

**Kitchigami Regional Library System  
Board Meeting July 17, 2020 6:00 p.m.  
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Reed Olson, Bill Brekken, Tom Krueger, Mary Koep, Phyllis Eck, Neal Gaalswyk

Board members present virtually/by phone: Jim Hofer, Nancy Erickson, Thomas Conway, George Deiss, Charlene Moore

Board members absent: Kendra Murray, Richard Molash, Tammy Hansen

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 **Motion by Reed Olson, seconded by Bill Brekken, to approve the agenda as presented. Motion carried unanimously.**

Consent Agenda **Motion by Thomas Conway, seconded by Mary Koep, to approve the items below on the Consent Agenda:**

- June 2020 Minutes – correction to June meeting minutes on page 3 to name votes in favor and opposed.
- June 2020 Financial Statements
- June 2020 Bills
- ACHF FY20 FRF Q.5
- Hot Spot Grant FY20 FRF
- Director’s Report

**Motion carried unanimously** with correction to June minutes.

Pandemic Response and Planning: COVID-19 Director Johnson noted that almost all libraries are open for computer usage with plans in place to open for the next phase of reopening. She hopes by the end of July all libraries will be open to the public in some fashion with plans to move forward. Discussion. Funds to purchase adequate PPE and safety equipment are sufficient.

Strategic Planning The Strategic Planning Committee met immediately prior to the KRLS Board Meeting. The committee includes KRLS Board members Mary Koep, Jim Hofer, and Chair Neal Gaalswyk; and Branch Managers Carrie Huston (Walker) and Jenny Hill (Brainerd). Library Strategies consultants David Katz and Melissa Brechon were present. Chair Gaalswyk reported that in the coming months Library Strategies will conduct one-on-one interviews and community and staff surveys. In November

the committee will present the draft proposal for approval. Board members were asked to give Director Johnson names of community members who may have an interest in being interviewed by Library Strategies; and board members will be contacted to provide feedback that will be included in the proposal.

Charlene Moore arrived via video conference at 6:14 p.m.

2021 Operating Budgets: 2<sup>nd</sup> draft  
cities, counties, outreach

Director Johnson presented an updated draft of all city and county 2021 budgets. **Motion by Bill Brekken, seconded by Reed Olson, to approve the distribution of the 2021 budgets to cities and counties.** Discussion. **Motion carried unanimously.**

HQ Building Maintenance

The roof removal and replacement bids were presented by Director Johnson. **Motion by Bill Brekken, seconded by Mary Koep, to award the KRLS Headquarters shingle roof removal and replacement bid to Neumann Construction for \$39,650.** Discussion. **Motion carried unanimously.**

**Motion by Nancy Erickson, seconded by Tom Krueger, to approve the KRLS Landscaping RFP as amended for distribution. Motion carried unanimously.**

Bills: July 2020

**Motion by Reed Olson, seconded by Phyllis Eck, to approve payment of the July 2020 bills checks #22133 to #22161 in the amount of \$40,782.55 in addition to checks #22162 to #22176 in the amount of \$49,739.42 as well as the authorization of payroll checks #41673 to #41736 in the amount of \$50,397.73.** Roll call vote: **Motion carried unanimously.**

CARES Grant Application

Director Johnson informed the KRLS Board about the purpose and goals of the CARES grant funding, and also presented the budget template. **Motion by Bill Brekken, seconded by Thomas Conway, to approve the CARES Grant application for \$134,000 from the Minnesota Department of Education. Motion carried unanimously.**

ACHF FY19 Final Report

**Motion by Mary Koep, seconded by Phyllis Eck, to approve the submission of the ACHF FY19 Final Report with the necessary signatures to the state. Motion carried unanimously.**

ACHF FY21 Application

**Motion by Nancy Erickson, seconded by George Deiss, to approve the ACHF FY21 Application with the necessary**

**signatures for submission to the state. Motion carried  
unanimously.**

Motion by consensus to adjourn at 6:53 p.m.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

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

Date \_\_\_\_\_