

**Kitchigami Regional Library System
Board Meeting January 21, 2021 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Bill Brekken, Tom Krueger, Nancy Erickson, Mary Koep, Phyllis Eck, Neal Gaalswyk

Board members present virtually: Reed Olson, Murlyn Kreklau, Nicholas Seitz, Tom Conway, George Deiss, Charlene Moore

Board members absent: Richard Molash, Tammy Hansen

Others present non-voting: Director Stephanie Johnson, Carol Christensen, Megan Lysford, Terria Rohloff

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

County Commissioner Murlyn Kreklau was introduced and welcomed to the Board as representative from Wadena County. Blackduck City Council member Nicholas Seitz was introduced and welcomed to the Board as representative from the city of Blackduck.

Chair Gaalswyk called for participation in reciting the Pledge of Allegiance.

Approval of Agenda

Chair Gaalswyk revised the agenda that the KRLS Oath of Office be moved to follow the Approval of Agenda.
Motion by Bill Brekken, seconded by Phyllis Eck, to approve the agenda as revised. Motion carried unanimously.

Director Stephanie Johnson administered the KRLS Oath of Office to the Board.

Consent Agenda

September 2020 minutes were removed from the consent agenda since page 2 was missing from the Board packet.

Motion by George Deiss, seconded by Bill Brekken, to approve the items B-J on the Consent Agenda:

- b. Bills: September – December 2020**
- c. Financial Statements: September – December 2020**
- d. ACHF FY20 FRF October – December 2020**
- e. CARES Act Grant FRF September – December 2020**
- f. Service Agreements: Pequot Lakes and Crosslake**
- g. Hot Spot Grant Final Report**
- h. Final City and County Budgets 2021**
- i. Confirmation of 2021 wage rates**
- j. Director's Report**

Discussion. Director Johnson confirmed CARES funding can be used for technology replacement as stated in the Director's Report; and clarified the definition and usage of Hotspot technology. **Motion carried unanimously.**

September 2020 Minutes

Chair Gaalswyk read page 2 of September 2020 KRLS Board minutes.

Motion by Nancy Erickson, seconded by Reed Olson, to approve the September 2020 Board meeting minutes.

Motion carried unanimously.

Director Johnson introduced Technical Services Manager Megan Lysford. Chair Gaalswyk welcomed her to the Kitchigami Regional Library System.

Strategic Planning

i. Report and Plan

Chair Gaalswyk reported that he had nothing additional to report since the last Board meeting or what members had received. Discussion. Mary Koep requested changes to KRLS Strategic Plan Goal 4 "Establish an ad hoc board finance committee to create a plan for the distribution of reserve funding in ways that support regional needs" to include "and to identify and address the KRLS members from who the reserve came by percentage" and then to address with those branches a plan for distribution. Discussion.

Mr. Kreklau left at 6:42 pm.

Motion by Bill Brekken, seconded by Tom Krueger, to accept the Strategic Plan as presented. Discussion. Motion carried unanimously.

ii. Ad-hoc Finance Committee

Chair Gaalswyk called an ad hoc Finance Committee meeting of the whole scheduled for Thursday, February 18, 2021 at 6:00pm to be located at KRLS Headquarters and via Zoom to discuss the fund balance. Prior to that, the Board Chair and one other Board Officer will make themselves available for consultation with Director Johnson to identify and refine the meeting materials and information.

COVID19 Response

Director Johnson gave an overview of the current state of the region's response to the COVID-19 pandemic, including branch services, coordination with cities, the KRLS preparedness plan, and staffing challenges. She requested direction from the Board about extending the emergency federal 2 week paid sick/family leave beyond the December 31, 2020 expiration to March 31, 2021, which would be reimbursed in the form of a federal tax credit. She noted 42% of KRLS staff does not currently receive sick leave benefits and under 50% of the total mandated sick leave was used.

Motion by Reed Olson, seconded by Char Moore, authorizing the continuation of the COVID-19 sick leave program through March 31, 2021. Discussion. Motion carried unanimously.

Bills: January 2021

Motion by Mary Koep, seconded by Neal Gaalswyk, to approve payment of the January 2021 bills checks #22446 to #22464 in the amount of \$30,647.47 in addition to checks #22465 to #22473 in the amount of \$37,294.71 as well as the authorization of payroll checks #42498 to #42566 in the amount of \$71,667.83. Roll call vote: Motion carried unanimously.

Audit Committee Meeting

i. Fund Balances

Chair requests Board to defer discussion of the fund balance to the ad hoc Finance Committee meeting of the whole. There were no objections.

ii. RFP and Responses for Audit Services

Director Johnson informed the Board about the two firms who responded to the KRLS RFP for Audit Services. KRLS was previously paying a little over \$11,000. The RFP was advertised with newspaper announcements, mailed to firms, and posted on the KRLS website. **Motion by Tom Krueger, seconded by Bill Brekken, to engage CliftonLarsonAllen LLP for audit services in the amount proposed. Discussion. Motion carried unanimously.**

Headquarters Operating Budget 2021

Director Johnson presented the budget. She included city and county levy contributions to the revenue portion that go into different line items, including postage, technical services, shared collections, and Board participation. She highlighted items that have changed from the previous year. In 2020, KRLS applied and was allocated \$6,000 from Cass County in grant funding as COVID-19 relief. The Chair acknowledged an increased budget but noted the offsetting revenue streams. **Motion by Mary Koep, seconded by Nancy Erickson, to set the current budget draft for final consideration at the March KRLS Board meeting. Motion carried unanimously.**

ILS Upgrade/Migration

Manager Lysford gave information regarding the status of the current ILS noting there has been no update since 2014 and the vendor is not actively upgrading the software. An RFP for a new system was distributed to 7 vendors and 5 responded. One response was eliminated due to excessive costs; and demos were presented to KRLS staff from the other 4. An ILS Committee was established that included Manager Lysford, Director Johnson, Acquisitions Assistant Ruth Messerschmidt, Branch Manager Tami Beto, and Branch Manager Sheri Brumback. Votes were cast from Branch Managers and staff who had attended the demos, resulting in the recommendation of SirsiDynix by Symphony. The recommendation was the least expensive proposal, is cloud-based, has a customizable catalog and mobile application, and

(ILS Upgrade/Migration con't)

a stream-lined staff application. The system is also being used in 4 other Minnesota regional library systems. Discussion. Director Johnson noted that our current system costs close to \$50,000 per year. She also receives calls from branches about issues with the system almost daily. A new system will improve the capability to access data and create reports.

Motion by Nancy Erickson, seconded by Phyllis Eck, to contract with SirsiDynix for a total 5-year cost of \$174,888.00. Motion carried unanimously.

2021 Legislative Platform

The Board was informed by Director Johnson about the 2021 Legislative Platform proposed by the Council of Regional Public Library System Administrators (CRPLSA). Since no increases have been approved by the MN State Legislature in 10 years, an incremental ask is proposed while shifting the formula slightly to be more sustainable in the future. The platform proposes KRLS receive about a 10% increase. **Motion by Reed Olson, seconded by George Deiss, to present the legislative platform as presented. Motion carried unanimously.**

2021 Holiday Schedule

In the 2021 Holiday Schedule, a staff workday was included for Columbus/Indigenous People's Day on October 11. Staff will be required to come to work; however, the libraries will be closed to the public. **Motion by Mary Koep, seconded by Phyllis Eck, to set the 2021 Holiday Schedule as presented with the staff training day on October 11th. Motion carried unanimously.**

i. Committee Meeting

A Personnel Committee meeting will be scheduled to discuss updating the Holiday Policy.

Election of Officers: 2021 Board Nominations Committee

Current officers agreed to be reappointed for 2021 if no other nominations were presented.

Chair Gaalswyk called for nominations from the floor.

Mary Koep nominated Nancy Erickson for Treasurer.

Reed Olson nominated Neal Gaalswyk to continue as Chair.

Mary Koep nominated Tom Conway to continue as Vice-chair.

Chair Gaalswyk asks for further nominations, which there were none.

Motion by Tom Krueger, seconded by Reed Olson, to have nominations cease and a unanimous ballot be cast for the slate of officers that includes Gaalswyk for Chair, Conway for Vice-chair, Erickson for Treasurer, and Koep for Secretary. Motion carried unanimously.

CD Renewal

Motion by Tom Krueger, seconded by Nancy Erickson, to move the Automation R&R CD #17138 in the amount of \$83,726.09 to the First National Bank of Walker, MN for a 12-month term at a rate of 1.00%. Motion carried unanimously.

Motion by consensus to adjourn at 8:11 p.m.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Mary Koep

Date



