

**Kitchigami Regional Library System
Board Meeting June 15, 2023 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: George Deiss (Wadena); Tom Krueger (Hubbard Co.); Scott Bruns (Cass Co.); Neil Tobiason (Longville); Brent Norman (Pine River); Murlyn Kreklau (Wadena Co.); Lynn Eaton (Bemidji); Jon Lubke (Crow Wing Co.)

Board members present by interactive technology: Joe Gould (Beltrami Co.)

Board members absent: Laurie Hamilton (Blackduck); Mary Beth Hansen (Walker); Gabe Johnson (Brainerd); Jerry Smith (Cass Lake); Tim Little (Park Rapids)

Others present non-voting: Staff members: KRLS Director Melissa Whatley, Admin Asst/Legacy Coordinator Carol Christensen, Bookkeeper Terria Rohloff
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 Director Whatley pointed out the handouts related to the financial statement that include payroll dates. **Motion by George Deiss, seconded by Brent Norman, to approve the agenda. Motion carried unanimously.**

Public Input No public comments were made.

Consent Agenda Director's report was removed from the consent agenda. **Motion by Murlyn Kreklau, seconded by Scott Bruns, to approve the Consent Agenda items A-C:**

- a. Minutes: May 2023
- b. Bills: May 2023
- c. Financial Statements: 2023 YTD

Motion carried unanimously.

Director's Report The Director received phone requests to add stops for the Bookmobile, but many do not fit the parameters of the Bookmobile policy. She will be re-examining outreach options and service delivery alternatives for our more rural communities.

Summer Reading Programs began June 5th not 7th. Many have registered and Director Whatley requested board members encourage kids in their communities to participate.

Financial statements with budget to actual information were presented by Director Whatley. Board members agreed they'd like to see it become a regular part of the financial statements. Starting in July, members will see monthly statements with totals and YTD with the

Director's Report con't

budgets and percentages. Chair Krueger also requested unofficial actual balances of KRLS reserves before the yearly audit. Terria Rohloff commented that staff may not have the knowledge to provide the correct information.

Brainerd's self-check system was assigning checkout data to Cass Lake. The Technical Services Manager is working on correcting the data issue.

Collection Development Policy:
2nd Reading

Director Whatley presented the revised draft policy for second reading with the proposed forms. **Motion by George Deiss, seconded by Jon Lubke, to approve the revised Collection Development Policy. Motion carried with Deiss, Krueger, Bruns, Tobiason, Norman, Kreklau, Eaton, and Lubke in favor; and Gould absent.**

The information will be added to the KRLS website FAQ and staff is trained.

2024 Operating Budgets

Director Whatley has met with all branch managers to ask about their budgetary requests for 2024. Across the board, drafts ask for more training budgets and wage increases for staff. Plans for the fund balance and additional funding from the state were also talked about. The Budget Committee would greatly appreciate feedback. Discussion.

2024 RLBSS Application

Director Whatley explained the Minnesota Legislature changed the law for RLBSS by changing the formula for how the money is appropriated and adding \$4 million. KRLS is expected to receive \$939,143 for 2024. The application is due to the state July 10. **Motion by Joe Gould, seconded by Lynn Eaton, to approve signatures and submission of the 2024 RLBSS application in its most complete state as of 7/9/23. Motion carried with Deiss, Krueger, Bruns, Tobiason, Norman, Kreklau, Eaton, and Gould in favor; and Lubke opposed.**

2023 Juneteenth Holiday

Motion by Jon Lubke, seconded by Lynn Eaton, to approve the inclusion of Juneteenth 6/19/2023 as a KRLS Holiday for 2023 and pay employees per the terms of our Holiday policy. Motion carried unanimously.

Chair Report

It was confirmed that the KRLS Chair has the same voting rights as other board members.

Motion by George Deiss, seconded by Neil Tobiason, to adjourn at 6:37 p.m. Carried unanimously.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary Brent Norman

Date


9-22-23