

**Kitchigami Regional Library System
Board Meeting March 18, 2021 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Bill Brekken, Tom Krueger, Nancy Erickson, Mary Koep, Murlyn Kreklau, Tom Conway, Neil Tobiason

Board members present virtually: Reed Olson, Nicholas Seitz, George Deiss, Mary Beth Hansen, Carla Jones-Leecy, Neal Gaalswyk

Board members absent: Tony DeSanto

Others present non-voting: Director Stephanie Johnson, Carol Christensen, Terria Rohloff, Jenny Hill, Jorge Prince

Acting Chair Tom Conway called the meeting to order at 6:00 p.m.

Walker City Council member Mary Beth Hansen was welcomed to the Board as representative from the city of Walker. Cass Lake City Council member Carla Jones-Leecy was welcomed to the Board as representative from the city of Cass Lake. Alternate Neil Tobiason was welcomed to the Board as representative from the city of Longville.

Approval of Agenda Acting Chair Tom Conway revised the agenda to remove item 7b State Library Services Presentation due to the absence of Hannah Buckland; as well as move item 7f Fund Balance to the last item of the meeting. **Motion by Bill Brekken, seconded by Tom Krueger, to approve the agenda as revised. Motion carried unanimously.**

Director Stephanie Johnson administered the KRLS Oath of Office to new and alternate members.

Consent Agenda **Motion by Mary Koep, seconded by Reed Olson, to approve items A-F on the Consent Agenda:**

- a. Minutes: January 2021
- b. Bills: February – March 2021
- c. Financial Statements: January – February 2021
- d. CARES Act Update and Amended FRF
- e. Strategic Planning
- f. Director's Report

Motion carried unanimously.

COVID 19 Director Johnson gave an overview of the current state of the region's response to the COVID-19 pandemic, including the Bookmobile resuming its normal routes on March 2, 2021 and the rejection of Federal payroll credits.

Motion by Mary Koep, seconded by Neal Gaalswyk, directing Director Johnson to write a letter of appeal to the appropriate authorities and the elected officials who represent the Kitchigami regional area listing the reasons why we are

(COVID 19 con't)

appealing the rejection of the Federal payroll credits.

Discussion. **Motion carried unanimously.**

Motion by Reed Olson, seconded by George Deiss, authorizing the extension of the COVID19 Emergency Sick Leave through May 31, 2021. Discussion. If KRLS is not reimbursed the Federal payroll credits, funding will come from the unrestricted fund.

Motion carried unanimously.

Final HQ Operating Budget

The revised KRLS Headquarters budget was presented by Director Johnson which included increased revenue from RLTA Category 3 funding and increased hours for the current KRLS Administrative Assistant and Regional Legacy Coordinator position. **Motion by Nancy Erickson, seconded by Tom Krueger, to approve the employee go to full time and offer benefits.** **Motion carried unanimously.**

Motion by Reed Olson, seconded by George Deiss, to approve the 2021 Headquarters operating budget. Discussion. **Motion carried unanimously.**

Board Committees

Motion by Neal Gaalswyk, seconded by Bill Brekken, to table committee appointments until the May 2021 KRLS Board meeting. **Motion carried unanimously.**

Bills: March 2021

Motion by Mary Koep, seconded by Carla Jones-Leecy, to approve payment of the March 2021 bills checks #22565 to #22581 in the amount of \$43,345.10. Roll call vote: **Motion carried unanimously.**

Policy Committee

The Board Policy Committee met February 18, 2021 to discuss plans for updating the KRLS Personnel Policy manual.

i. Holiday Policy

The Holiday Policy was revised to simplify the wording and provide benefits to regular full time and regular part time employees based on hired hours.

ii. Employee Categories Policy

The Policy Committee revised the Employee Categories Policy to increase consistency and compliancy with state laws. The Branch Manager Level IV position is determined by hours worked and number of people they supervise.

Motion by Neal Gaalswyk, seconded by Tom Krueger, to adopt the revised Holiday Policy and revised Employee Categories Policy. **Motion carried unanimously.**

Information Technology Support

KRLS's three-year information technology support contract with Lakes Country Services Cooperative (LCSC) ends June 30, 2021. They provide regionwide service to computers, printers, licensing

(Information Technology Support
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of software, and daily maintenance. **After discussion and amendment, a motion by Mary Koep, seconded by Bill Brekken, to extend the information technology support contract with LCSC from July 1, 2021 to December 31, 2021 and refer that contract review to the Internet/Electronic Resources Committee. Discussion. Motion carried unanimously.**

CD Renewals

Motion by Neal Gaalswyk, seconded by Tom Krueger, that the following Certificates of Deposit be designated to Security Bank USA of Bemidji for six months at .80% interest:
CD #17337: Summer Reading Program for approximately \$28,228.41
CD #17338: 97% Automation and 3% Accounting Software for approximately \$259,781.49
CD #17339: Non-Restricted for approximately \$125,343.52
CD #17340: Loan Security/Summer Reading Program for approximately \$37,650.80.
Discussion. **Motion carried unanimously.**

Fund Balance

The KRLS Finance Committee of the whole recommended a resolution to set the target for the KRLS undesignated fund balance, create a report /plan by getting more information about the fund balance and getting input from local units of government about what they would like to see or suggestions. From that, make an informed decision about how to distribute any surplus, starting with the \$1.1 million in the fund balance contributed from payroll.

Director Johnson provided the KRLS Board with information about Board motioned committed funds.

Motion by Mary Koep, seconded by Murlyn Kreklau, to move on the resolution of the KRLS Finance Committee. Motion carried unanimously.

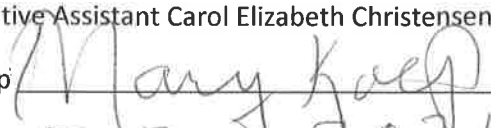
Motion by Mary Koep, seconded by Tom Krueger, to have the KRLS Budget Committee review Board Motioned Committed Funds and produce a recommendation to the KRLS Board. Motion carried unanimously.

Motion by consensus to adjourn at 7:52 p.m.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Mary Koep

Date



5-20-2021