

**Kitchigami Regional Library System  
Board Meeting September 22, 2022 6:00 p.m.  
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Scott Bruns, Bill Brekken, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Neil Tobiason, Tom Conway, Brent Norman, George Deiss

Board members present virtually: Mary Beth Hanson (Walker, MN)

Board members absent: Reed Olson, Laurie Hamilton, Gabe Johnson, Mike Hanson

Others present non-voting: Staff members: KRLS Director Melissa Whatley, Carol Christensen, Terria Rohloff  
Other: Doug Host of CliftonLarsonAllen LLP, Connie Ford, Mary Koep

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

Approval of Agenda                      **Motion by George Deiss, seconded by Scott Bruns, to approve the agenda as presented. Motion carried unanimously.**

Consent Agenda                      Request by Tom Kruger to pull item 5f Director's Report from the consent agenda. **Motion by Lynn Eaton, seconded George Deiss, to approve the Consent Agenda items A-E:**

- a. Minutes: July 2022
- b. Bills: August – September 2022
- c. Financial Statements: July – August 2022
- d. ACHF FRF FY21 (July – Sept 2022)
- e. ACHF FY23 Budget Application Revision

**Motion carried unanimously.**

Director's Report                      Tom Krueger requested further information about KRLS periodicals. Discussion. **Motion by Bill Brekken, seconded by Tom Krueger, to request KRLS Director come up with a system to evaluate periodical collections of libraries to ensure KRLS is giving patrons a balanced political viewpoint. Motion carried by Bruns, Brekken, Krueger, Kreklau, Tobiason, Conway, Norman, Deiss, and Hanson in favor; and Eaton against.**

**Motion by George Deiss, seconded by Murlyn Kreklau, to approve the Director's Report. Motion carried unanimously.**

2021 Audit                      Doug Host of CliftonLarsonAllen LLP presented on the KRLS 2021 Audit. **Motion by Lynn Eaton, seconded by George Deiss, to approve the KRLS 2021 Audit. Motion carried unanimously.**

FY2023 City / County Budgets                      Director Whatley requested guidance from the KRLS Board, especially when cities and counties approve less than requested. Discussion.

Personnel Policy Manual

Chair Conway reported that without approval of the updated policies, it would be difficult to come to an agreement on a labor union contract. Discussion. **Motion by George Deiss, seconded by Brent Norman, to override the current KRLS policy and perform the first and second reading of the KRLS Personnel Policy manual at the September 22, 2022 meeting. Motion carried unanimously.**

**Motion by Lynn Eaton, seconded by George Deiss, to approve the KRLS Personnel Policy manual as presented. Motion carried unanimously.**

Regional Policy Manual

**Motion by Brent Norman, seconded by George Deiss, to override the current KRLS policy and perform the first and second reading of the KRLS Regional Policy manual at the September 22, 2022 meeting. Motion carried unanimously.**

**Motion by George Deiss, seconded by Murlyn Kreklau, to make the following revisions to the KRLS Regional Policy manual:**

1. Collection Development policy - strike "ultimate" from the phrase "The ultimate responsibility for the selection of library materials rests with the Director..." and strike "Accuracy of Information".
2. Holiday and Seasonal Décor policy - strike "are secular in nature" from the phrase "Branch libraries of KRLS may decorate to reflect the various holidays and seasonal celebrations of the community provided that these decorations are secular in nature and recognize the diversity of the individuals and communities we serve".

**Motion carried by Bruns, Brekken, Krueger, Kreklau, Tobiason, Conway, Norman, Deiss, and Hanson in favor; and Eaton against.**

**Motion by George Deiss, seconded by Brent Norman, to approve the KRLS Regional Policy manual. Motion carried unanimously.**

CD Renewals

**Motion by Bill Brekken, seconded by George Deiss, to confirm the renewal of CD 6443 Automation, Repair and Replacement which matured 8/5/22 for 6 months at First National Bank in Walker, MN. Motion carried unanimously.**

**Motion by Tom Krueger, seconded by Lynn Eaton, to designate the financial institution with the highest interest rate for CDs the day of Maturity 10/18/22 for another 6 months; and to cash out the Loan Security/SRP CD 17245 and the Summer Reading CD 17242 and retain \$12,300.00 to cover the Summer Reading Program expenses and then combine balances of the two CDs into a new Summer Reading CD; and to zero the C/F-Loan Security Reserve and transfer \$12,300.00 to the Fund Balance and transfer the rest to the C/F Summer Reading Program Reserve. Motion carried unanimously.**

Capital Appropriation Fund

**Motion by Lynn Eaton, seconded by Tom Krueger, to approve the creation of a Capital Appropriation Fund of \$1,160,969.00 retroactive to January 2022. Motion carried unanimously.**

Regional Library  
Telecommunications Aid (RLTA)  
FY2022 Final Report

**Motion by Tom Krueger, seconded by Lynn Eaton, to approve the RLTA FY2022 Final Report as presented and requisite signatures for the submission to the State. Motion carried unanimously.**

Regional Library  
Telecommunications Aid (RLTA)  
FY2023 Application

**Motion by Tom Krueger, seconded by Lynn Eaton, to approve the RLTA FY2023 Application with corrections and requisite signatures for the submission to the State. Motion carried unanimously.**

Regional Library Basic System  
Support (RLBSS) Report of Results  
Accomplished FY2022

**Motion by Tom Krueger, seconded by Lynn Eaton, to approve the RLBSS FY2022 Report of Results Accomplished FY2022 as presented and requisite signatures for the submission to the State. Motion carried unanimously.**

American Rescue Plan Act (ARPA)  
Grant Application

**Motion by Murlyn Kreklau, seconded by Scott Bruns, to approve the submission of the ARPA Grant Application as presented. Motion carried unanimously.**

Arts and Cultural Heritage Fund  
(ACHF) FY2021 Completion  
Report

**Motion by Lynn Eaton, Tom Krueger, to approve the ACHF FY2021 Completion Report as presented with the necessary signatures for submission to the State. Motion carried unanimously.**

Arts and Cultural Heritage Fund  
(ACHF) FY2022 Interim Report

**Motion by Lynn Eaton, seconded by Brent Norman, to approve the ACHF FY2022 Interim Report as presented for submission to the State. Motion carried unanimously.**

Chair's Report

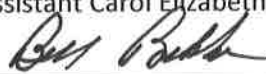
Chair Conway notified the Board that union negotiations are close to completion with hopes to bring a labor contract to the Board in November.

Motion by Tom Krueger, seconded by Murlyn Kreklau, to adjourn at 7:33 p.m. Motion carried unanimously.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Bill Brekken

Date

  
11/17/2022