

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

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

Board members present by interactive technology: Laurie Hamilton (Blackduck), George Deiss (Wadena), Lynn Eaton (Bemidji), Joe Gould (Beltrami Co.)

Board members absent: Mary Beth Hansen (Walker), Diane "Annie" Sevenich (Cass Lake)

Others present non-voting: Staff members: KRLS Director Melissa Whatley, Admin Asst. Svetlana Lang, Technical Services Manager Tami Beto. Joelle Tvedt, Brenda DeWitt

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 Director Whatley requested several items be added to the Consent Agenda: to add Item 6g – FY23 ACHF Completion Report to the Consent Agenda. She asked members to check that they had updated documents for Item 8a, an updated book sale agreement that had been sent for discussion. Also asked to add Item 8e – Staff Vehicle Discussion.

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

Public Input There was no public input at this meeting.

Director Evaluation – Closed session **Motion by Tim Little, seconded by Brent Norman to close the meeting at 6:05p.m.** Roll call vote was taken. Yes: Scott Bruns, Brent Norman, Jon Lubke, Tom Krueger, Tim Little, Mary Koep, Murlyn Kreklau, Neil Tobiason, Laurie Hamilton, George Deiss, Lynn Eaton, Joe Gould. Motion carried unanimously.

**Motion by George Deiss, seconded by Scott Bruns to re-open the meeting at 6:37 p.m.** Roll call vote was taken. Yes: Scott Bruns, Brent Norman, Jon Lubke, Tom Krueger, Tim Little, Mary Koep, Murlyn Kreklau, Neil Tobiason, Laurie Hamilton, George Deiss, Lynn Eaton, Joe Gould. Motion carried unanimously.

Director Evaluation –  
Closed session (cont.)

Summary – Evaluation for Director Melissa Whatley was 4.3 out of 5. The Board is very happy with her performance, and her work is appreciated.

**Motion by Jon Lubke, seconded by Scott Bruns, to approve a 5 percent wage increase for Director Whatley.** Roll call vote was taken. Yes: Scott Bruns, Brent Norman, Jon Lubke, Tom Krueger, Tim Little, Mary Koep, Murlyn Kreklau, Neil Tobiason, Laurie Hamilton, George Deiss, Lynn Eaton, Joe Gould. **Motion carried unanimously.**

Consent Agenda

**Motion by Murlyn Kreklau, seconded by Lynn Eaton, to approve the consent agenda items A-G.**

- a. Minutes: September 2024
- b. Bills: September – October 2024
- c. Financial Statements: 2024 YTD
- d. ACHF FRF FY23 (July-Sept. 2024)
- e. ACHF FRF FY24 (July-Sept. 2024)
- f. Director's Report
- g. FY23 ACHF Completion Report

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

Old Business

There was no old business discussed.

Book Sale Agreement Discussion

Director Whatley requested Board discussion of what can be done with KRLS's withdrawn books that are in storage. Options such as book sales, donations, and recycling were discussed.

September CD Renewal  
Confirmation

**Motion by Neil Tobiason, seconded by Tim Little, to accept the CDs' six-month renewal through October at 4.2 percent with Security Bank Bemidji.** Roll call vote was taken. Yes: Scott Bruns, Brent Norman, Jon Lubke, Tom Krueger, Tim Little, Mary Koep, Murlyn Kreklau, Neil Tobiason, Laurie Hamilton, George Deiss, Lynn Eaton, Joe Gould. **Motion carried unanimously.**

2025 City/County Operating  
Budgets: 2<sup>nd</sup> Draft

**Motion by Jon Lubke, seconded by Murlyn Kreklau, to approve 2<sup>nd</sup> draft budgets for distribution to cities/counties impacted by budget reduction requests and also approved changes to the KRLS County Levy Buydown Reserve to support the Brainerd Public Library's 2025 budget needs.** Roll call vote was taken. Yes: Scott Bruns, Brent Norman, Jon Lubke, Tom Krueger, Tim Little, Mary Koep, Murlyn Kreklau, Neil Tobiason, Laurie Hamilton, George Deiss, Lynn Eaton, Joe Gould. **Motion carried unanimously.**

2025 HQ / Regional Budget Updates

Director Whatley proposed exploring the creation of a regional branch manager position.

**Motion by Joe Gould, seconded by Jon Lubke, for Board to approve up to \$1,500 for an HR consult to examine the proposals as stated in the meeting packet and bring back job description, wage scale placement, and a regional branch manager organizational chart to present for Board approval at the January meeting.** Roll call vote was taken. Yes: Scott Bruns, Brent Norman, Jon Lubke, Tom Krueger, Tim Little, Mary Koep, Murlyn Kreklau, Neil Tobiason, Laurie Hamilton, George Deiss, Lynn Eaton, Joe Gould. **Motion carried unanimously.**

Vehicle / Kimber Creek

The Board discussed researching the purchase of a second vehicle that could be used as a secondary delivery vehicle as well as for towing, rotating collections, and staff transportation.

**Motion by Jon Lubke, seconded by Joe Gould, to approve the Executive Committee to review bids collected by Kitchigami staff and make a staff vehicle purchase for up to \$65,000.** Roll call vote was taken. Yes: Scott Bruns, Brent Norman, Jon Lubke, Tom Krueger, Tim Little, Murlyn Kreklau, Neil Tobiason, Laurie Hamilton, George Deiss, Lynn Eaton, Joe Gould. No: Mary Koep. **Motion carried 11 to 1.**

Other

No other business was discussed.

**Motion by Mary Koep, seconded by Jon Lubke, to adjourn at 8:01 p.m.** Roll call vote was taken. Yes: Scott Bruns, Brent Norman, Jon Lubke, Tom Krueger, Tim Little, Mary Koep, Murlyn Kreklau, Neil Tobiason, Laurie Hamilton, George Deiss, Lynn Eaton, Joe Gould. **Motion carried unanimously.**

Minutes respectfully submitted by Administrative Assistant Svetlana Maria Lang.

Minutes signed by Board Secretary Brent Norman

  
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Date 1-16-25