

Kitchigami Regional Library
Board Meeting 21 November 2019 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN

Board members present: Reed Olson, Nancy Erickson, Neal Gaalswyk, Richard Molash, Phyllis Eck, Bill Brekken, Mary Koep, Tom Krueger, Tom Conway, Jim Hofer, George Deiss

Board members absent: Kendra Murray, Tammy Hansen, Walker Representative

Others present non-voting: Stephanie Johnson, Christy Loven

Chair Gaalswyk called the meeting to order at 6:00 p.m. Cass Lake representative was welcomed to the board. He thanked Tom Conway for chairing the September 2019 meeting in his absence.

Motion by Tom Conway, seconded by Jim Hofer to approve the agenda as presented.

Consent Agenda	<p>Motion by Tom Conway, seconded by Reed Olson, to approve the items below on the Consent Agenda:</p> <ul style="list-style-type: none">- September 2019 board meeting minutes- October 2019 Bills- October 2019 Financial Statements- Legacy FY2019: Financial Report Form Quarter 2- Director's Report – Stephanie told about visiting KRL branches And attending a 3 day workshop on State Library Services funding background. <p>Christy Loven, upon her impending retirement, was thanked for her service to KRLS.</p> <p>Discussion. <u>Motion carried.</u></p>
Strategic Planning	<p>Lengthy discussion. Motion by Tom Conway, seconded by Bill Brekken to put in place a RFP for a Strategic Planning Consultant. Amendment added to authorize a 3 person committee to work with Director Johnson to refine the draft RFP and approve it to be sent out so that at the January 2020 board meeting the full board can choose and approve the hiring of a Strategic Planning Consultant. It was decided that Neal Gaalswyk, Tom Conway and Richard Molash as well as the director as ad hoc member will serve as this committee. <u>Motion carried.</u></p>
Budgeting and Fund Balances Overview	<p>Director Johnson gave a description of Revenue with 2019 budget amounts supporting the operating functions and formulas of the regional library system. In January the Director will present new terminology used in the Financial Statement. Bookkeeper Pat Kline gave a presentation on fund balances.</p>
Bills	<p>Motion by Tom Conway, seconded by Tom Krueger, to approve payment of the November 2019 bills checks#21737 to #21787 in the amount of \$191,500.95. Roll call vote: <u>Motion carried.</u></p>

2020 Service Agreements with Pequot Lakes and Crosslake	Motion by Mary Koep, seconded by Tom Conway, to approve signing the 2020 Service Contracts with cities of Pequot Lakes and Crosslake. Discussion. <u>Motion carried.</u>
Pequot Lakes Library Temporary Closing	Motion by Tom Conway, seconded by Tom Krueger, to approve the request that, because of the 3 month renovation of the Pequot Lakes Library, KRL materials be temporarily dropped off for patrons at the City Hall in Pequot where there is room to take them until picked up. Discussion. <u>Motion carried.</u>
Technical Service Manager	Director Johnson updated the board on applications for the Technical Services Manager position and requested, if necessary, a travel stipend for applicants coming from a long distance. Discussion. Motion by Tom Krueger, seconded by Jim Hofer, to approve the travel stipend for out of state applicants that may be interviewed. Discussion. <u>Motion carried.</u>
Windows 10 and e-mail Client update	Motion by Tom Conway, seconded by Nancy Erickson, to approve the quote from Lakes Country Service Coop to update the KRLS operating system and e-mail client for all of KRLS. Discussion. Director Johnson will verify the quote and will proceed. The motion was amended to authorize the Director to purchase these items up to \$5,000. <u>Motion as amended carried.</u>
Legacy Interim Progress Report	For the board's information, was presented a ACHF FY 2019 Interim Progress Report.
Policy Manual Updates and	<p>Because the current Policy Manual is out of date, HQ staff is working to organize all policies and board motions to bring to the board Policy Committee the most current updates. A number of these policies need to be revised to conform into what Kitchigami does now and to conform with updated state statutes and workforce laws.</p> <p>A Employee Break Policy, because of employee questions, needs to be developed to follow state statute. Typically breaks have been 15 minutes for every consecutive four hours worked and are considered paid breaks as they are less than 20 minutes long. It is recommended that the policy be that staff must stay on work premises, in order to prevent employer liability, during paid breaks.</p> <p>Discussion. The director was given the authority to enforce the parameters for this policy which will be included in the Employee Handbook to be developed. Director Johnson will map out how to tie this into the Policy Committee schedule.</p>

Certificate of Deposit
Renewal

Motion by Tom Conway, seconded by Reed Olson, to renew at Citizens National Bank of Park Rapids, where all other KRL CDs are, for 10 months the Automation Repair and Replacement CD #259187373/1 in the amount of approximately \$79,324.50.
Discussion. Motion carried.

Nominations Committee

Chair Gaalswyk explained he could appoint a board Nominations Committee to look for board officers for 2020 or he could ask each of the current officers, including himself, if they will agree to serve in that capacity for 2020 which it was decided should be done. Chair Gaalswyk said he would serve as chair for 2020. Tom Conway also agreed to serve as Vice-chair for 2020, as did Jim Hofer agree to serve as Treasurer for 2020, as did Mary Koep agree to serve as board Secretary for 2020. Chair Gaalswyk asked for other nominations and none were forthcoming. As a committee of the whole, the board then appointed these four officers to serve again for 2020.

Motion by consensus to adjourn at 7:35 p.m.

Minutes respectively submitted by Administrative Assistant, Christy Rose Loven.

Minutes signed by Board Secretary, Mary Koep _____

Date _____