

**Kitchigami Regional Library System
Board Meeting March 16, 2023 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Lynn Eaton (Bemidji), Brent Norman (Pine River), Murlyn Kreklau (Wadena Co.), Neil Tobiason (Longville), Jon Lubke (Crow Wing Co.) arrived 6:04 p.m.

Board members present by interactive technology: Tom Krueger (Hubbard Co.) – Nevis, MN; Scott Bruns (Cass Co.) – Walker, MN; Gabe Johnson (Brainerd) – Brainerd, MN; Mary Beth Hanson (Walker) – Walker, MN; George Deiss (Wadena) – Wadena, MN; Laurie Hamilton (Blackduck) – Blackduck, MN; Joe Gould (Beltrami Co.) – Bemidji, MN; Tim Little (Park Rapids) – Park Rapids, MN participated via telephone conference arriving at 6:17 p.m.

Board members absent: Jerry Smith (Cass Lake)

Others present non-voting: Staff members: KRLS Director Melissa Whatley, Admin Asst/Legacy Coordinator Carol Christensen

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

Approval of agenda Chair Krueger requested adding item 6a to vote on salary change for KRLS Director. Director Whatley requested adding Old Business item 7c to confirm CD renewals from February 4, 2023.
Motion by Eaton, seconded by Kreklau, to approve amended agenda. Carried unanimously.

Closed session – KRLS Director evaluation **Motion by Bruns, seconded by Eaton, to move to closed session for the performance evaluation of Director Whatley. Carried unanimously.**
Closed session started 6:05pm.

Motion by Kreklau, seconded by Lubke, to open the meeting. Carried unanimously.
The meeting re-opened at 6:32 pm.

Consent agenda Director Whatley highlighted the new KRLS website and Wonderbook new material type from her Director's Report. **Motion by Eaton, seconded by Norman, to approve Consent Agenda items A-E:**

- a. Minutes: January 2023
- b. Bills: January – February 2023
- c. Financial Statements: January – February 2023
- d. CD Information
- e. Director's Report

Carried unanimously.

2023 KRLS Director Salary	Motion by Deiss, seconded by Norman, to approve Director Melissa Whatley's 2023 salary at \$102,500 with backpay going to her anniversary date. <u>Carried unanimously.</u>
2023 Operating Budgets	Director Whatley noted updates to the operating budgets: the Board-approved LA III proposal, removal of references to the healthcare reserve to be replaced with the general fund, and corrected Mobile Library budget with funding from the Outreach reserve. There is no financial impact on KRLS city or county partners for 2023. Motion by Eaton, seconded by Hanson, to approve 2023 Operating budgets. <u>Carried unanimously.</u>
2023 HQ Budget	Director Whatley noted changes to the HQ operating budget: Administration corrected with Board approved Director salary; and put more in the Facility Repair and Maintenance. Overall, the \$70,000 increase over 2022 budget can be attributed to increases in health insurance and personnel salaries. Discussion. Motion by Deiss, seconded by Tobiasson, to approve the 2023 Headquarters budget. <u>Carried unanimously.</u>
CD Renewal confirmation	Motion by Eaton, seconded by Lubke, to confirm the move of Automation R&R CD #40000006443 which matured 2/4/2023 in the amount of \$85,108.12 to Bremer Bank of Brainerd for 12-month term at 3.7% interest rate. <u>Carried unanimously.</u>
Bemidji Capital Appropriation request	The Board reviewed the Bemidji City Council approval of the Bemidji Library capital improvement project for workspace renovation, LED light removal, and purchase of custodial equipment; and information from Bemidji Library and Bemidji City Council member and KRLS representative Lynn Eaton. Motion by Eaton, seconded by Gould, to approve the Capital Appropriation Request from Bemidji and release \$63,867.00 from those funds earmarked for Bemidji from the Capital Appropriation Reserve. <u>Carried unanimously.</u>
Pine River Capital Appropriation request	The KRLS Board had approved the City of Pine River's funds request for Pine River Library's capital improvement project in January 2022, but the local vendor could not complete the job. A new vendor completed the project at a higher cost. The City of Pine River requested \$6,051.67 to complete payment to the new vendor. Motion by Norman, seconded by Bruns, to approve the release of \$6,051.67 of the funds marked for Pine River from the Capital Appropriation Reserve to complete payment to their vendor. <u>Carried unanimously.</u>
Policy updates	Director Whatley requested first readings of the Public Participation at Board Meetings, Fund Balance, and Holidays policies. The policies were legally reviewed, but not included in the packet. A final version will be included in the May KRLS Board packet. Director Whatley welcomed feedback from Board members.

Personnel Proposal – Mobile Library

Director Whatley presented a proposal to add a 20 hr/wk Outreach Assistant position under the Mobile Library department and supervised by her to be covered by the Sue Tricker Memorial Outreach reserve for 2023. **Motion by Gould, seconded by Hamilton, to support the personnel proposal to add an Outreach Assistant position.** Discussion. Carried unanimously.

CD Renewal

Three CDs mature April 18, 2023. Since interest rates in April are uncertain, Director Whatley reported that the Board is frequently asked to make a motion to invest the CDs at the bank with the highest interest rate on the day of maturity. Discussion. **Motion by Lubke, seconded by Kreklau, to invest CD's 17243 Auto/Software, 17244 Non-Restricted, and 17496 Summer Reading Program for a 12-month term in the bank within the region with the highest interest rate the day of maturity.** Carried unanimously.

Chair Report

Chair Krueger discussed different options for Board training that would include training on evaluations. He recommended the Crow Wing County Administrator, Tim Houle. Discussion. Members agreed to bring the issue up again at the regular May meeting.

Motion by Kreklau, seconded by Lubke, to adjourn at 7:19 p.m. Carried unanimously.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary Brent Norman

Date


5-18-23