

**Kitchigami Regional Library System
Board Meeting November 17, 2022 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Reed Olson, Scott Bruns, Bill Brekken, Tom Krueger, Murlyn Kreklau, Gabe Johnson, Phyllis Eck, Tom Conway, Brent Norman

Board members present virtually: George Deiss (Baxter, MN), Mary Beth Hansen (Walker, MN)

Board members absent: Lynn Eaton, Laurie Hamilton, Mike Hanson

Others present non-voting: Staff members: KRLS Director Melissa Whatley, Carol Christensen, Kiet Huynh, Terria Rohloff, Sheri Warren, Jodi Schultz, Tami Beto, Dan Touchette, Carrie Huston, Mary Beth Durham
Other: KRLS Attorney Dyan Ebert of Quinlivan & Hughes, P.A.; Mary Koep

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

As the new representative of the City of Brainerd, City Council member Gabe Johnson pledged the KRLS Oath of Office administered by Director Melissa Whatley.

Motion by Gabe Johnson, seconded by Bill Brekken, to go into closed session for discussion and consideration of labor negotiations strategy at 6:03pm. Motion carried unanimously.

Motion by Brent Norman, seconded by Scott Bruns, to reopen the regular KRLS Board meeting at 6:45pm. Motion carried unanimously.

Union Contract Chair Conway brought item 7a Union Contract to the floor. **Motion by Reed Olson, seconded by George Deiss, to accept the union contract as presented. Motion carried unanimously.**

Motion by Tom Krueger, seconded by Bill Brekken, to give authority to the signers of the contract to sign and ratify the union contract once typographical errors are corrected. Motion carried unanimously.

Attorney Dyan Ebert left the meeting at 6:50pm.

Consent Agenda Director Whatley noted that item 8a be revised to Bills: November 2022. **Motion by Reed Olson, seconded by Brent Norman, to approve the Consent Agenda items A-E:**

- a. Minutes: October 2022
- b. Bills: October 2022
- c. Financial Statements: October 2022
- d. ACHF FRF FY22 (July – Sept 2022)
- e. Director's Report

Consent Agenda con't

Discussion. Director Whatley introduced Technical Services Manager Kiet Huynh. She also highlighted the state's approval of the \$71,764.00 ARPA grant. **Motion carried unanimously.**

Newspaper Report

Director Whatley gave a presentation on ascertaining the political bias of newspaper titles circulating throughout KRLS. She did not recommend adding the Epoch Times to the KRLS newspaper collection since most locations are considering reducing their collections due to lack of use and lack of space, most of the collections are local titles, and bias balance leans to the right in all branches. Local titles were defined as printed in Minnesota and intended for a city or county, or multiple Minnesota cities. Discussion. **Motion by Tom Krueger, seconded by Murlyn Kreklau, to refer the Material Selection Policy to the KRLS Strategic Planning/Policy committee. Motion carried unanimously.** Vice Chair Krueger was appointed and agreed, to participate on the Strategic Planning/Policy committee in the place of outgoing Chair Conway.

Public Input

Pine River Library Manager Tami Beto requested information from the Board on how the union contract will apply to non-union wages. Chair Conway requested staff be prepared to make recommendations to the Board at the regular January meeting. Walker Public Library Manager Carrie Huston gave support to all KRLS Managers about their concerns of the union contract's effect on non-union employees.

Bills: November 2022

Motion by Reed Olson, seconded by Bill Brekken, to approve payment of the November 2022 bills checks #23964 to #24026, petty cash check #9534, as well as the authorization of payroll checks #45794 to #45868 for a total of \$165,777.94. Roll call vote: Motion carried unanimously.

KRLS Financial Audit 2022

Motion by Murlyn Kreklau, seconded by Tom Krueger, to approve requisite signatures for the 2022 audit services from CliftonLarsonAllen LLP (CLA). Motion carried unanimously.

2023 Winter Reading Program Proposal

Motion by Phyllis Eck, seconded by Mary Beth Hansen, to approve the proposal to use \$5,500.00 KRLS Summer Reading committed funds to fund a portion of the 2023 Winter Reading Program. Motion carried unanimously.

Service Agreements: Pequot Lakes and Crosslake

Motion by Bill Brekken, seconded by Reed Olson, to approve the 2023 Service Agreements and the required signatures for distribution to Pequot Lakes and Crosslake. Motion carried unanimously.

Election of Officers: 2023 Board Nominations Committee

Chair Conway appoints a Committee of the Whole to take nominations for the election of KRLS officers at the regular January meeting.

Policy Update:

Motion by Bill Brekken, seconded by Brent Norman, to override the regular bylaw procedure and perform the first and second readings of the KRLS Vacation Policy at the current meeting. Motion lost with Olson, Bruns, Brekken, Krueger, Kreklau, Eck, Conway, Norman, Deiss, and Hansen in favor; and Johnson against.

Vacation Policy: First Reading

Chart of vacation accrual was not included in the KRLS Personnel Policy Manual that was approved in September 2022.

Materials Use and Fees: First Reading

The draft policy change adds Games/Toys/Equipment and Kits back to the list of materials circulated by the library.

Chair Report

Chair Conway of Park Rapids thanked everyone that he's been privileged to work with since 2017.

Bemidji Representative Olson stated his enjoyment over the last six years of serving on the KRLS Board and getting to know the library system; especially the hard-working staff of Bemidji Public Library for their work during COVID and dedication to their community.

Crow Wing County Representative Brekken thanked the people he's worked with and wished everyone luck moving forward.

Motion by Bill Brekken, seconded by Reed Olson, to adjourn at 7:50 p.m. Motion carried unanimously.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary



Date 4-16-23