FY20-21 internet services costs
- Hot Spot and/or Mobile Device Loan Program Application
- ACHF Update

Roll call vote: **Motion carried.**

Strategic Planning: Library Strategies Director Johnson informed the Board that she will be meeting with Library Strategies the following week and will provide more information at the June KRLS Board meeting. Discussion.

2020 Overview Budget Director Johnson confirmed that the Overview Budget is for FY2020, which does not include funding for the pandemic response.  
**Motion by Reed Olson, seconded by Tom Conway, to approve the 2020 Overview Budget.** Discussion. Roll call vote: **Motion carried.**

## Policy Manual Updating

KRLS Board informed that due to the COVID-19 situation the process has been put on hold until more staff time is available to devote to this process.

## Director's Report

Director Johnson highlighted items from the director's report, including KRLS COVID-19 pandemic response procedures and processes. She praised Branch Managers' cooperation and adaptability, especially due to the changes to the KRLS service model. Discussion. Tom Conway congratulated Park Rapids Area Library and feels they are on track and working well. Reed Olson noted his previous concerns about furloughs at Bemidji Public Library, but felt those concerns had been addressed because of the communication that has come from Director Johnson under the changing conditions. Mary Koep praised Branch Manager Jenny Hill and Brainerd Public Library staff for the extra work and services they've provided the public during the pandemic.

Pandemic Response and Planning:  
COVID-19

Chair Neal Gaalswyk set the stage for discussion by informing the Board his underlying guidance to Director Johnson has been to do things according to our existing policies as much as possible, overlaying those with the governor's executive directives. Where there was latitude or discretion within the executive order, the Chair and Johnson have applied Minnesota Department of Health (MDH) and Centers for Disease Control (CDC) guidelines. Over that, they have made sure that applicable safety, occupational, and civil rights and laws are adhered to.

Chair Gaalswyk invited Director Johnson to give additional information to KRLS Board members. She asked for KRLS Board guidance on the purchase of supplies needed to respond to COVID-19 in accordance with the guidelines from the state and OSHA requirements. Discussion. **Motion by Mary Koep, seconded by Nancy Erickson, to authorize Director Johnson to spend up to \$25,000 in Kitchigami reserve funds for the purpose of personal protective equipment, safety equipment for buildings, and extraordinary cleaning supplies attached to the COVID-19 response.** Discussion. Roll call vote: **Motion carried.**

Reed Olson requested information about reopening libraries to the public. Director Johnson discussed the ongoing creation of a phased reopening plan by Branch Managers that follows the guidelines put forth from the CDC, the state executive order for gathering or capacity size, and the Minnesota Department of Education (MDE). The guidelines include providing contactless curbside delivery and limited public library in-person services. She noted the planning and safety measures need to be met first according to state and federal guidelines. The process is in its beginning phases.

2021 Budget Planning

The KRLS Board instructed Director Johnson to start with a very conservative budget for FY2021 as many counties are seeing property tax shortages. Chair Gaalswyk agrees to a scheduled virtual Budget Committee meeting the second week in June. A cost of living adjustment for employees may need to be scaled back to avoid an increase in taxes. Director Johnson will have a first draft budget to discuss at the June board meeting.

RLTA Category 3 Application

Director Johnson stated to the board that KRLS usually only qualifies for RLTA Category 1 funding, so the expanded Category 3 funding as a result of a state executive order is in addition to grant funding already awarded to KRLS. The grant budget proposal allocates funding for staff laptops for remote work access, call forwarding software, eBooks and eAudiobooks for KRLS’s digital collection, service for hotspots, and laptops and Chromebooks for patron checkout. **Motion by Reed Olson, seconded by George Deiss, to authorize and submit the RLTA Category 3 application.** Chair Gaalswyk asks for discussion, which there is none. Roll call vote: **Motion carried.**

Bills: May 2020

**Motion by Mary Koep, seconded by George Deiss, to approve payment of the May 2020 bills checks #22078 to #22094 in the amount of \$49,848.21.** Roll call vote: **Motion carried.**

Letter of engagement: Auditor

Director Johnson notified the board that she is setting up a date to go over the audit with Clasen, Stegner & Schiessl CPAs, Ltd.

HQ Building Maintenance

Director Johnson will be soliciting and obtaining bids for various building maintenance projects and bring the results to the KRLS Board for approval. Included will be roof repair and/or replacement which will be covered by insurance.

Annual State Report: 2019

**Motion by Tom Conway, seconded by Tom Krueger, to authorize the submittal of the report and appropriate signatures.** Chair Gaalswyk asks for discussion, which there is none. Roll call vote: **Motion carried.**

Motion by consensus to adjourn at 7:30 p.m.

Minutes respectively submitted by Administrative Assistant, Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Mary Koep \_\_\_\_\_

Date \_\_\_\_\_