

Kitchigami Regional Library
Board Meeting 18 September 2003
Kitchigami Headquarters, Pine River, MN

Present: Randy Burg, Paul Carlson, Audrey Chelberg, Dick Devine, Jack Frost,
Board Dee Hillstrom, Doug Johnson, Leo Johnson, Bob Kangas, Jerry
Members Loeffelbein, Mary Em Lundgren, David Mattila, Dan Olson, Diane Sauer,
Dawn Stattine, Gary Walters, Donna Winder.

Board Absent: Renee Eckerly, Sheree Kiser

Others present: non-voting, Alison Edgerton, Cheri Stephens, Phyllis Smith, Christy
Loven, Marian Ridge

Meeting called to order 7: 02 p.m. by President Burg with introductions and a welcome to
first time board member, Leo Johnson, the new representative from Blackduck.

Additions were made to the agenda:

- 8. Replacement of Information Session with Cass Lake Library Decision
- 7.8 Brief consideration of a letter from a system staff member

Minutes Motion by David Mattila, seconded by Audrey Chelberg, to approve the
July 17, 2003 board minutes as sent out. Motion carried.

Financial Statement Motion by Mary Em Lundgren, seconded by Dee Hillstrom, to approve
the June 2003 and July 2003 Financial Statements as distributed subject to
year end audit. Motion carried.

Bills Motion by Jack Frost, seconded by Paul Carlson, that the August bills be
retroactively approved checks #5937 to #6012 in the amount of
\$56,907.53. Roll call vote: motion carried unanimously.

Motion by Doug Johnson, seconded by David Mattila, to approve payment
of the September 2003 bills checks #6013 to #6078 in the amount of
\$22,645.21. Roll call vote: Motion carried unanimously.

Budget Committee Dan Olson reported on the Budget Committee's meeting held at 6:00
p.m. prior to the board meeting.
Motion by Dan Olson, seconded by Dee Hillstrom, that at no extra cost to
Kitchigami, 6 of the cut open hours for 2004 be restored to the
Wadena City Library. This would mean that 10 open hours would be cut
in 2004 instead of 16 for that library. Discussion. Motion carried.

Discussion of the 2004 KRL budget distribution to cities and counties, of
city Maintenance of Effort and county minimum levy amounts for 2004,
of changes in the state ANTC which increased the KRLS per capita
amount to \$10.03 and which also resulted in significant increases in
county levy amounts to KRLS for 2004. The Director reported she

received confirmation that KRLS will receive \$30,000 in grant funds for delivery of interlibrary loan materials in 2004. However, these grants will not be continued after this. Alternative ways will have to be found to fund deliveries in the future.

The Budget Committee also recommended that the board at its November meeting look at restoration of other budget cuts, if feasible.

Bookmobile Committee David Mattila reported on the Bookmobile Committee meeting held prior to this board meeting. Motion by David Mattila, seconded by Mary Em Lundgren, that the President and Director proceed with final negotiations for purchase of a new bookmobile as proposed by Moroney Bookmobiles of Worchester, Massachusetts and sign a contract for the bookmobile at a cost not to exceed \$172,570.00 for the components specified in the Request for Proposal. Discussion. Motion carried.

Discussion of having the new bookmobile appear in local parades around the region. It was noted that the number and length of bookmobile stops will be revised.

City of Cass Lake Action The Director gave a history of how she learned that the City of Cass Lake intended to leave the region. She received a letter this afternoon from the Cass Lake City Clerk stating that they would close the Cass Lake Community Library on December 31, 2003 effectively leaving the region. Marian notified the City Clerk that this action contravenes the Kitchigami Master Agreement and Minnesota Statutes (as presented in this board packet) and the City Clerk agreed to forward this information to the city attorney. The City did not notify Cass County in time for the county to include the Cass Lake city residents in its county levy for 2004. This would result in the city population being unserved by public library service for 2004. Cass Lake's actions could also result in significant refunds to the state of Minnesota for state-funded services.

Board discussion of the repercussions to the rest of the region and to the people of Cass Lake and of protecting the systems assets.

Motion by Mary Em Lundgren, seconded by Bob Kangas, that an inventory of the system's assets at Cass Lake be determined and that the City of Cass Lake patron's borrowing privileges be rescinded as of November 30, 2003 and that materials' budget expenditures be frozen for Cass Lake library and capital expenditures be suspended for that library. Question called for: Motion carried with Doug Johnson voting no.

Motion by Audrey Chelberg, seconded by Paul Carlson, that the Director be authorized to write a letter to Cass Lake City Council and Clerk advising them of the results of their untimely letter and explaining that

failure to follow the conditions of the Kitchigami Master Agreement and Minnesota Statutes has resulted in the board's actions tonight as stated above but also indicating the Director's willingness to meet with a city council or its representatives.

Question called: Motion carried with Loeffelbein and Walters voting no.

2004 Budget Motion by Dawn Stattine, seconded by Paul Carlson, that:
for Materials

The current policy be suspended for one year and that each branch library shall defer 20% of all its 2003 materials budgets to be expended in 2004 and that each branch library have the option of deferring up to a further 10% of its materials budgets; and, that

The total materials budget for 2004 of \$38,600, excepting the periodicals budget, be divided into 11 equal portions and allocated on that basis; and, that

Each branch library shall divide its 2004 materials budget by media according to its greatest branch needs.

Motion carried.

Integrated The Director invited the board to come for the demonstrations
Library System by the 3 vendors for a new KRLS integrated library system.

CD Renewal Motion by Paul Carlson, seconded by Dee Hillstrom, to authorize renewal of the Certificates of Deposit listed below for 6 months time at 2.40% with the Citizens Bank of Park Rapids:

1. Vehicles CD #55556100004 in the amount of \$187,211.93 – 87% to Bookmobile, 13% to Van.
2. Automation CD #55556100005 in the amount of \$176,088.89 – 87% to Automation and 13% to Computer Accounting Software.
3. Non-dedicated CD #55556100003 in the amount of \$68,044.91 split interest between the Building Fund and Vehicle Funds.
4. Automation Repair and Maintenance CD #55556100001 in the amount of \$56,696.07.
5. Building Repair and Maintenance CD #55556100002 in the amount of \$17,970.93.

Motion carried.

Annual The Director encouraged all board members to come at 4:30 p.m. to
Employee Annual Employment Development Day on Monday October 13, 2003 in
Development Pine River. Staff are encouraged to meet the regional board and to ask
Day them questions. At that time staff certificates and longevity awards are handed out by President Burg and board certificates by the Director. Refreshments are provided afterwards.

HQ Telephone System Motion by Mary Em Lundgren, seconded by Doug Johnson, that KRLS purchase a Norstar CallPilot 100 Messaging system at a one-time cost of \$1,967.00 funds to come out of the Furniture and Equipment line item of the budget. This system will provide voice mail and messaging while lowering our monthly operating costs somewhat. Discussion. Motion carried.

State Annual Report Motion by Diane Sauer, seconded by David Mattila, that the President and the Director be authorized to sign the State of Minnesota 2002 Annual Report. Motion carried.

2003/4 Round I LSTA Grant Motion by David Mattila, seconded by Audrey Chelberg, that the President and the Director be authorized retroactively to sign the application for a Round I LSTA grant for delivery. Motion carried.

2003/4 Round II LSTA grant Applications Motion by Bob Kangas, seconded by Jerry Loeffelbein, that the President and the Director be authorized to sign the Intent to Apply forms for Round II LSTA grants for website development, dumb terminal replacement and patron self-checkout for Brainerd Public Library. Motion carried.

2002/3 RLTA Final Report Motion by Paul Carlson, seconded by Jerry Loeffelbein, that the President and the Director be authorized to sign the RLTA final report. Motion carried.

Staff Letter Motion by Doug Johnson, seconded by Audrey Chelberg, that a letter from a member of staff received by board members and later by the Director be referred to the Personnel Committee. Motion carried.

Director's Report The Director went over her meeting on September 10th in St. Paul with Representative Larry Howes, Elaine Keefe, the Minnesota Library Association Lobbyist and Jan Feye-Stukas, incoming MLA legislative chair, and Senator Carrie Ruud regarding legislation Rep. Howes wants to put forward to the MN legislature. All but Howes felt "this was a local issue". He and Sen. Ruud want to attend the November Kitchigami board meeting to discuss this matter.

Motion by Mary Em Lundgren, seconded by Paul Carlson, to consider these issues and draft a policy to bring to the November board meeting to address these concerns. Motion carried.

Motion by David Mattila, seconded by Dan Olson that an Ad Hoc Committee of the board be called to meet prior to the November board meeting to discuss further developments in this matter and make recommendations to the full board. Appointed to this committee: Dick Devine, Paul Carlson, Dawn Stattine, Mary Em Lundgren, Jerry Loeffelbein, Randy Burg.

Trustee report: Paul Carlson told of an author, Steven Pryor, coming to speak at the library on September 29th on this book, Voices of the Forest.

Motion to adjourn 9:35 p.m. by Audrey Chelberg, seconded by Jerry Loeffelbein.
Motion carried.

Minutes by Administrative Assistant, Christy Loven

Signed by Board Secretary, Dawn Stattine _____

Date: _____