

Kitchigami Regional Library
Board Meeting
19 May 2005
Kitchigami Headquarters, Pine River, MN

Present: Randall Burg, Paul Carlson, Audrey Chelberg, Dick Devine, JoAnne
Board Members Henningsgaard, Dee Hillstrom, Leo Johnson, Bob Kangas, Mary
Larson, David Mattila, Dan Olson, Tom Peterson, Annie Rowe,
Rita Schuldt, Dawn Stattine

Absent: Jack Frost, Marci Olson, Pine River Representative
Board Members

Others non-voting present: Marian Ridge, Christy Loven

President Burg called the meeting to order at 7:00 p.m. The agenda was approved with two additions: 7.6 Request to allocate money for electronic bathroom doors and an article in the Bemidji Pioneer.

Self-introductions were made by all.

Director Ridge administered the Oath of Office to Mary Larson and Rita Schuldt.

Minutes Motion by Dee Hillstrom, seconded by Dawn Stattine, to approve the 17 March 2005 board minutes as distributed. Motion carried.

Motion by David Mattila, seconded by Audrey Chelberg, to approve the 28 April 2005 board minutes as distributed. Motion carried.

Financial Statements Motion by Paul Carlson, seconded by David Mattila, to approve, subject to year end audit, the February 2005 and March 2005 Financial Statements as distributed. Motion carried.

Bills Motion by Bob Kangas, seconded by Annie Rowe, to approve payment of the April 2005 bills checks #7474 to #7572 in the amount of \$70,938.61
Roll call vote: motion carried unanimously.

Motion by Dee Hillstrom, seconded by JoAnne Henningsgaard, to approve Payment of the May 2005 bills checks #7573 to #7659 in the amount of \$68,733.98. Roll call vote: motion carried unanimously.

Mobile Library Update The Director explained hiring a new mobile library driver who then resigned to take a higher paying seasonal job. The position is being advertised again. The open houses for the Mobile Library are going well. Arrowhead Library System staff came to tour it at our Kelliher stop. They

Mobile Library (cont.) were very impressed. The public's response to the new vehicle and the change in schedules has been very positive. The board took a break to tour the new mobile library which had been left out for this purpose and to view the graphics, which were not done correctly. Marian reported KRL is going to conciliation court on this.

The appearance of the Mobile Library at the Brainerd and Wadena branches, which are not on any regular route, will be scheduled.

7:36 p.m. Meeting Closed for discussion of the Director's Salary. C. Loven left.

7:45 p.m. Meeting opened again. C. Loven came in again.

State Annual Report The Director explained the Kitchigami Annual Report for 2004 electronically submitted to and approved by the state is available for review by the board. The President signed the signature page. Approval for this signature was given at the March board meeting. A draft of the KRL Annual Report will be available at the June meeting.

Joint Powers Agreement Contract Completion Motion by Paul Carlson, seconded by David Mattila, to authorize the director to extend in a formal letter the board's sincere appreciation to Robert Rohlf and Jan Feye-Stukas of Robert H. Rohlf Associates for the quality of their work and for fairly and honorably responding to the board's request to complete its contract with that firm with the payment of the last invoice of \$2,475. Motion carried.

City Representative Discussion of the problem of getting representatives to the KRL board for certain cities. The state librarian's letter enclosed in the packet states the representative must, by state statute, live in the respective city's boundaries. Discussion. Motion by Audrey Chelberg, seconded by Annie Rowe, that the board re-emphasize that city representatives must reside in the appointing municipality as stated in the Master Agreement and in state statute, that efforts of public advertising be made by the respective city(ies) to obtain representatives to the Kitchigami board, and that those current members on the board who do not live within their respective city limits be allowed to remain on the board until the end of their current terms or resignation dates, at which time cities will be notified of the residency requirements for their replacements. Motion carried.

2006/2007 Pay Scale Motion by David Mattila, seconded by Bob Kangas, to adopt the Personnel Committee's recommendation of a new pay scale with a 3% increase across the scale for 2006 and 3% for 2007, subject to changes from job evaluation. Discussion. Motion carried.

Employee Complaint Policy: First Reading JoAnne Henningsgaard, Chair of the Personnel Committee, explained the revision of the old complaint policy – stressing open communication between staff and supervisors and having definite guidelines for all to follow when needed. Discussion. This is the first reading of this draft policy and will be brought back to the June meeting for further reading and discussion.

On Demand Report For the board’s information, the Director explained how well this program is proceeding in its first six months.

Legislative Update The Director, for the board’s information, gave a legislative update with watch list items. Discussion. In the board packet is a list of legislators to contact with concerns especially regarding the Electronic Library of Minnesota (ELM) funding.

Electronic Door Openers A proposal to install electronic door openers for both rest rooms in the Kitchigami Building was brought to the board. In order to accommodate any handicapped public and staff the board agreed this was necessary. Motion by Tom Peterson, seconded by David Mattila, to approve funds, not to exceed \$4,600, for this purpose. Motion carried. A suggestion was made to also contact a firm in Park Rapids to get another quote.

Break from 8:40 to 8:55 p.m. to view and tour the mobile library. After viewing the vehicle and its graphics, the board agreed with the Director regarding going to court to have the graphics cost reduced or redone.

Mary Larson left.

Newspaper Article Discussion of the inaccuracies in the Bemidji Pioneer Press article and how it wrongly affects the public’s perception of Kitchigami. It was the sense of the board that the board president would talk with the Beltrami County commissioner involved, giving him a chance for the inaccuracies to be corrected.

Gary Walters came 9:10 p.m.

Information Session The Kitchigami Regional Library 2006 Budget Process Proposal Discussion. Motion by Gary Walters, seconded by Dick Devine, that these new budgeting proposal principals as established for 2006. Motion carried unanimously.

Director’s Report The 2005 SLP “What’s Buzzin’ @ Your Library” promotional materials were displayed for the board’s information. Thanks to Nance Kunkel,

Director's Report (cont.) Blackduck Library branch manager, for arranging for most of the branches to have a program relating to the SLP theme through the Mississippi Headwaters Science Center this summer.

NWLinks Dan Olson reported that this telecom cluster is being audited to do with reporting for e-rates. He also reported by-law changes are taking place in the organization – 4 regional directors will become members of the NWLinks board, plus 2 more public library representatives equaling 8 library representatives with school representatives being only 10. Less than 20% of this organization's budget goes to public libraries.

NLLN Dan Olson reported the annual meeting of this organization was on April 28th in Detroit Lakes. The Pelican Rapids librarian did a program there. 400,000 items were placed on the North Star system for the schools.

Personnel Committee The summaries of the April 19th and April 28th Personnel Committee meetings were presented in the board packet. JoAnne Henningsgaard, Committee Chair, recommended all KRL staff have manuals. JoAnne also reported this committee is next working on the Travel Policy and Insurance Benefits Policy.

Motion by Bob Kangas, seconded by Gary Walters, to adjourn at 10:10 p.m.

Minutes by Christy Rose Loven, Administrative Assistant.

Minutes signed by Board Secretary, Dawn Stattine _____

Date _____