

Kitchigami Regional Library  
**Board Meeting 20 November 2003**  
Kitchigami Headquarters, Pine River, MN

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

Absent: Renee Eckerly, Doug Johnson, Diane Sauer  
Board Members

Others present: non-voting: Rep Larry Howes, Sen. Carrie Ruud, Marian Ridge, Christy  
Loven, Alison Edgerton, Phyllis Smith, Cheri Stephens, Terry Zoller,  
Holly Somrak, Wendy Lee

Meeting closure During agenda item 7.2 Integrated Library System, the board  
meeting will be closed as the board will be dealing with  
confidential information from an ILS vendor.

President Burg called the meeting to order at 7:02 p.m. Introductions were made.

Minutes Motion by Sheree Kiser, seconded by Jerry Loeffelbein, to approve  
the September 19, 2003 minutes as sent out. Motion carried.

Special Discussion Representative Larry Howes, District 4B, presented a possible bill  
he will present to the Minnesota legislature. This would require regional library boards  
to accept funds from local library boards and groups for additional staff hours at a local  
branch for one year at a time. This will have nothing to do with the “maintenance of  
effort” state statute that cities are obliged to follow now. Senator Carrie Ruud also  
attended to listen to all sides of this issue. Discussion of the possible consequences to the  
region if this were allowed. At the present the Kitchigami Master Agreement and state  
statute prevents this kind of action. Rep. Howes will be sending to the board at some  
time in the future this draft legislation outlining his proposed plan. He and Sen. Ruud left  
at 8:10 p.m. after this discussion was over. Short meeting break until 8:15 p.m.

Financial Statement Motion by Paul Carlson, seconded by Jerry Loeffelbein, to approve  
the financial statement as presented subject to year end audit.  
Motion carried.

Bills Motion to retroactively approve the October 2003 bills checks  
#6079 to #6150 in the amount of \$34,141.04. Roll call vote:  
motion carried unanimously.

- Bills (continued) Motion to approve the November 2003 bills  
Checks #6151 to #5218 in the amount of \$37,560.75. Roll call  
vote: motion carried unanimously.
- Cass Lake Library For the board's information, the Director explained the actions of  
the City of Cass Lake in regards to closing the Cass Lake Library  
after December 31, 2003 and then later reversal of that action.  
Discussion.
- Integrated Library System (ILS) Motion by Mary Em Lundgren, seconded by Paul Carlson,  
at 8:25 p.m. to close this portion of this meeting. Motion carried.  
Meeting opened again 8:50 p.m.
- Motion by Dan Olson, seconded by Mary Em Lundgren, upon the  
recommendation of the Ad Hoc ILS Committee after its 17  
November 2003 meeting, that the Director be authorized to begin  
negotiations with Innovative Interfaces, Inc. to include for a new  
ILS for Kitchigami. Motion carried.
- Motion by Mary Em Lundgren, seconded by Dan Olson, to  
authorize the Director to hire John Erickson to review the contract  
with Innovative Interfaces, Inc. after it has been drafted. Motion  
carried.
- Discussion of the next phases in moving to a new system.  
Complete information on the costs of withdrawing KRL's records  
from the SIRSI system (our current vendor) will be brought to the  
January board meeting. Meeting opened again 8:50 p.m.
- LSTA Grants The Director explained that Kitchigami's Intent to Apply  
application has been approved for the "dump the dumbs" project.  
Other funding sources are being sought to fund the development of  
a new KRLS website and the self-checkout project at Brainerd  
Library. The Director explained how the basic regional library  
basic system support and telecommunication aid have been put  
together at the state level and therefore the funding for each has  
been mixed up.

- Budget Update Lengthy discussion of recommended budget reductions or restorations. Motion by Jerry Loeffelbein, seconded by Paul Carlson, to table this matter. Motion carried.
- The Budget Committee will have to meet in December to revise certain budget items to present to the board at its January 2004 meeting.
- 2004 Closed Days It was the consensus of the board that this matter be tabled along with other budget matters until the budget meeting as above.
- Wage and Salary Motion by Mary Em Lundgren, seconded by Audrey Chelberg, to accept the 2004 wage and salary scale as proposed. Discussion. Motion by David Mattila, seconded by Paul Carlson, to table this matter until the next meeting.
- FY2004 RLTA Motion by Mary Em Lundgren, seconded by Jerry Loeffelbein, that the board approve the signatures of the President and the Director on the FY 2004 Regional Library Telecommunications Aid grant. Motion carried.
- Non-resident Borrower Fees Draft Policy This is the first reading of the draft policy proposal on Non-resident Borrower Fees. Discussion. This policy will have its 2<sup>nd</sup> reading at the January 2004 board meeting.
- NLLN Meeting Dan Olson reported on the last meeting of the Northern Lights Library Network. The next meeting is December 6<sup>th</sup>.
- NWLinks Dan Olson reported this group has decided to meet 4 times a year in 2004, meeting next on January 12<sup>th</sup>.
- No president's report except to thank all for coming.
- Trustee Reports Mary Em Lundgren invited all to the Longville Library Open House on December 12<sup>th</sup> from 1:00 to 4:00 p.m. joining with the city-wide focus on Swedish things.
- Dan Olson reported the Wadena City Library board appreciated the restoration of any library hours.
- Director's Report The Director thanked all board members with a special pen and for those unable to attend the Annual Employee/Board Recognition Event, certificates of appreciation were given out.

Motion by Jerry Loeffelbein, seconded by Sheree Kiser, to adjourn at 9:40 p.m.

Members of the committees below were asked to stay to plan meeting dates:

1. Personnel Committee Thursday 4 December 2003 at 4:30 p.m.  
at KRLS headquarters

2. Nominating Committee

President Burg nominated the Personnel Committee to act as the Nominating Committee for 2004 officer elections at the January 2004 board meeting.

3. Budget Committee Thursday December 11<sup>th</sup> at 4:30 p.m.  
at KRLS headquarters.

4. Strategic Planning Committee date between Dec 29 and 31 to be chosen

Minutes by Christy Loven, Administrative Assistant

Signed by Board Secretary, Dawn Stattine \_\_\_\_\_

Date \_\_\_\_\_