

**Kitchigami Regional Library System
Board Meeting September 21, 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), Mary Koep (Brainerd)

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

Board members absent: Laurie Hamilton (Blackduck), Annie Sevenich (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: Doug Host, CLA

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

Oath of Office administered by Director Melissa Whatley to newly appointed representatives Mary Koep (City of Brainerd) and Diane "Annie" Sevenich (City of Cass Lake).

Approval of Agenda **Motion by George Deiss, seconded by Murlyn Kreklau, to approve the agenda as presented. Motion carried unanimously.**

Public Input No public comments were made.

Consent Agenda **Motion by Jon Lubke, seconded by Tim Little, to approve the consent agenda items A-D.**

- a. Minutes: July 2023
- b. Bills: July-August 2023
- c. Financial Statements: 2023 YTD
- d. Director's Report

Motion carried unanimously.

2024 City/County Budget Responses Director Whatley discussed budget responses from Walker, Beltrami Co., and Wadena Co. Members gave updates on Hubbard Co., Wadena, Park Rapids, and Bemidji. This information will go to the KRLS Budget Committee.

Joe Gould left the meeting at 6:19pm.

FY22 Audit Presentation Principal Doug Host of CLA (CliftonLarsonAllen LLP) presented on the KRLS 2022 Audit. **Motion by Jon Lubke, seconded by Murlyn Kreklau, to approve the KRLS 2022 Audit. Motion carried unanimously.**

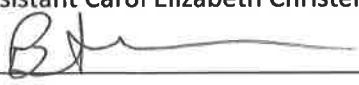
- FY23 RLTA Final Report **Motion by George Deiss, seconded by Murlyn Kreklau, to approve signatures and submission to the state the RLTA FY23 Final Report. Motion carried unanimously.**
- FY24 RLTA Application **Motion by Murlyn Kreklau, seconded by Tim Little, to approve the FY24 RLTA Application with requisite signatures for submission to the state. Motion carried unanimously.**
- KRLS Job Description Updates Director Whatley presented a request from Mangers to expand the applicant pool for customer service positions and change job descriptions to prefer HS diploma or GED for LA I and LA II. The KRLS Personnel Committee has approved the changes. **Motion by Neil Tobiason, seconded by George Deiss, to approve changes to LA I and LA II job descriptions. Motion carried unanimously.**
- Policy Update: Recruitment Typo found in section 4, item A3 that minors couldn't work more than 2 hours a week. State law is 40 hours per week so update is adjusting that typo to put KRLS in alignment with the law. **Motion by George Deiss, seconded by Jon Lubke, to wave standard Board practice and allow first and second reading of draft Recruitment Policy today. Motion carried unanimously.**
- Policy Update: Suspension of Services for Health & Safety – First Reading **Motion by Neil Tobiason, seconded by Scott Bruns, to approve change to KRLS Recruitment Policy. Motion carried unanimously.**
- Policy Update: Suspension of Services for Health & Safety – First Reading Changes cover temporarily halting services to patrons who return materials which may have health or safety risks for other patrons, also for facilities and materials damage. Branch Managers and Board Policy Committee have approved.
- Policy Update: Sick & Safe Leave – First Reading Policy coming out of Minnesota Legislation effective January 1, 2024. Extends eligibility of who gets sick leave down to legal requirements; also available for use for a broader range of reasons. Union and attorney will review dependent on state guidance before November regular meeting.
- Policy Update: Patron Behavior – First Reading Managers requested update on existing policy to give very specific consequences for when you fail to follow policy. Branch Managers and Board Policy Committee have approved.
- Other George Deiss attended Northern Lights meeting in Moorhead and was re-elected Vice Chairman.
- Chair Chair Krueger would like to see 100%, except for Diane "Annie" Sevenich, of Director evaluations returned to him by November 2nd. He will send out a reminder email including documents.

Motion by Mary Koep, seconded by Tim Little, to adjourn at 7:19pm. Motion carried.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary Brent Norman

Date


11-16-23
