

**Kitchigami Regional Library System  
Board Meeting May 18, 2023 6:00 p.m.  
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Tom Krueger (Hubbard Co.), Tim Little (Park Rapids), Scott Bruns (Cass Co.), Murlyn Kreklau (Wadena Co.), Jon Lubke (Crow Wing Co.), Neil Tobiason (Longville), George Deiss (Wadena), Brent Norman (Pine River)

Board members present by interactive technology: Laurie Hamilton (Blackduck) – Blackduck, MN; Joe Gould (Beltrami Co.) – Bemidji, MN

Board members absent: Lynn Eaton (Bemidji), Gabe Johnson (Brainerd), Jerry Smith (Cass Lake), Mary Beth Hansen (Walker)

Others present non-voting: Staff members: KRLS Director Melissa Whatley, Admin Asst/Legacy Coordinator Carol Christensen  
Public: Mary Koep (Brainerd, MN)

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                      **Motion by Scott Bruns, seconded by Jon Lubke, to approve the agenda as presented. Carried unanimously.**

Joe Gould entered the meeting at 6:03pm.

Consent agenda                      Director Whatley directed members to an informative handout about the collateralization of accounts with amounts higher than the FDIC, which was requested by Gabe Johnson.

The Summer Reading Program is coming up, and Director Whatley thanked the Board for supporting the program through our Summer Reading Reserve.

The desk review of the ARPA grant is completed, and Director Whatley thanked KRLS Technical Services and branch staff.

Replacement of the HQ sign is ongoing, and Director Whatley will come back with quotes likely in June. **Motion by Murlyn Kreklau, seconded by George Deiss, to approve the Consent Agenda items A-E:**

- a. Minutes: March 2023
- b. Bills: March – April 2023
- c. Financial Statements: 2023 YTD
- d. ACHF FY22 FRF January – March 2023
- e. Director's Report

**Carried unanimously.**

2023 Mobile Budget                      Director Whatley presented the 2023 Mobile Library budget, which matches the personnel proposal that was approved in March. A new employee already started and has previous library and driving for public organizations experience. Director Whatley wants to expand Mobile by

- 2023 Mobile Budget con't offering more services at current stops. **Motion by Tim Little, seconded by Scott Bruns, to approve the 2023 Mobile Library budget. Carried unanimously.**
- 2023 Overview Budget **Motion by George Deiss, seconded by Murlyn Kreklau, to approve the 2023 KRLS Overview Budget.** Discussion. Director Whatley explained the Automation Repair and Replacement (ARR) Reserve. **Carried unanimously.**
- Policy Updates The Board Policy Committee, based on feedback from the Managers Policy Committee, recommended that the Board hold the second reading of the Fund Balance Policy and approve.
- Fund Balance The policy came from repeated findings by our auditors in 2020 and 2021 that said we needed to develop the policy. It includes fund balance classifications from the Government Accounting Standards Board, sets the minimum undefined fund balance, specifies using committed/restricted funds before using general funds, and mentions a Board annual review. The policy was reviewed by our auditors and was found to meet their standards. **Motion by Jon Lubke, seconded by Scott Bruns, to approve the Fund Balance Policy with an effective date of May 26, 2023. Carried unanimously**
- Brent Norman entered the meeting at 6:19pm.
- Holiday The revisions to the Holiday Policy match the union contract. The revision includes Juneteenth for 2024, expands holiday pay for those affected by early closures, and includes an early closure on July 3rd if the 4<sup>th</sup> of July is on a weekday. It was recommended by managers to have an effective date of July 1, 2023. **Motion by George Deiss, seconded by Brent Norman, to approve the revised Holiday Policy with an effective date of July 1, 2023. Carried unanimously.**
- Public Participation at Board Meetings Director Whatley presented the policy, which describes the way in which the public can expect to participate in our Board meetings. It expands options to participate by interactive technology, specifies a Board email address if they'd like to add to the agenda or to publicly speak via interactive technology, and provides clear parameters. Our lawyer reviewed the policy and made suggestions to match in-person and interactive participation, and reduces public input to one agenda item. Members agree the item should come after the approval of the agenda. **Motion by Murlyn Kreklau, seconded by Tim Little, to approve the Public Participation at Board Meetings Policy with an effective date of May 26, 2023. Carried unanimously.**
- Public Input Chair Krueger recognized Mary Koep (Brainerd, MN), who reported that the Brainerd Library Board reviewed the Public Participation at Board

*Public Input con't*

Meetings Policy draft and did not think the policy was friendly to the public.

2024 Budget Recommendations

Director Whatley presented the Minnesota Library Association's legislative updates, which included changes to Regional Library Basic System Support (RLBSS). If approved, an increase of \$4 million is anticipated with KRLS funding increasing by \$250,000 in 2024 and ongoing. The update talked about MultiCounty MultiType (MCMT) Regional Library Systems, Legacy, and Minitex database funding increases; as well as school libraries and media centers.

Director Whatley described the KRLS budget planning process. KRLS Board Budget Committee will meet Tuesday, May 23<sup>rd</sup>. There is a solid wage scale for union employees. The committee will have to talk about non-union employees, which could include COLA and step increases in January. Chair Krueger noted Hubbard County is seeing a 4% COLA not including step increases; as well as increases in insurance. Discussion. Director Whatley encouraged Board members to invite her to talk with their cities and counties about budgets to get feedback.

Policy Updates

ARR (Automation Repair & Replacement)

Director Whatley requested the first reading of the revised ARR policy. The existing policy is from 2001. Revisions include taking out language corresponding to old technology systems no longer in use, clarification for spending, and clarification of KRLS responsibility to notify cities. The Policy Committee and Technical Services Manager will be talking more about how to use the existing reserves. Deerwood Tech is working on a technology plan, which will need to be in place before the policy can be in place. Director Whatley requested members take the draft policy to city administrators for feedback.

Collection Development

Director Whatley requested the first reading of the revised Collection Development policy. The current policy was approved by the Board in September 2022. The revised policy adds a citizen request for reconsideration procedure. Discussion. Chair Krueger recommended putting the second reading on the June agenda.

Joe Gould left the meeting at 7:05pm.

2022 Annual State Report

The annual report for the prior year is a state requirement to ask for funding for the next year. Director Whatley sees recovery from COVID with the increases. **Motion by George Deiss, seconded by Jon Lubke, to approve the 2022 Annual State Report with necessary signatures for submission to the state. Carried unanimously.**

Other

Director Whatley wondered if the Board is interested in a Board Retreat or a training session at KRLS All Staff Day. Members agree an hour before a regular board meeting would be adequate.

Chair Report


Chair Krueger requested clarification on the Chair's authority to vote. Director Whatley has not found anything that would prohibit the Chair from voting or making motions in the KRLS By-laws.

Motion by Neil Tobiason, seconded by Brent Norman, to adjourn at 7:20 p.m. Carried unanimously.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary Brent Norman

Date

  
6-15-23