

Kitchigami Regional Library  
**Board Meeting 17 June 2004**  
Kitchigami Headquarters, Pine River, MN

Present: Randall Burg, Paul Carlson, Audrey Chelberg, Dick Devine, Jack Frost,  
Board Sue Gray, JoAnne Henningsgaard, Dee Hillstrom, Bob Kangas, Sheree  
Kiser, David Mattila, Dan Olson, Lauren Rowe, Dawn Stattine

Absent: Cass Lake Representative, Leo Johnson, Jerry Loeffelbein, Gary Walters,  
Board Donna Winder

Present non-voting: Marian Ridge, Terry Zoller, Christy Loven

President Burg called the meeting to order at 7:03 p.m. No additions were made to the agenda. Introductions were made.

The Oath of Office was administered by the Director to those board members – P. Carlson, J. Henningsgaard, S. Kiser - who were not present at the May meeting.

Minutes Motion by David Mattila, seconded by Sheree Kiser, to approve the minutes as sent out. Motion carried.

Financial Motion by Paul Carlson, seconded by Dee Hillstrom, to approve the April  
Statement 2004 Financial Statement as distributed subject to year end audit.  
Motion carried.

Bills Motion by Jack Frost, seconded by Dawn Stattine, to approve payment of the June 2004 bills checks #6641 to #6722 in the amount of \$108,965.37. Roll call vote: Motion carried unanimously.

LSTA 2004 Motion by Bob Kangas, seconded by David Mattila, that the board  
grant authorize the board president and Director to sign the application for  
application the 2004 LSTA grant for delivery. The director explained that the amount to be applied for now was \$22,900. A qualifying factor of contracting out for delivery was taken out which enabled KRLS to apply. The grant is not guaranteed. Motion carried.

2005 Motion by David Mattila, seconded by Dee Hillstrom, to approve the  
Budget draft 2005 Operating Budget as sent out in the board packet. Discussion of the work the Budget Committee had done with 2 budget scenarios and the decision to present the one for approval which included:  
- No LSTA grant for delivery

- 2005  
Budget (cont)                    - Year 3 of the wage scale  
   - Regular branch hours remain at 2004 levels  
   - Library materials improved over the 2004 basic but did not achieve 2003 levels due to the cost of delivery  
   - 3 day per week delivery is included  
   Motion carried.
- Budget                    Discussion of how to present the 2005 budget to cities and counties.  
Presentations            Consensus that the board would present the budget to respective cities/counties and those unable to go would be covered by other board members. The Director will work up “talking points” to help in the presentations. Which board members will be able to make presentations will be finalized at the July meeting as presentations need to take place in August. The Director said the approved 2005 budget will go out to cities/counties with a letter in mid-July.
- 2005 RLBS            Motion by Dick Devine, seconded by David Mattila, that the board authorize the signatures of the President and Director for the 2005 regional Library Basic System Support grant. Discussion. Motion carried.
- Walker  
Equipment  
Replacement            Motion by David Mattila, seconded by Audrey Chelberg, that, because of the necessity to go to the new KRLS automation system in August which is not compatible with dumb terminals, the board authorize the Director to withdraw the necessary funds from the Walker Automation Repair and Replacement Reserve to pay for a replacement barcode reader and receipt printer for that branch and to add those costs to the Walker reserve required payments beginning in 2005. Discussion. Motion carried.
- Internet Use  
Policy                    Because KRLS must comply with the federal Supreme Court’s requirements, an updated Internet Use Policy must be approved by a July deadline. A meeting of this committee was set up for Friday June 25<sup>th</sup> at 5:30 p.m. by Conference Call. Members are: Randall Burg, Paul Carlson, Sue Gray, Donna Winder plus 2 staff.
- Strategic  
Planning                The President and Director reported on good progress being made on the Strategic Planning process and revisions will be reported on at the July board meeting. This committee will meet again toward the end of July.
- Director’s  
Report                    The Director read a thank you note from Cheri Stephens, recently retired from the Walker Library.  
   The Director read a note regarding a gift of \$1,400 given toward the Bookmobile collection in memory of Patricia Maki.

Director's Report (cont) Pictures of the new bookmobile interior/exterior were passed around. All were encouraged to take a poster showing the progress made so far on this vehicle in order to help promote its completion and "roll out" date sometime in September.

The Director talked about the progress on development of KRLS' new website and the work being done by the staff committee with Virtual Eric going in fast mode. There will be a section called "About Us" which will include information on KRLS policies, committees, board members and (all agreed) their pictures. These pictures will be taken by staff member, Cora Mitchell, at the July board meeting. There will also be an information session on the July board agenda explaining more.

Close for "Go Live" August 23<sup>rd</sup> Motion by Paul Carlson, seconded by David Mattila, to authorize the closing of branch libraries for August 23<sup>rd</sup>, "Go Live" day for the new KitchiCat so that when the public uses it for the first time on August 24<sup>th</sup> all will go smoothly. Motion carried.

Trustee Report Audrey Chelberg reported for Walker Library that SLP performer, Jack Pearson, came to this library today. 65 children and adults attended and he was well received.

Paul Carlson reported on an article in the Wadena paper. Discussion.

8:26 p.m. Motion to adjourn by David Mattila, seconded by Bob Kangas. Motion carried.

Minutes by Administrative Assistant, Christy Rose Loven.

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

Date \_\_\_\_\_