

**Kitchigami Regional Library System
Board Meeting, March 21, 2024, 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

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

Board members present by interactive technology: Lynn Eaton (Bemidji); Laurie Hamilton (Blackduck); Joe Gould (Beltrami Co.); Mary Beth Hansen (Walker)

Board members absent: Brent Norman (Pine River); Diane “Annie” Sevenich (Cass Lake)

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 6:03 p.m. and requested participation in reciting the Pledge of Allegiance.

KRLS Oath of Office Director Whatley administered the oath of office to confirm Mary Koep as the representative from the City of Brainerd.

Point of Order Chair Krueger noted that when there are virtual attendees, votes must be taken by roll call. Also, virtual attendees must stay “on camera” and visible throughout the meeting. When this is the case, Director Whatley will call the roll and board members will respond with their votes.

Approval of Agenda There were no changes to the agenda.
Motion by Mary Koep , seconded by Murlyn Kreklau to approve the agenda. Roll call vote was taken. Yes: Joe Gould, Scott Bruns, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Mary Beth Hansen. **Motion carried.**

Public Input There was no public input at this meeting.

Consent Agenda Director Whatley presented that State Library Services has their construction grants available at this time, and they need to be turned in by mid-May. This opportunity was forwarded to all branch managers, city representatives, and city zoning. The information was also sent to them electronically. All details are in the Director’s Report. Director Whatley also introduced Tami Beto, who began the position as the Technical Services Manager at Headquarters on March 18, 2024.

Motion by George Deiss, seconded by Neil Tobiason to approve the Consent Agenda, Items A-D.

- a. Minutes: January 18, 2024, pg. 5
- b. Bills: January – February 2024, pg. 9

- c. **Financial Statements: February 2024, pg. 15**
- d. **Director's Report, pg. 18**

Roll call vote was taken. Yes: Joe Gould, Scott Bruns, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Mary Beth Hansen. **Motion carried.**

2024 Budget Update – RLBSS

Director Whatley explained that the RLBSS follows the state fiscal year of July 1 – June 30, while the KRL fiscal year is January 1 – December 31. The RLBSS FY2025 was received recently, and the amount for KLS is \$3,700 less than anticipated for the second half of FY2024. She requests that this amount be paid from the general fund rather than cutting the regional budget. Mary Koep requested clarification, which Director Whatley provided.

Motion by George Deiss, seconded by Murlyn Kreklau, to approve the 2024 Budget Update -- RLBSS as presented. Roll call vote was taken. Yes: Joe Gould, Scott Bruns, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Mary Beth Hansen. **Motion carried.**

Caller ID Proposal

Director Whatley requested approval from the board for up to \$900 to install caller ID at all branch locations as a security measure to deal with threatening phone calls. The requested amount would cover April – December 2024, with an estimated \$1,200 for a full year of the service in 2025. There was further discussion of the usefulness of caller ID will be.

Motion by Tim Little, seconded by Tom Krueger, to approve Caller ID Proposal. Roll call vote was taken. Yes: Joe Gould, Scott Bruns, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Mary Beth Hansen. **Motion carried.**

Walker Staff Proposal

Walker Branch Manager Carol Christensen requested: 1) changing the summer LA-II position from 20 hours per week in the summer only to 14-hours per week all year, and 2) adding two hours to the LA-III position. The changes would be budget-neutral for wages; however, the additional hours would add a wellness stipend for the LA-III position. For the remainder of 2024, this would total approximately \$1,200 in costs.

Motion by George Deiss, seconded by Jon Lubke, to the Walker Staff Proposal to update the budget to change the personnel costs and to pay them from the KRLS health insurance reserve. Roll call vote was taken. Yes: Joe Gould, Scott Bruns, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Mary Beth Hansen. **Motion carried.**

Bemidji Capital Appropriation Request

Motion by Lynn Eaton, seconded by Mary Koep, to approve the Bemidji Capital Appropriation Request for the release of funds from the capital appropriation reserve to the City of Bemidji for purchase of 54 padded folding chairs, an outdoor book return, book carts, and a people counter for front door to aid in collection of statistics. Roll call vote was taken. Yes: Joe Gould, Scott Bruns, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Mary Beth Hansen. **Motion carried.**

Brainerd Capital Appropriation Request

Motion by Mary Koep, seconded by Jon Lubke, to approve the Brainerd Capital Appropriation Request for the release of funds from the capital appropriation reserve to the City of Brainerd for use in replacing/repairing the HVAC system. Roll call vote was taken. Yes: Joe Gould, Scott Bruns, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Mary Beth Hansen. **Motion carried.**

Delivery Van Replacement RFI

Director Whatley described the condition of the current KRLS delivery van, what will be needed in a replacement van, and asked for approval to request bids for a replacement.

Motion by Jon Lubke, seconded by George Deiss, to approve the Delivery Van Replacement request for information being sent to vehicle dealerships in the five-county area and Sourcewell to get bids on replacement vehicles.

Roll call vote was taken. Yes: Joe Gould, Scott Bruns, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Mary Beth Hansen. **Motion carried.**

2023 Annual Report Approval

Chair Krueger will be presenting the 2023 Annual Report to his board of commissioners. Director Whatley offered to send him the approved report in a simpler format after it has been submitted.

Motion by Murlyn Kreklau, seconded by George Deiss, to approve Chair Krueger and Director Whatley signing and submitting the 2023 Annual Report. Roll call vote was taken. Yes: Joe Gould, Scott Bruns, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Mary Beth Hansen. **Motion carried.**

MAGIC Fund

Director Whatley discussed putting the KRLS CD funds into a Minnesota Association of Governments Investing for Counties (MAGIC) fund rather than renewing them with a standard bank. She suggested just applying and opening an account at this time. Discussion.

Motion by Jon Lubke, seconded by Tim Little, to approve applying to open an account with the Minnesota Association of Governments Investing for Counties (MAGIC) Fund. Roll call vote was taken. Yes: Joe Gould, Scott Bruns, Tom Krueger, Murlyn Kreklau, Lynn Eaton,

Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Mary Beth Hansen. **Motion carried.**

CD Renewal

Discussion about investment of current CDs for 2024 in view of applying to the MAGIC fund. Discussion.

Joe Gould had left the meeting so was not included in the roll call vote.

Motion by George Deiss, seconded by Mary Koep, to place funds in the Security Bank of Bemidji for six months at 4.85 percent. Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Mary Beth Hansen. **Motion carried.**

Chair's Report

Chair Krueger asked if Director Whatley would go over the 2023 Annual Report and MAGIC fund information at meetings and fill in the commissioners and council members. Director Whatley will clean up the Annual Report and send it to Chair Krueger and board members.

Motion by George Deiss, seconded by Mary Koep, to place funds in the Security Bank of Bemidji for six months at 4.85 percent. Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Mary Beth Hansen. **Motion carried.**

Motion by Mary Koep, seconded by Neil Tobiason, to adjourn at 7:02 p.m. Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Laurie Hamilton, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Mary Beth Hansen. **Motion carried.**

Minutes respectfully submitted by Administrative Assistant Svetlana Maria Lang.

Minutes signed by Board Secretary Brent Norman_____

Date_____