

Kitchigami Regional Library
Board Meeting 18 March 2004
Kitchigami Headquarters Building, Pine River, MN

Present: Randall Burg, Audrey Chelberg, Dick Devine, Jack Frost, Sue Gray,
Board JoAnne Henningsgaard, Dee Hillstrom, Leo Johnson, Bob Kangas, Jerry
Members: Loeffelbein, Mary Em Lundgren, David Mattila, Dan Olson, Gary Walters

Absent: Paul Carlson, Cass Lake Representative, Sheree Kiser, Dawn Stattine,
Donna Winder.

Others present non-voting: Mathias Justin, CPA, Cheri Stephens, Terry Zoller, Marian Ridge, Christy Loven.

President Burg called the meeting to order at 7:00 p.m.

Approval of the agenda was made, with no additions. Introductions were made.

Minutes Motion by Jack Frost, seconded by Dee Hillstrom, that the 15 January 2004 board meeting minutes be approved as sent out. Motion carried.

Motion by Jerry Loeffelbein, seconded by David Mattila, to approve the 28 February 2004 special board meeting minutes as presented. Motion carried.

2003 Audited Auditor Mathias Justin went over the 2003 Audited Financial
Financial Statement and answered questions from the board.

Statement Motion by Dan Olson, seconded by Leo Johnson, that the board accept the 2003 Audited Financial Statement with correction of Mr. Loeffelbein's first name on page 1. Motion carried.

Motion by David Mattila, seconded by Jerry Loeffelbein, that the board execute the agreement letter with M. Justin for additional tasks and costs (not to exceed \$1,750.00) for GASB-34 (Government Accounting Standards Board) compliance implementation for performance of the 2004 KRL audited financial statement. Discussion. Motion carried.

Motion by Leo Johnson, seconded by Audrey Chelberg, that the Director prepare and bring forward to the May board meeting a detailed list of priorities and alternative options for amendments to the 2004 budget based on the 2003 surplus of \$76,000; and that a moratorium be put on the unpaid/closed day of April 9th. Discussion. Motion carried.

Financial Motion by Gary Walters, seconded by Dee Hillstrom, that the board
Statement accept the December 2003 and January 2004 financial statements as presented, subject to year end audit. Discussion. Motion carried.

- Bills** Motion by Mary Em Lundgren, seconded by Gary Walters, to retroactively approve the February 2004 bills checks # 6346 to #6409 in the amount of \$38,890.58. Roll call vote: Motion carried.
- Motion by Dee Hillstrom, seconded by Gary Walters, to approve payment of the March 2004 bills checks #6410 to #6488 in the amount of \$29,155.81. Roll call vote: Motion carried.
- Board Committees** President Burg also appointed Dawn Stattine, at her request, to the board Budget Committee. This new appointment should be added on the list included in the meeting packet of board members and committees.
- Strategic Planning** Motion by Dee Hillstrom, seconded by Jerry Loeffelbein, that the board approve hiring Mary Otto as the facilitator for the strategic planning process at a cost of \$450.00 and expenses for the 20 March workshop. Motion carried.
- NCAP Final Audit** For information purposes, final repayment to KRLS after the NCAP final audit, with interest earned and year-end payments is \$194,274.54.
- Technology Plan** Director Ridge explained the process required by the state and followed by a special staff committee appointed to develop the updated KRLS Technology Plan 2004-2007 as presented to the board in their packet. Motion by Gary Walters, seconded by David Mattila, that the board approve the KRLS Technology Plan 2004-2007 as presented and that it be submitted to the state. Motion carried.
- 2003 Annual Report** At the Director's request, the matter of approving the 2003 Annual Report will be tabled until Saturday 20 March for a very short board meeting prior to the beginning of the Strategic Planning workshop. Motion by Audrey Chelberg, seconded by Sue Gray, to this effect. Motion carried.
- Oaths of Office** The Director explained that it is, after investigation, required by law for joint powers board members to take an oath of office. She will gather models and bring them to the May board meeting. She will administer the approved oath to the board.
- CD Renewal** Motion by Gary Walters, seconded by Jerry Loeffelbein, that the Board approve the renewal of these Certificates of Deposit for a period of one year at the Citizen's National Bank, Park Rapids:

- Automation CD #55556100005 in the amount of \$177,814.66 and change the appropriation of percentages to: Automation @87%/Computer Accounting Software @13%.
- Non-dedicated CD#55556100003 in the amount of \$68,711.80 with continuation of split interest earned between the Building Fund and the Vehicle Funds.
- Automation Repair and Maintenance CD #55556100001 in the amount of \$57,251.73.
- Building Repair and Maintenance CD #55556100002 in the amount of \$18,147.06.

Motion carried.

Motion by Gary Walters, seconded by David Mattila, that Vehicles CD #55556100004 in the amount of \$189,46.72 percentages 87% to Bookmobile/Van 13% be renewed for 6 months at Citizen's National Bank, Park Rapids. Motion carried.

Board
Member
Excused

Motion by Jerry Loeffelbein, seconded by David Mattila, that Donna Winder, upon her written request, be excused as she must miss 3 consecutive board meetings. Motion carried.

NLLN

Dan Olson reported on 2 Northern Lights Library Network matters - discussion of the final NCAP audit and the upcoming April 24th NLLN Annual Meeting to be held at the Community Center in Detroit Lakes, at which meeting author Bill Holm will speak. All are invited.

Library
Legislative
Day

The Director gave an update of legislative actions to do with matters that affect KRLS. She again encouraged board participation in this day for 2005 especially county commissioners.

Other: M.E.
Lundgren

Mary Em Lundgren explained that because she had already been on the KRLS board over the limit of 3 consecutive 3 year terms she would leave the board for at least a year after tonight. She would have had to miss the 20 March workshop and next May's regular meeting and felt this was a good time. Director Ridge will notify the City of Longville of this vacancy in hopes a replacement will be found for Ms. Lundgren for this period of time.

Director's
Performance
Review

8:06 p.m. Motion by Audrey Chelberg, seconded by Leo Johnson, that the meeting be closed for the Director's Performance Review. Motion carried.

8:23 p.m. Motion by Dee Hillstrom, seconded by Mary Em Lundgren, to re-open the board meeting. Motion carried.

During the closure of the meeting, the board discussed the summary of the Director's evaluations. The board chair was asked to discuss the results of the board's discussion with the Director at a later date.

Director's Report (cont) Director Ridge was glad to see Terry Zoller back full time as Park Rapids Library's branch manager. She had taken some time away January through now.
Also, Director Ridge expressed regret for the retirement as of April 30th of Cheri Stephens who now manages the Walker Library. She has been at KRL since 1980 as a substitute, and since 1986 as library manager in Walker.

Discussion of library materials such as books as "unmarketable" assets – they fully depreciate in 3-5 years and the importance of having actual "cash" assets as KRLS does.

Motion by David Mattila, seconded by Dan Olson, to adjourn at 8:30 p.m.

Minutes by Administrative Assistant, Christy Rose Loven.

Minutes signed by Board Secretary, Dawn Stattine _____

Date _____