

Kitchigami Regional Library
Board Meeting 15 January 2004
Kitchigami Headquarters Building, Pine River, MN

Present: Randy Burg, Paul Carlson, Audrey Chelberg, Jack Frost, Sue Gray,
Board JoAnne Henningsgaard, Dee Hillstrom, Leo Johnson, Bob Kangas, Sheree
Members Kiser, Mary Em Lundgren, David Mattila, Dan Olson, Dawn Stattine.

Absent: Dick Devine, Jerry Loeffelbein, Gary Walters, Donna Winder, and Cass
Lake Representative.

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

Meeting called to order at 7:03 p.m. with no additions to the agenda.

Introductions were made and new board members – JoAnne Henningsgaard,
representative appointed from the City of Bemidji and Sue Gray, citizen representative
appointed by Hubbard County, were welcomed to the board.

Nominating Dawn Stattine, Chair of this committee which met by telephone,
Committee reported that the 2003 board officers were willing again to serve in
Report the same offices for 2004.

Motion by David Mattila, seconded by Audrey Chelberg, to cease
nominations and accept the recommendation of the Nominating
Committee and the board cast an unanimous vote for these nominees.

Motion by David Mattila, seconded by Jack Frost, that these persons be
appointed for board officers for 2004:

President	Randall Burg
Vice-President	Sheree Kiser
Treasurer	Dan Olson
Secretary	Dawn Stattine

Motion carried.

Minutes Motion by Sheree Kiser, seconded by Dee Hillstrom, to approve the 20
November 2003 board meeting minutes along with the correction on page
3 under “Trustee Reports” – it was Paul Carlson who reported on Wadena
Library activities, not Dan Olson.
Motion carried on minutes as amended.

Financial Motion by David Mattila, seconded by Mary Em Lundgren, to accept the
Statement December 2003 and January 2004 Financial Statements as sent out,
subject to year end audit. Motion carried.

Bills Motion by Mary Em Lundgren, seconded by Dee Hillstrom, to
retroactively approve payment of the December 2003 bills checks #6219
to #6295 in the amount of \$39,796.04. Roll call vote: motion carried
unanimously.

Bills (cont) Motion by Dee Hillstrom, seconded by Bob Kangas, to authorize payment of the January 2004 bills checks #6296 to #6345 in the amount of \$79,036.49. Roll call vote: Motion carried unanimously.

Operating Budget Motion by David Mattila, seconded by Sheree Kiser, that the board ratify the mail-in vote on the 2004 Operating Budget (as distributed in the Board packet). Discussion. Motion carried.

Library Closure Dates Motion by David Mattila, seconded by Jack Frost, to approve, as recommended by DASH, the 5 unpaid days in 2004 for Kitchigami staff on which days all branches and headquarters will be closed. The dates are Friday April 9, Friday May 28, Friday July 2, Friday November 26, Friday December 31. Motion carried.

ILS Update Director Ridge gave an update on the contract progress for a new integrated library system (ILS) with the vendor: Innovative Integrated, Inc. along with an update on migration planning to the new system. Discussion.

Motion by Mary Em Lundgren, seconded by Audrey Chelberg, that an interim agreement, including a Letter of Agreement and budget, with Lake Agassiz Regional Library and Northwest Regional Library be approved, until such time as Kitchigami “goes live” on the new ILS. Motion carried.

Motion by Dan Olson, seconded by Paul Carlson, that the board ratify actions of the Director in terms of entering into an agreement with Lake Agassiz Regional Library for database downloads and authority control. Discussion of contractual promises. Motion carried.

Leo Johnson came 8:00 p.m.

LSTA Grant Motion by David Mattila, seconded by Dawn Stattine, that the board retroactively approve the President’s and Director’s signatures on the 2002 Kits for Kids grant final report. Motion carried.

LSTA (cont) Motion by Paul Carlson, seconded by Bob Kangas, that the final grant monies of \$10,000 which are an addition to our 2004 revenue, be committed to the purchase of library materials. Motion carried.

The Director informed the Board that she had verbal confirmation of approval of Kitchigami’s application for the \$25,000 “Dump the Dumbs” grant.

Non-resident Borrower Fees Policy: 2nd Reading Motion by Sheree Kiser, seconded by Jack Frost, that after this, the second reading for this draft policy, the board approve it as official Kitchigami policy as of this date including the friendly amendment that the language as in the second paragraph under: Definition “immediate relation of a property-owner” be also used in #1 under Proof of Residency/Ownership instead of “immediate family members”. Discussion. Motion carried as amended.

Delivery Van Motion by David Mattila, seconded by Audrey Chelberg, that the board approve the allocation of \$6,500 received in reimbursement for our loss in a fraudulent action regarding the van, to the vehicle reserve. Discussion. Motion carried.

Personnel Committee Motion by Sheree Kiser, seconded by Mary Em Lundgren, that the board approve the Personnel Committee recommendations by the following motion as amended:
That KRLS offer the Periodic Repetitive Leave program to all its employees who voluntarily take 5 days unpaid leave, retroactive to 1 January 2003; and,
That KRLS offer the Local Government Salary Savings Program to bookmobile workers for December 2004 and to other employees at the Director’s discretion where circumstances meet the requirements of the program.
Discussion. Motion carried.

Library Legislative Day Feb 12 The Director explained what Minnesota Library Legislative Day is, the need for board and staff participation, and what bills concerning Kitchigami would possibly be brought up for legislation. Volunteers to go: Dawn Stattine, Randy Burg, Jack Frost if possible, Paul Carlson. Appointments will be made to see all 10 of KRLS’s legislators on that day.

Board Committee Assignments President Burg thanked all who volunteered for board committees and asked that he be notified if board members wish to be assigned to other or additional committees.

The Director will request from the Northern Lights Library Board that only one member from our board be retained on that board.

Special Orientation Meeting It was decided that the board as a whole would attend a special orientation meeting given by the Director. The date of Saturday 28 February was decided upon. A notice and agenda will be sent to all board members.

- Strategic Planning Workshop Motion by David Mattila, seconded by Jack Frost, that the board authorize the Director to retain a organizational consultant to facilitate a goals and objectives workshop to be held on Saturday 20 March 2004. Motion carried.
- Director's Report Items in the Director's report were noted regarding Longville Library, the City of Crosslake, weeding of the collection in all branches, DASH meetings, statewide initiatives, the 2003 Audit.
- NLLN Dan Olson reported on attending a Northern Lights Library Network board meeting in December. The annual meeting for NLLN will be held April 24, 2004 at the Detroit Lakes Community Center. This organization is also in the Strategic Planning Process. Also mentioned were the ILS system used for schools and the NCAP final analysis audit which leaves Kitchigami \$183,300 to the good.
- NWLlinks Dan Olson also reported on activities with NWLinks: the legislative session and telecommunications costs, e-rates and trying to tie schools and library lines together.
- Director's Performance Review Performance Review forms for the Director's review were given out by the board President to each board member. They are to be returned to him as soon as possible so he can collate them and bring this to the March board meeting where the review will be held in a closed board session.
- Trustee Reports JoAnne Henningsgaard reported the Bemidji Library had received a grant from the Arts Council to fund the painting of a mural by a local artist in the library's foyer and to change the lighting there.
- Audrey Chelberg reported the Walker Library Friends had raised \$1,000 through the local grocery store sharing 5% of its proceeds on a certain day when library supporters volunteered to help bag groceries.

Meeting adjourned by acclamation 9:35 p.m.

Minutes by Christy Rose Loven, Administrative Assistant.

Signed by Board Secretary, Dawn Stattine _____

Date _____

