

**Kitchigami Regional Library System
Board Meeting July 15, 2021 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Tom Krueger, Nancy Erickson, Mary Koep, Phyllis Eck, Brent Norman, George Deiss, Neal Gaalswyk

Board members present virtually: Reed Olson, Sheldon Monson, Nicholas Seitz, Carla Jones-Leecy, Mary Beth Hansen

Board members absent: Bill Brekken, Tom Conway

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

Chair Neal Gaalswyk called the meeting to order at 6:00 p.m. and requested participation in reciting the Pledge of Allegiance.

Approval of Agenda Director Stephanie Johnson requested the addition of ACHF Application as item 7c.
Motion by George Deiss, seconded by Mary Koep, to approve the agenda as amended. Motion carried unanimously.

As the new representative of the city of Pine River, Pine River City Council member Brent Norman pledged the KRLS Oath of Office administered by Director Stephanie Johnson.

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

- a. Minutes: June 2021
- b. Bills: June 2021
- c. Financial Statements: June 2021
- d. ACHF FY20 FRF April – June 2021
- e. CARES Grant FY20 FRF April – June 2021
- f. Director’s Report

Motion carried unanimously.

2022 Operating Budgets: 1st and 2nd draft cities, counties, Outreach Director Johnson described revisions to the draft budgets after discussions with staff, which included taking out the approximately \$2,500.00 delivery expense for Bemidji, Brainerd, Park Rapids, and Wadena to instead be covered by KRLS Headquarters and increasing the Brainerd and Pine River staff hours. Chair Gaalswyk addressed individual board members for discussion. Mary Koep requested the Brainerd increase be taken out to be discussed by the city board. **Motion by Tom Krueger, seconded by Phyllis Eck, to approve and distribute to cities and counties the second draft budgets for all branches except the city of Brainerd, which will be amended to omit staffing increases. Discussion. Motion carried unanimously.**

IT Services Technical Services Manager Megan Lysford detailed the four bids received in response to the KRLS IT Services RFP. Discussion.

IT Services con't

Motion by George Deiss, seconded by Nancy Erickson, to accept the proposal by Deerwood Technologies for IT services amounting to \$82,800 with an upfront setup cost of \$12,850. Motion carried unanimously.

HQ Building Maintenance - Siding

Two quotes were submitted in response to the KRLS Building Siding Removal and Installation RFP. Materials that were quoted included seamless steel siding and LP engineered wood siding. **Motion by Nancy Erickson, seconded by Mary Koep, to award the bid by Helmin's Quality Home Improvements for steel siding on KRLS Headquarters building totaling \$63,200.00. Discussion. Motion carried unanimously.**

Bills: July 2021

Motion by George Deiss, seconded by Tom Krueger, to approve payment of the July 2021 bills checks #22761 to #22801 in the amount of \$82,110.54 as well as the authorization of payroll checks #43352 to #43425 in the amount of \$71,069.28 for a total of \$153,179.82. Roll call vote: Motion carried unanimously.

RLBSS application State FY2022

Director Johnson explained that the presented RLBSS application will be submitted to the state, however, will be amended in September once the actual RLBSS numbers are received from the state for the budget. **Motion by Reed Olson, seconded by Mary Beth Hansen, to authorize the required signatures for submission of the FY22 RLBSS application. Motion carried unanimously.**

ACHF application State FY2022

The ACHF FY22 application was presented by Director Johnson. The budget included 5% for administration costs for facilitating ACHF funds with the remaining amount going to personnel costs for facilitating ACHF funds and contracted services for regional and local programming. The State FY22 ACHF funds allocated to KRLS total \$106,606.98. **Motion by Mary Koep, seconded by Phyllis Eck, to approve the ACHF FY22 Application with necessary signatures for submission to the state. Discussion. Motion carried unanimously.**

Motion by consensus to adjourn at 6:54 p.m.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Mary Koep

Date


