

Kitchigami Regional Library  
Board Meeting 15 September 2005  
Kitchigami Headquarters, Pine River, MN

Present: Randall Burg, Paul Carlson, Dick Devine, Jack Frost, Dee Hillstrom, Leo  
Board Johnson, Bob Kangas, David Mattila, Dan Olson, Marci Olson, Annie  
Rowe, Rita Schuldt, Dawn Stattine

Absent: Audrey Chelberg, JoAnne Henningsgaard, Mary Larson, Tom  
Board Peterson, Gary Walters, Pine River Representative

Others present: Marian Ridge, Christy Loven

President Burg called the meeting to order calling for any additions to the agenda and approval. Introductions were made by all.

Minutes Motion Dee Hillstrom, seconded by Rita Schuldt, to approve the 21 July 2005 board meeting minutes as distributed. Motion carried.

Financial Motion by David Mattila, seconded by Bob Kangas, to approve the June  
Statements 2005 and July 2005 Financial Statements as distributed, subject to year  
end audit. Discussion. Motion carried.

There was discussion of the need for the upcoming 2006 Job Evaluations. Salaries will be an item put on the next Personnel Committee meeting agenda.

Bills Motion by Bob Kangas, seconded by Paul Carlson, to retroactively approve payment of the Augusts 2005 bills checks #7834 to #7925 in the amount of \$50,212.20. Roll call vote: motion carried unanimously.

Motion by Bob Kangas, seconded by Dan Olson, to approve payment of the September 2005 bills checks #7926 to #7996 in the amount of \$29,894.79. Roll call vote: motion carried unanimously.

City of Information item: The City of Bemidji has paid the amount of shortfall in  
Bemidji its 2005 levy after a meeting between the city manager and JoAnne  
Henningsgaard.

Travel Policy 2<sup>nd</sup> Reading of the Travel Policy generated discussion and an amendment motion by Randy Burg, seconded by David Mattila, to change the language in Section 5.3 in the last sentence from "Speeding tickets" are the responsibility of the employee to be "Citations for any moving violations" are the responsibility of the employee. Motion carried.  
Motion by Paul Carlson, seconded by Dee Hillstrom, to accept the policy,

Travel Policy as amended, on its 2<sup>nd</sup> reading as official Kitchigami policy.

Motion carried.

Budget Update The Director gave a budget update including:

- the release of the state's population figures which were close to KRL's estimated amounts
- Wadena County has agreed to a large increase in its levy and the City of Wadena to a 50% increase in its levy to KRL. Discussion of the positive campaign to inform the public in that area about budget needs for 2006.
- Explanation of 2004 population figures used for the RLBSS 2006 grant which means it will be \$6,667 less than for 2005
- A library service study to be done in Crow Wing County with a separate reserve. This subject will be brought to the November board meeting.
- The 2005 MOE has not been met by Walker. They are short by \$3,719 for 2004 and \$859 for 2005. The city council tabled this subject until its October meeting. Board discussion. Motion by David Mattila, seconded by Marcia Olson, that the director notify the City of Walker in writing that they are unaffiliated and that the library will be closed as of 1 November 2005 unless the 2004 and 2005 MOE shortfalls are agreed by the City Council to be paid. Discussion.  
Motion carried.

Recess 8:15 to 8:26 p.m.

CD Renewal Motion by David Mattila, seconded by Bob Kangas, that the CD's be reinvested as they are at the First National Bank of Walker for six months(182 days):

- Automation CD #10082712 in the amount of \$184,585.32 appropriation of percentages to Automation @97%/Computer Accounting Software @3.0%
- Non-dedicated CD#10082016 for \$71,322.10 and CD 55556100000 for \$17,965 split interest earned between the Building Fund and the Vehicle Fund
- Automation Repair and Maintenance CD#10082014 for \$569,426.66
- Building Repair and Maintenance CD #10082015 for \$18,836.90.

Motion carried.

Employee Development The President and Director encouraged all board members to try and come for the Award/Certificate presentation for all board and staff at Kitchigami on Monday October 10<sup>th</sup> beginning about 4:30 p.m.

Hurricane Katrina	The Director explained measures taken toward concerns about what should be done now in response to needs of people and libraries affected by Hurricane Katrina.
MN Early Childhood	Information was provided on a workshop available for training in preschool literacy-preparedness for parents and others who could help preschoolers in this. The one-day workshop on 29 November 2005 will be at KRL headquarters and can hold 40 participants.
Gates Grant Update`	The Director gave an update on the Gates Grant approval and its delay in implementation by a month. To ensure a clear understanding of the responsibility for raising the funds for future replacements of these computers a copy of a letter to go to each branch library was provided for the board. This should be signed by the responsible organization (Friends, Foundation, etc.) at each branch.
State Plan for Library Service	Director Ridge explained that a Task Force was established to draft a plan for future library service in Minnesota. Focus Group Meetings in each regional library are scheduled to be held to gather input from library staff, boards, etc. and the public on what they want to see in the future for libraries. The ones in Kitchigami will be held at Bemidji Public Library on November 3 <sup>rd</sup> .
Director's Report	In her report, Director Ridge gave a report/update: <ul style="list-style-type: none"><li>- On the Mobile Library – At the court hearing, only \$500 reduction in payment to the graphics company was allowed by the judge</li><li>- On Development and Training: Stacy Jensen, has completed her Minnesota Voluntary Certification program</li><li>- On the next staff Innovation Interfaces training in November on generating reports and the acquisitions potential of the system</li><li>- On the successful 2005 Summer Library Program</li><li>- On additional costs of technology</li><li>- On cooperative selection for KRL materials budgets</li><li>- On Beltrami County</li></ul>
NWLinks	Dan Olson reported no meetings of this organization until December.
NLLN	Dan Olson urged all to see the NLLN List Serve. It is mostly to do with schools right now.
Personnel Committee	A meeting of this committee will be set up in November.

Volunteer Committee An update was given by Chair Dawn Stattine on the Volunteer Committee meeting held 28 September 2005 and what the areas members of that committee will be researching to bring together a KRL Volunteer Policy.

Motion to adjourn at 9:03 p.m. Motion carried.

Minutes by Administrative Assistant, Christy Loven.

Minutes signed by Board Secretary, Dawn Stattine \_\_\_\_\_

Date \_\_\_\_\_