

**Kitchigami Regional Library System
Board Meeting July 20, 2023 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

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

Board members present by interactive technology: Lynn Eaton (Bemidji), Joe Gould (Beltrami Co.)

Board members absent: Laurie Hamilton (Blackduck), Gabe Johnson (Brainerd), Jerry Smith (Cass Lake), Brent Norman (Pine River), Mary Beth Hansen (Walker)

Others present non-voting: Staff members: KRLS Director Melissa Whatley, Admin Asst/Legacy Coordinator Carol Christensen, Bookkeeper Terria Rohloff
Public: Maggie Snow – Director of Minitex

Chair Tom Krueger called the meeting to order at 6:01 p.m. and requested participation in reciting the Pledge of Allegiance.

Approval of Agenda Director Whatley requested additional handout be included for 7a Longville Capital Appropriation Request. **Motion by George Deiss, seconded by Murlyn Kreklau, to approve the agenda. Motion carried unanimously.**

Public Input No public comments were made.

Consent Agenda **Motion by Murlyn Kreklau, seconded by Scott Bruns, to approve the consent agenda items A-F.**

- a. Minutes: June 2023
- b. Bills: June 2023
- c. Financial Statements: 2023 YTD
- d. RLBSS FY24 Application Update
- e. ACH FY22 FRF April-June 2023
- f. Director's Report

Motion carried unanimously.

Joe Gould entered the meeting via interactive technology at 6:06 pm.

2024 Operating Budgets Updated versions of draft budgets from June were brought forward by the KRLS Budget Committee and presented by Director Whatley. A major change for this draft was that they tied cities' levy increase percentage to percentage of branch cost increase with remaining costs going to the counties. She asked board members to bring the draft budgets to cities and counties then provide her feedback. **Motion by Jon Lubke, seconded by Scott Bruns, to approve the 2024 KRLS operating budgets for distribution to our city and county partners. Motion carried unanimously.**

Longville Capital Appropriation Request — Director Whatley discussed the handout that shows all committed and restricted funds with 2021 official audit amounts and pending, not audited amounts. It is the unofficial, unaudited KRLS estimate of current dollar amounts. Longville is requesting \$16,100.00 to the city of Longville for the capital improvement of their air conditioning. City of Longville representative Neil Tobiason spoke about the project and how it has been funded. Construction has started.
Motion by Tim Little, seconded by George Deiss, to release \$16,100.00 from the Capital Appropriations Fund to the city of Longville for their expansion project. Motion carried unanimously.
On behalf of the city of Longville, Tobiason thanked the board.

ACHF FY24 Application — Director Whatley explained that each year KRLS submits an application to the state for Arts and Cultural Heritage Fund (ACHF) that is used to pay for Legacy programs. The application presented is for FY24 and KRLS is currently expending FY22. **Motion by George Deiss, seconded by Tim Little, to approve submission of the ACHF FY2024 application with the necessary signatures. Motion carried unanimously.**

Chair Report — Chair Krueger reported Park Rapid’s “Find Your Voice” summer reading program had over 100 registered and went well. Director Whatley noted the response around the region has been excellent, in large part due to the KRLS Board being willing to fund better prizes last year. She’s also seen a good direction to completion.

Chair Krueger followed up on the recent approval of the Collections Policy, noting he hasn’t seen it in the FAQs on the KRLS website. Director Whatley will have KRLS Technical Services move it to the top of the list.

The Board discussed the best time during the year to have Board training. Summer may be a good time since there are smaller agendas because of budget planning and more active committees. Director Whatley will reach out to Tim Houle, Crow Wing County Administrator, to come in September for evaluation training.

Motion by Jon Lubke, seconded by Neil Tobiason, to adjourn at 6:28pm p.m. Carried unanimously.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary Brent Norman 

Date 9-22-23