

Kitchigami Regional Library
Board Meeting 16 November 2006
Kitchigami Headquarters, Pine River, MN

Present: Board: Paul Carlson, Roine Cunningham, Jack Frost, Betty Hanson-Lehman, Marilyn Heltzer, Anne Holub, Dee Hillstrom, Leo Johnson, Bob Kangas, David Mattila, Mary Beth Mohr, Tom Peterson, Annie Rowe, Rita Schuldt

Absent: Board: Carolyn Conklin, Marci Olson, Lyle Robinson, Gary Walters, Cass Lake Representative

Others present: Marian Ridge, Alison Edgerton, Becky Walpole, Christy Loven

Meeting called to order at 7:00 p.m. by Board President Mattila. Motion by Dee Hillstrom, seconded by Rita Schuldt to approve the agenda. Introductions were made.

Minutes Motion by Paul Carlson, seconded by Tom Peterson, to approve the September 21, 2006 board meeting minutes as sent out. Motion carried.

Financial Statement Motion by Jack Frost, seconded by Roine Cunningham, to approve the August and September 2006 Financial Statement subject to year end audit. Discussion. Motion carried.

Bills Motion by Roine Cunningham, seconded by Bob Kangas, to approve retroactively the October 2006 bills checks #8974 to #9053 in the amount of \$56,482.51. Roll call vote: Motion carried unanimously.

Motion by Tom Peterson, seconded by Bob Kangas, to approve the November 2006 bills checks #9054 to #9130 in the amount of \$841,501.36. Roll call vote: Motion carried unanimously.

Draft 2007 Budget The Director explained that there was no KRL headquarters budget yet for 2007 as all cities and counties have not replied as yet regarding their KRL 2007 levy support.

KRL Logo Motion by Marilyn Heltzer, seconded by Betty Hanson-Lehman, to accept #10 entry as the winning logo and to authorize its use on all appropriate documents and to award the \$300 top prize to its artist. Discussion of the entries most voted for and their merits. As a graphic artist will finalize the making the winning entry print ready, suggestions from the board were taken. Motion carried, with R. Cunningham no.

Motion by Betty Hanson-Lehman, seconded by Jack Frost, to award to # 43 and to # 40 each the 2nd and 3rd prizes of \$50 to their respective creator. Motion carried.

Motion by Paul Carlson, seconded by Paul Carlson, seconded by Rita Schuldt, that #40 be awarded the winning logo. Vote: 4 yes, no 9, motion defeated.

KRL Logo Motion by Roine Cunningham, seconded by Annie Rowe, and approved by Paul and Rita, to withdraw the above motion. Motion carried.

After the logos were voted on and decided, the Director read the names of the artists.

Volunteer Policy – 2nd Reading Motion by Dee Hillstrom, seconded by Paul Carlson, that the Volunteer Policy, with the amendment in the beginning age to volunteer changed to 14, be approved as policy. Discussion. Motion carried.

Community Service Worker Policy-2nd Rdg Motion by Tom Peterson, seconded by Marilyn Heltzer, to approve the Community Service Worker Policy as presented for its 2nd reading. Discussion. Motion carried.

Crow Wing County Needs Assessment Motion by Tom Peterson, seconded by _____, to wait one year for the pilot project study of Crow Wing County. No second.

Motion fails. Discussion. Motion by Tom Peterson, seconded by Marilyn Heltzer, that the Crow Wing County Needs Assessment Study be delayed indefinitely. Discussion. Motion carried.

Motion by Tom Peterson, seconded by Paul Carlson, to put the funds for the Crow Wing County Needs Assessment into reserve for future library development in the county. Discussion. Motion carried.

Motion by Dee Hillstrom, seconded by Paul Carlson, to appoint a board Ad Hoc sub committee to research security for the Brainerd Public Library and to authorize the Director to sign a contract for that security. Discussion. Motion carried. Director Ridge will pursue research for the security and bring it to the January board meeting.

Mobile Library Update The Director reported on finding another insurer and presented MCIT information with the intent of having all KRL's insurance coverage moved to that one company, as each expires. Motion by Marilyn Heltzer, seconded by Jack Frost that the Director be authorized to continue discussion with MCIT to transfer all of KRL insurance coverage. Motion carried.

Resolution for Increase in State Aid Discussion of going to all KRL cities and counties to ask their approval of a resolution to increase state aid for Regional Library Basic System Support (RLBSS) which has not been increased in over 10 years. All agreed to help promote this worthy resolution and to let Marian know the number of copies to help them or her present it to their respective councils/boards.

Library Legislative Day 3/28 The Director also promoted Library Legislative Day, March 28, 2007, and attendance by board members to promote libraries in general, the MLA Platform and Kitchigami specifically.

EDDay The Director thanked all board members who were able to attend the Awards session at the Employee Development Day on October 9th. Staff is all appreciative of their work on the board and their attendance at this event.

Budget Policy Discussion of the 1st Reading of the draft Budget Policy. Further
1st Reading revisions under Budget Principles were discussed:

1. Motion by Marilyn Heltzer, seconded by Betty Hanson-Lehman, to approve the suggested addition under 1.1 "*Cities and counties are encouraged to work out cost-sharing relationships for service costs and/or to consult on service reductions should that be necessary.*" Motion carried.
2. Motion by Marilyn Heltzer, seconded by Betty Hanson-Lehman, that this revision be approved under 1.3: "*Included in the initial budget materials will be a summary of these services.*" Discussion. Motion carried with 8 yes, 5 no vote.
3. Motion by Marilyn Heltzer, seconded by Betty Hanson-Lehman, that the suggested revision in 5. be changed and after discussion, this motion was withdrawn. Proposed wording stands in 5: "*KRL will, as noted in item 1.3, provide an activities report that shows the equitable distribution of services as noted in the Master Agreement.*"
4. Motion by Marilyn Heltzer, seconded by Jack Frost, to approve that addition under 2: Annual Budget Schedule: "*The budget committee membership, duties, and responsibilities will be submitted to cities and counties along with the initial proposed budgets which are distributed in July.*" Motion carried with 9 yes vote, 4 no.
5. Motion by Marilyn Heltzer, seconded by Betty Hanson-Lehman, with changes under Annual Budget Schedule: "*In November letters sent to cities and counties requesting.....*"
And under the same section this addition: "*July: Draft budgets with levy requirements for that service level are distributed to the cities and counties. The cover letter will explain the availability of both KRL executive director and city and county representatives to meet with governing bodies, and/or their budget committees, throughout this process. Suggestions for budget changes should be submitted by the first Thursday in September.*" Motion carried.

Short break 9:22 to 9:32 p.m.

Report of Results Accomplished Motion by Marilyn Heltzer, seconded by Rita Schuldt, that the board approve a motion authorizing the President and Director to sign and submit this Report of Results Accomplished FY 2006. Discussion. Motion carried.

RLTA Final Report FY 2006 Motion by Tom Peterson, seconded by Rita Schuldt, that the board approve a motion authorizing the President and Director to sign and the Regional Library Telecommunications Aid Final Report FY 2006 to the state. Discussion. Motion carried.

RLTA 2007 Application Motion by Tom Peterson, seconded by Dee Hillstrom, that the board approve a motion authorizing the President and Director to sign and submit the RLTA application FY 2007. Discussion. Motion carried. NW Links applies for Kitchigami regarding its telecommunication lines. As of July 1, 2007 Bemidji and Wadena libraries will go back to T1 lines.

LSTA 2007 Grant Proposals It is the consensus of the board that the Director be authorized to submit an Intent to Apply for 3 grant proposals:
1. Every Child Ready to Read parent programs in Beltrami and Hubbard Counties and the City of Cass Lake
2. Seniors Outreach programs in Crow Wing, southern Cass and Wadena counties
3. Seniors Survey Part II to focus on young retirees
Discussion. Consensus to go ahead and submit the Library Services and Technology Act grant intents to apply.

Nominating Committee Discussion of who will serve on the Nominating Committee for 2007 appointment of 2007 officers. Dee Hillstrom volunteered to serve again as 2007 board secretary, as did Rita Schuldt as 2007 board treasurer. Annie Rowe and Tom Peterson volunteered to serve on the Nominating Committee.

Ad Hoc Bylaws Committee Motion by Jack Frost, seconded by Paul Carlson, to table the subject of establishing an ad hoc committee to revise the current KRL Bylaws until the January 2007 board meeting. Motion carried. Discussion of the revision of the current KRL Master Agreement.

Bemidji Transition Proposal Motion by Marilyn Heltzer, seconded by Jack Frost, to table the board's approval of expending funds toward a Bemidji transition process proposal indefinitely. Discussion. Motion carried.

Director's Report The Director explained that 4 qualified candidates had applied for the Bemidji Branch manager position. They will be interviewed by phone first. Later, Marilyn Heltzer and Betty Hanson-Lehman will sit in for the in person interviews.

The Director told about the KRL break-in the October weekend prior to EDDay and discussion of a security system was held. The Director will obtain quotes from security companies. Motion by Annie Rowe, seconded by Roine Cunningham, to authorize the Director to proceed with having a security system installed. Motion carried.

Personnel Committee Tom Peterson, Chair, reported on meeting of the Personnel Committee was held prior to the board meeting. The committee will meet again and bring any policy changes to the board after that.

Tom Peterson reminded all to get their Director Evaluations to him by December 15th.

Committee Meeting A date was set for the Internet/Electronic Resources Committee to meet on Monday December 18 at 4:30 p.m. at Brainerd Library.

10:30 p.m. Motion to adjourn by Jack Frost, seconded by Paul Carlson. Motion carried.

Minutes by Admin. Asst. Christy Rose Loven.

Signed by Board Secretary, Dee Hillstrom _____

Date _____