

**Kitchigami Regional Library System
Board Meeting, January 18, 2024, 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present:	Tom Krueger (Hubbard Co.), Jon Lubke (Crow Wing Co.), Murlyn Kreklau (Wadena Co.), Neil Tobiason (Longville), Tim Little (Park Rapids), George Deiss (Wadena).
Board members present by interactive technology:	Lynn Eaton (Bemidji), Scott Bruns (Cass Co.), Joe Gould (Beltrami Co.), Diane “Annie” Sevenich (Cass Lake), Mary Beth Hansen (Walker)
Board members absent:	Laurie Hamilton (Blackduck); Brent Norman (Pine River)
Others present non-voting:	Staff members: KRLS Director Melissa Whatley, Admin Asst. Svetlana Lang, Carol Christensen (Branch Mgr, Walker), Tami Beto (Branch Mgr, Pine River)

Chair Tom Krueger called the meeting to order at 6:04 and requested participation in reciting the Pledge of Allegiance.

Election of Officers	Chair turned the election proceedings over to Melissa Whatley, who called for KRLS nominations from the floor for the 2024 board chair.
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Murlyn Kreklau nominated Tom Krueger for Chair; George Deiss nominated Murlyn Kreklau for Vice Chair; Jon Lubke nominated George Deiss for Treasurer; and George Deiss nominated Brent Norman for Secretary. **Motion by Scott Bruns, seconded by Lynn Eaton, to have nominations cease and a unanimous ballot cast for Tom Krueger for Chair, Murlyn Kreklau for Vice-chair, George Deiss for Treasurer, and Brent Norman for Secretary.**
Motion carried unanimously.

Approval of Agenda	Director Whatley requested the addition of Item 8m to discuss and approve the pay equity report. Motion by Jon Lubke seconded by Tim Little to approve agenda. <u>Motion carried unanimously.</u>
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Public Input	Carol Christensen noted the bylaws require that a majority of the board be present to make a motion. Director Whatley contacted board members who were not in attendance to achieve a quorum for the meeting. Scott Bruns joined via Zoom at this time, completing the quorum at 6:21 p.m. Murlyn Kreklau nominated Tom Krueger for Chair; George Deiss nominated Murlyn Kreklau for Vice Chair; Jon Lubke nominated George Deiss for Treasurer; and George Deiss nominated Brent Norman for Secretary. Motion by Scott Bruns, seconded by Lynn Eaton, to have nominations cease and a unanimous ballot cast for Tom Krueger for Chair, Murlyn
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	Kreklaui for Vice-chair, George Deiss for Treasurer, and Brent Norman for Secretary. <u>Motion carried unanimously.</u>
Consent Agenda	Motion by Jon Lubke, seconded by Neil Tobiason to approve the consent agenda items A-E. <ul style="list-style-type: none">a. Minutes: November 2023, pg. 6b. Bills: November-December 2023, pg. 9c. Financial Statements: 2023, pg. 15d. ACHF FY23 FRF - Oct - Dec 2023, pg. 18e. Director's Report, pg. 19 <u>Motion carried unanimously.</u>
2024 Brainerd Budget Update	Director Whatley presented the Brainerd budget update. Brainerd did not approve the budget request approved at the Nov. 2023 board meeting. The budget which Brainerd approved did not include the ARR reserve amount. Melissa opened the subject for discussion by the board. Discussion. Board recommended tabling the topic and contacting a lawyer for advice.
FY2023 RLTA P2 Application	Director Whatley presented the FY2023 RLTA Priority 2 application for board information and submission to the state.
City Of Walker Capital Appropriation Request	Motion by George Deiss, seconded by Jon Lubke, to approve the release of \$95,948 from the Capital Appropriation Reserve to the City of Walker for use in installation of an elevator. <u>Motion carried unanimously.</u>
City of Park Rapids Capital Appropriation Request	Motion by George Deiss, seconded by Jon Lubke, to approve the release of \$36,496 from the Capital Appropriation Reserve to the City of Park Rapids for use in replacing/repairing the HVAC system. <u>Motion carried unanimously.</u>
City of Longville Capital Appropriation Request	Motion by Tim Little, seconded by Murlyn Kreklaui, to waive the \$5,000 minimum stated in the Capital Appropriation Policy and move to release approve the release of \$1,959 from the Capital Appropriation Reserve to the City of Longville for use in shelving and furnishing their expansion project. <u>Motion carried unanimously.</u>
City of Longville Donation Release	Motion by Murlyn Kreklaui, seconded by Jon Lubke, to approve the release of \$2,500 donated funds to Margaret Welch Memorial Library in care of the local library board for their capital projects. <u>Motion carried unanimously.</u>
Personnel Committee: Job Descriptions & Wage Scale	Job descriptions and wage scales for the HR Generalist and Regional Programs Coordinator positions approved at the November meeting were presented by Director Whatley. There were questions about

whether the positions would be union or non-union status and if the wage amounts had been included in the 2024 budget. Discussion will be needed with the union. Wages at Step 1 are part of the current budget.

Motion by Neil Tobiason, seconded by Tim Little, to approve two job descriptions, an HR Generalist and a Regional Programs Coordinator, and the placement of those positions on the KRLS wage scale at Step 1.

Motion carried unanimously.

Budget Committee: 2024
HQ/Regional Budget

Director Whatley presented information regarding the Board Budget Committee recommendations on the 2024 HQ/Regional Budget and on assigning funds to reserves. There was discussion regarding amounts in reserves after withdrawals for funding of projects.

Motion by George Deiss, seconded by Jon Lubke, to approve the budget as presented, including:

- Removing \$428,974 from the general fund to create a County Levy Buydown reserve;
- Approving the use of \$171,590 from the County Levy Buydown Reserve for the 2024 City / County budgets;
- Approving opening a 12-month CD of \$257,684 to house those funds with interest earned being added to the KRLS General Fund;
- Removing \$220,000 from the General Fund to create a Hoopla Overage Reserve;
- Approving opening a 12-month CD of \$220,000 to house those funds with interest earned being added to the Hoopla Overage Reserve;
- Removing \$250,000 from the General Fund and adding it to the Building Repair & Maintenance Reserve;
- Removing \$100,000 from the General Fund to create a Health Insurance Reserve.

But excluding the requested removal of \$200,000 from the General Fund to the Automation Reserve.

Motion carried unanimously.

Deerwood Proposal – Secure
Board Emails

Deerwood recommends creating new secure email addresses in the Kitchigami domain and security training for an initial cost of \$392 and an annual cost of \$392. Discussion. **No motion.**

Budget Committee: 2024
Committed Funds and CDs

Discussion regarding what is the best way to invest KRLS funds and the amounts to invest, taking into account various banks and interest rates.
No motion.

Board Committees

Chair Krueger appointed himself to serve on each committee. County commissioners Chair Krueger, Gould, Bruns, Lubke, and Kreklau will serve on the Budget Committee.

Chair Krueger, Hanson, and Little will serve on the Personnel/Union Negotiation Committee.

The Audit Committee will consist of Chair Krueger and Treasurer Deiss. Chair Krueger, Norman, and Kreklau will serve on the Strategic Planning/Policy Committee.

Internet/Electronic Resource Committee will consist of Lubke, Little, and Chair Krueger.

Northern Lights Library Network delegates will be George Deiss and Joe Gould.

CD Renewal

Motion by Neil Tobiason, seconded by George Deiss, to approve the automatic renewal of the CDs at Bremer Bank for another year at the time of maturity.

Motion carried unanimously.

Signing Authority

Director Whatley requested the removal of Carol Christensen and approval of Svetlana Lang as an authorized signer for the petty cash account.

Motion by George Deiss, seconded by Murlyn Kreklau to remove Carol Christensen and add Svetlana Lang as an authorized signer for the Petty Cash Account.

Motion carried unanimously.

ADDED 8m – Pay Equity Report

The Pay Equity Report is required by the state of Minnesota every three years as proof of non-discriminatory pay by KRLS. Director Whatley will submit our report to them, and the State will give official approval.

Motion by George Deiss, seconded by Murlyn Kreklau, to approve the Pay Equity Report and submission to the State.

Motion carried unanimously.

Chair's Report

Chair Krueger did not have anything to report.

Motion by George Deiss, seconded by Neil Tobiason, to adjourn at 7:34 p.m. Motion carried.

Minutes respectively submitted by Administrative Assistant Svetlana Maria Lang.

Minutes signed by Board Secretary Brent Norman _____

Date _____