

Kitchigami Regional Library
Board Meeting June 18, 2020 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN

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

Board members present virtually/by phone: Reed Olson, Nancy Erickson, George Deiss

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

Others present non-voting: Staff members: Stephanie Johnson, Carol Christensen

Chair Gaalswyk called the meeting to order at 6:00 p.m.

Approval of Agenda June Bills were requested to be added to Other by Administrative Assistant Carol Christensen.
Motion by Bill Brekken, seconded by Jim Hofer, to approve the agenda as amended. Roll call vote: **Motion carried unanimously.**

Consent Agenda Chair Gaalswyk requests the Director's Report be removed from the consent agenda.
Motion by Mary Koep, seconded by Reed Olson, to approve the consent agenda items A-D:

- Minutes: May 2020
- Financial Statements: May 2020
- Bills: May 2020
- ACHF Legacy: FRF FY19 Final and FY20 Q.4

Roll call vote: **Motion carried unanimously.**

Director's Report Director Johnson discussed weekly manager meetings where managers discuss reopening planning to the COVID -19 pandemic.

Walker City Council has moved to approve relocating the Walker Public Library to a temporary location while they demolish the current building. They plan to build a new building next summer.

Kitchigami was one of several regions that met requirements for need to receive CARES Act funding from the State Library. KRLS has been allotted \$134,000 for the purpose of expanding access to the internet and supporting digital inclusion, educational activities, job search and career development, and other resources for public libraries during the COVID-19 pandemic. Regional discussions with branch managers, other regional library system administrators, and the KRLS network provider have begun. An application and budget

will be presented at the July KRLS Board meeting. The funding will run through September 2021.

KRLS will begin the Audit next week.

Strategic Planning

Director Johnson updated the Board on the Strategic Planning process. She met with Library Strategies whom KRLS has contracted with on Friday. Library Strategies is working to amend our contract to reflect the new process and a new timeline. They would like to meet with the KRLS Strategic Planning Committee before the next Board meeting to discuss these changes.

The Committee agrees to meet virtually or in-person at 4:30 p.m. on July 16th. Branch Managers Jenny Hill and Carrie Huston will be contacted to be included in the meeting. Director Johnson will send committee members a draft agenda from Library Strategies.

Pandemic Response and Planning: COVID-19

Director Johnson discussed KRLS pandemic response and planning in accordance with the KRLS Preparedness Plan that is being done at the weekly managers' meetings. Work on an analysis checklist for branch managers to use when moving to a different phase of reopening is being finalized.

Chair Gaalswyk requested Director Johnson research software to help with library appointment scheduling.

Mary Koep suggested establishing one set of rules that apply to all branches and patrons.

HQ Building Maintenance

Director Johnson explained the roof RFP was taken from the RFP from 2016 that asked for a bid for what it would take to replace the entire roof. Roof replacement covered by insurance. The building landscape proposal is for updating and up keeping HQ landscaping and lawn, which doesn't currently have a contract in place. Talking with local contractors, July 7th is a good deadline for both proposals.

Chair Gaalswyk requested discussion about the roof proposal. Changes to the closing date and opening date will be updated to July 7th and July 16th. Hiring a project representative was discussed.

Motion by Tom Krueger, seconded by Bill Brekken, to authorize shingle roof removal and installation request for proposal with a July 7 closing date and July 16 opening of bids; and to authorize services of an independent contractor to help with construction oversight for an amount not to exceed \$250. Roll call vote:
Motion carried unanimously.

The Landscape Management Proposal RFP was discussed. The KRLS Headquarters property currently has a lawn mowing service without a contract. Chair Gaalswyk suggested contacting

Sourcewell to review future proposals and contracts. **Motion by Jim Hofer, seconded by Bill Brekken, to authorize the publication and distribution of the landscape management RFP with a July 7 closing date and July 16 opening of bids.** Roll call vote: **Motion carried with Brekken, Krueger, Hofer, Gaalswyk, Olson, Erickson, Deiss in favor, and Koep voting against.**

2021 Budgets: 1st draft

Director Johnson presented 2021 draft operating budgets for all cities and counties as presented at the Budget Committee meeting on June 11, 2020. Minimal increases, including a 2% COLA increase and steps for eligible employees, were included. The 2021 2nd drafts will be brought to the July 2020 board meeting and will include any recommended changes given to the Director from cities and/or counties.

RLBSS FY21 Application

There was a request to amend the RLBSS FY21 application to include Wadena County and the City of Wadena. **Motion by Nancy Erickson, seconded by Jim Hofer, to authorize the required signatures for the final application with amendments.** Roll call vote: **Motion carried unanimously.**

Bills: June 2020

Motion by Mary Koep, seconded by Tom Krueger, to approve payment of the June 2020 bills checks # 22095 to # 22115 in the amount of \$25,506.51. Roll call vote: **Motion carried unanimously.**

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 _____