

Kitchigami Regional Library  
**Board Meeting 20 May 2004**  
Kitchigami Headquarters, Pine River, MN

Present: Randall Burg, Audrey Chelberg, Dick Devine, Jack Frost, Sue Gray, Dee Hillstrom, Leo Johnson, Bob Kangas, David Mattila, Dan Olson, Lauren Rowe, Dawn Stattine.

Absent: Paul Carlson, Cass Lake Representative, JoAnne Henningsgaard, Sheree Kiser, Jerry Loeffelbein, Gary Walters, Donna Winder

Present: non-voting: Marian Ridge, Alison Edgerton, Christy Loven, Karlene Melhus-Walker Library Board.

President Burg called the meeting to order at 7:03 p.m. The agenda was approved. Introductions were made by all and new member Lauren Annie Rowe was welcomed as the new Longville representative to this board.

Minutes Motion by Dick Devine, seconded by David Mattila, that the minutes stand approved with the correction on Page 3 paragraph 2: "...in the amount of \$189,046.72" included.  
Motion carried.

Financial Statements Motion by Dee Hillstrom, seconded by Audrey Chelberg, that the February and March 2004 Financial Statements be approved as sent out subject to year end audit. Motion carried.

Bills Motion by Jack Frost, seconded by Leo Johnson, to retroactively approve payment of the April 2004 bills checks #6489-#6559 in the amount of \$22,379.97. Roll call vote: Motion carried unanimously.

Motion by Dee Hillstrom, seconded by Audrey Chelberg, to approve payment of the May 2004 bills checks #6560-#6640 in the amount of \$91,494.14. Roll call vote: Motion carried unanimously.

Discussion of insurances.

KRLS Tech Plan Supplements For the board's information the supplements to the already approved KRLS Technical Plan 2004 – 2007, which were already submitted to Library Development office in St. Paul, were included in the board packet.

2003 Annual Report Motion by Sue Gray, seconded by Dan Olson, to approve the President and Director signing the 2003 Annual Report which had already been submitted to the state office by its 1 April 2004 date. Motion carried.

Oath of Office            Because Minnesota law requires all joint-power boards to take an oath of office, a motion was made by Dee Hillstrom, seconded by Audrey Chelberg, to approve the adoption of the KRLS Oath of Office and Policy for its administration brought to this meeting as requested. Discussion that the oath addresses the major responsibilities of the regional library board as outlined in MN statute 134. Motion carried.

The Director then administered the oath in the policy to all KRL board members present who stood, raised their hands and all said "I will" after the oath was read.

2004 Budget Revisions    Budget discussion. Motion by Audrey Chelberg, seconded by David Mattila, that:

- the 5 closed days in 2004 all be cancelled
- the December bookmobile closure be cancelled
- \$3,500 be added to building maintenance for routine HQ repairs

Motion carried.

Discussion. Motion by David Mattila, seconded by Bob Kangas that the materials budget be restored by a total of \$49,421 according to the Director's suggestions. Motion carried with Frost and Chelberg no.

Motion by Dawn Stattine, seconded by Jack Frost, that this amount of \$49,421 be divided to Bemidji Library 27.2%, the Bookmobile 10.5%, Brainerd Library 31.8%, Park Rapids Library 15.8% and Wadena Library 14.7%.  
Motion carried.

Public Input        Karlene Melhus expressed regret with understanding about the decision not to restore library open hours at this time.

LSTA 2003 Delivery Grant    Motion by Bob Kangas, seconded by Jack Frost, to approve the President's and Director's signatures on the LSTA 2003 Delivery Mid-Year Report. Grant Mid-year report. Motion carried.

LSTA 2004 Delivery Grant    Motion by David Mattila, seconded by Audrey Chelberg, to approve the submission of the LSTA 2004 Delivery Grant Application with the signatures of the President and Director. Motion carried.

LSTA 2004 Seniors Needs Assessment Grant Application    Motion by Jack Frost, seconded by David Mattila, that the Board approve a Letter of Intent for a 2004 LSTA grant for a library service needs assessment of seniors.  
Motion carried.

Web Page Development Motion by Dee Hillstrom, seconded by Dan Olson, that the board contract with Eric Swanson “virtualeric.com”, the website developer recommended by the website team and authorize the budget for the project. Discussion. Motion carried.

Motion by Dan Olson, seconded by Lauren Rowe, to approve the recommended budget of \$18,000.00 for this project. Motion carried.

Library Materials Fees Policies Motion by Jack Frost, seconded by Audrey Chelberg, that the board approve the new lending policies and fee schedule, for review annually, recommended by DASH and the administration. Discussion. Motion carried.

Master Agreement Revision Process Motion by Audrey Chelberg, seconded by David Mattila, that the board authorize the director to initiate the process of requesting a bid for the services described from R. Rohlf and Associates, and authorize her to identify potential legal counsel for the Master Agreement review. Discussion. Motion carried.

Budget Direction The members of the Budget Committee agreed to meet on Tuesday 1 June at KRL HQ at 6:00 p.m. Direction was given to the Director on what to include in budget drafts for the 2005 budget.

Public Input Karlene Melhus offered praise for the comprehensive information provided to and for the board and the board’s careful deliberations and work on doing what is best for the region.

NLLN Dan Olson reported for Northern Lights Library Network (NLLN)’s annual meeting held 24 April. He also said NLLN scholarships are available to go to the MLA Fall Conference. The NLLN Strategic Plan has been completed. Mary Otto was also a consultant there for this process.

Strategic Planning Discussion of the continuing progress made by the Strategic Planning Committee and the need to set up another committee meeting. Each committee member should bring an Action Plan and Outcome(s) for that Plan in the Organizational Goal areas. The President invited all who wished to come to the meeting to help in this process. All input is welcome.

Director's Report      Items in the Director's report were discussed: the new state librarian, delay in getting the Gates' Grant monies until 2005, library legislative initiatives, 3 handouts on local support per capita, counties ANTC, and state appropriations for library grant programs FY1958 to FY 1991.

9:33 p.m. adjournment by acclamation.

Minutes by Christy Loven, Administrative Assistant.

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

Date \_\_\_\_\_