

**Kitchigami Regional Library System
Board Meeting, September 19, 2024, 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Scott Bruns (Cass Co.), Tom Krueger (Hubbard Co.), Mary Koep (Brainerd), Murlyn Kreklau (Wadena Co.), Brent Norman (Pine River), Neil Tobiason (Longville), George Deiss (Wadena), Tim Little (Park Rapids)

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

Board members absent: Jon Lubke (Crow Wing Co.), Diane “Annie” Sevenich (Cass Lake)

Others present non-voting: Staff members: KRLS Director Melissa Whatley, Admin Asst. Svetlana Lang, Terria Rohloff

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

KRLS Oath of Office None.

Approval of Agenda **Motion by Mary Koep, seconded by Scott Bruns, to approve the agenda as presented.** Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Mary Koep, Neil Tobiason, Tim Little, Brent Norman, George Deiss, Joe Gould, Lynn Eaton, Mary Beth Hansen, Laurie Hamilton. **Motion carried unanimously.**

Public Input There was no public input at this meeting.

Doug Host of CliftonLarsonAllen LLP joined the meeting virtually at 6:11 p.m.

Consent Agenda **Motion by George Deiss, seconded by Murlyn Kreklau, to approve the consent agenda items A-D.**

- a. **Minutes: July 2024**
- b. **Bills: July – August 2024**
- c. **Financial Statements: 2024 YTD**
- d. **Director’s Report**

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

Old Business There was no old business discussed.

2023 Audit Presentation

Principal Doug Host of CLA (CliftonLarsonAllen LLP) presented information about the KRLS 2022 Audit. **Motion by George Deiss, seconded by Tim Little, to approve the KRLS 2023 Audit.** Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Mary Koep, Neil Tobiason, Tim Little, Brent Norman, George Deiss, Joe Gould, Lynn Eaton, Mary Beth Hansen, Laurie Hamilton. **Motion carried.**

2025 Holiday Schedule

The proposed 2025 Holiday schedule was presented with one correction – that Wednesday, 12/31/2025, early closure will be for New Year’s Eve rather than Christmas Eve.

Motion by Mary Koep, seconded by Neil Tobiason, to approve the 2025 Holiday Schedule. Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Mary Koep, Neil Tobiason, Tim Little, Brent Norman, George Deiss, Joe Gould, Lynn Eaton, Mary Beth Hansen, Laurie Hamilton. **Motion carried.**

2025 KRLS Board Meeting Schedule

It was suggested that the June 2025 Board meeting be moved to June 12 as the usual third Thursday meeting date falls on June 19, which will be the Juneteenth holiday.

Motion by George Deiss, seconded by Tim Little, to change the June board meeting to June 12, 2025. Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Mary Koep, Neil Tobiason, Tim Little, Brent Norman, George Deiss, Joe Gould, Lynn Eaton, Mary Beth Hansen, Laurie Hamilton. **Motion carried.**

2025 Wage Scale

This is wage scale information that had already been discussed and included in the draft budget.

Motion by Mary Koep, seconded by Brent Norman, to approve the 2025 Kitchigami Wage Scale as presented. Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Mary Koep, Neil Tobiason, Tim Little, Brent Norman, George Deiss, Joe Gould, Lynn Eaton, Mary Beth Hansen, Laurie Hamilton. **Motion carried.**

FY2025 RLTA Application

Regional Library Telecommunications Aid is aid from the State to help pay for broadband internet to branch libraries.

Motion by George Deiss, seconded by Murlyn Kreklau, to approve the RLTA application and signatures for submission to the State. Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Mary Koep, Neil Tobiason, Tim Little, Brent Norman, George Deiss, Joe Gould, Mary Beth Hansen, Lynn Eaton, Laurie Hamilton. **Motion carried.**

FY2024 RLTA Report

Director Whatley presented a report showing where RLTA funds of \$81,102 were spent during FY024.

Motion by Brent Norman, seconded by Scott Bruns, to approve the RLTA final report and signatures for submission to the State. Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Mary Koep, Neil Tobiason, Tim Little, Brent Norman, George Deiss, Joe Gould, Lynn Eaton, Mary Beth Hansen, Laurie Hamilton. **Motion carried.**

RY2024 RLBSS Report of Accomplishments

Regional Library Basic System Support report of what aid the funds have provided (circulation, e-resources, delivery program).

Motion by Murlyn Kreklau, seconded by Tom Krueger, to approve the RLBSS report and signatures to the State. Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Mary Koep, Neil Tobiason, Tim Little, Brent Norman, George Deiss, Joe Gould, Lynn Eaton, Mary Beth Hansen, Laurie Hamilton. **Motion carried.**

2025 Associate Library Service Agreements: Crosslake and Pequot Lakes

Motion by Mary Koep, seconded by Murlyn Kreklau, to approve and distribute the 2025 Associate Library Service Agreements to Crosslake and Pequot Lakes. Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Mary Koep, Neil Tobiason, Tim Little, Brent Norman, George Deiss, Joe Gould, Lynn Eaton, Mary Beth Hansen, Laurie Hamilton. **Motion carried.**

MNLink Agreement Renewal

Motion by Scott Bruns, seconded by Neil Tobiason, to approve the signature and submission of the updated agreement with MNLink. Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Mary Koep, Neil Tobiason, Tim Little, Brent Norman, George Deiss, Joe Gould, Lynn Eaton, Mary Beth Hansen, Laurie Hamilton. **Motion carried.**

CD Renewal

Director Whatley gave an update on the MAGIC Fund application status and that the KRLS application was not accepted. The Board discussed the renewal of current CDs.

Motion by George Geiss, seconded by Brent Norman, to give interest rates, in the week of maturity, to the Executive Committee for their decision (week of 10/14/2024). Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Mary Koep, Neil Tobiason, Tim Little, Brent Norman, George Deiss, Joe Gould, Lynn Eaton, Mary Beth Hansen, Laurie Hamilton. **Motion carried.**

Other

No other business was discussed.

Closed session

Motion by Mary Koep, seconded by Scott Bruns to close the meeting. Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Mary Koep, Neil Tobiason, Tim Little, Brent Norman, George

Deiss, Joe Gould, Lynn Eaton, Mary Beth Hansen, Laurie Hamilton.
Motion carried unanimously.

Brent Norman left the meeting at 6:58 p.m.

Summary – Chair Krueger addressed the subject of an email received by the board and an evaluation of Director Whatley’s response.
Discussion.

Motion by Murlyn Kreklau, seconded by George Deiss to re-open the meeting. Roll call vote was taken. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Joe Gould, Lynn Eaton, Mary Beth Hansen, Laurie Hamilton. **Motion carried unanimously.**

Chair’s Report

Chair Krueger reminded the board that Director Whatley’s annual performance evaluation will be discussed at the November board meeting. He asked that board members have evaluation materials returned to him by 11/07/2024.

Motion by Mary Koep, seconded by George Deiss, to adjourn at 7:16 p.m. Yes: Scott Bruns, Tom Krueger, Murlyn Kreklau, Mary Koep, Neil Tobiason, Tim Little, George Deiss, Joe Gould, Lynn Eaton, Mary Beth Hansen, Laurie Hamilton. **Motion carried unanimously.**

Minutes respectfully submitted by Administrative Assistant Svetlana Maria Lang.

Minutes signed by Board Secretary Brent Norman



Date 11-21-24