

Kitchigami Regional Library
17 May 2007 Board Meeting Minutes
Kitchigami Headquarters, Pine River, MN

Board Present: Paul Carlson, Carolyn Conklin, Jack Frost, Betty Hanson-Lehman, Mary Harrison, Marilyn Heltzer, Anne Holub, Dee Hillstrom, Leo Johnson, Bob Kangas, Mary Beth Mohr, Rachel Reabe Nystrom, Tom Peterson, Jack Shaffer, Lyle Robinson, Rita Schuldt

Board Absent: Roine Cunningham, Marci Olson, City of Cass Lake Representative

Others non-voting present: Marian Ridge, Christy Loven, Becky Walpole, Marta Mersereau, Paul Ericsson, Mathias Justin C.P.A.

President Carlson called the meeting to order at 6:07 p.m.: this is the first regular board meeting with the new starting time.

Additions to the agenda Oath of office for new board members, 8.7.1 2007 Budget adjustments, 8.7.2 Minnesota Sesquicentennial. Motion by Bob Kangas, seconded by Lyle Robinson to accept the additions to the agenda. Motion carried.

Self-introductions were made by all.

Director Ridge administered the Kitchigami Oath of Office to new board members Rachel Nystrom, Crow Wing County Commissioner, and Jack Shaffer, representative from the City of Longville. Both were welcomed to the board.

Minutes Motion by Marilyn Heltzer, seconded by Dee Hillstrom, that the 15 March 2007 board meeting minutes be approved as distributed. Motion carried.

2006 Audit Mathias Justin, C.P.A. went over highlights of the completed 2006 Kitchigami Regional Library audit, answering any questions that arose. Motion by Leo Johnson, seconded by Rita Schuldt, to accept the 2006 Audited Financial Statements as presented. Motion carried.

Reserve Allocations from 2006 Motion by Tom Peterson, seconded by Mary Harrison, that the board approve transferring from undesignated reserves: \$30,000 to the mobile library reserves; \$40,000 to the designated automation reserve. Discussion. Motion carried.

Financial Statement Motion by Dee Hillstrom, seconded by Betty Hanson-Lehman, to accept the February and March 2007 Financial Statement as distributed subject to year end audit. Discussion. Motion carried.

Bills Motion by Bob Kangas, seconded by Rita Schuldt, to retroactively approve payment of the April 2007 bills checks #9425 to #9496 in the amount of \$66,432.48. Roll call vote: Motion carried.

- Bills Motion by Dee Hillstrom, seconded by Anne Holub, to defer approval of the May 2007 bills until the June board meeting. Motion carried.
- Legislative Update Director Ridge gave a short update on library related legislative actions.
- Consent Agenda Discussion of a consent agenda for future board meetings. Motion by Bob Kangas, seconded by Jack Shaffer, to approve on an interim basis a trial consent agenda for KRL board meetings. The Director will compile sample consent agenda categories for the June meeting. Motion carried.
- Legislative Action Committee Motion by Marilyn Heltzer, seconded by Lyle Robinson, to establish a Board "Legislative Action Committee" which would develop a plan for ongoing board relationships with KRL legislators. Discussion. Motion carried.
- RFP for "Library Futures" Phase I & II Motion by Marilyn Heltzer, seconded by Betty Hanson-Lehman, to approve beginning the process leading into a review of our joint power agreement (Kitchigami Master Agreement) by sending out the Request for Proposal as included in the board packet and informing cities and counties this process is beginning. Discussion. Motion carried.
- KRL Technology 2nd reading Motion by Bob Kangas, seconded by Rita Schuldt, to approve at its 2nd reading the draft 2008-2011 KRL Technology Plan as presented. Motion carried.
- Short break.
- May Bills Motion by Dee Hillstrom, seconded by Rita Schuldt, to review the May 2007 bills now available at this meeting. Motion carried.
Motion by Jack Frost, seconded by Dee Hillstrom, to approve checks #9497 to #9577 in the amount of \$42,982.04. Roll call vote: Motion carried.
- 2007-08 LSTA grants Information was received regarding these grants.
- 2006 Annual Motion by Tom Peterson, seconded by Lyle Robinson, that the board approve the 2006 annual report and authorize the signatures of the President and Director. Discussion. Motion carried.
- 2006 RLTA Motion by Dee Hillstrom, seconded by Rita Schuldt, that the board approve the signatures of the President and Director on this Regional Library Telecommunications Aid grant application. Discussion. Motion carried.

Employees Motion by Jack Frost, seconded by Anne Holub, that the board accept Category Policy the revised policy for 1st reading. Motion carried.

1st Reading

Budgeting Discussion of budgeting principles from the board for the Director to use Principles for guidance in creating the first draft of the 2008 budget.
Suggestions: Parity of cuts within the counties; make a service based budget.

North Mankato Motion by Tom Peterson, seconded by Rita Schuldt, to table discussion Matters of this matter. Motion carries, with Frost voting no to table.

2007 Budget Motion by Rachel Nystrom, seconded by Carolyn Conklin, to accept these Adjustments 2007 budget adjustments:

\$ 3,800 toward the 2007 Summer Library Program

\$ 7,000 for a Automobile Repair Electronic Database

\$ 2,000 for a Pilot Project for downloadable AudioBooks

\$32,000 for a Public Relations Contract Position

\$18,500 for an Internet Management software for Bemidji, Brainerd and Park Rapids branches

\$ 7,000 for a Pilot Project: "Partitioned" Acquisitions process for the Bemidji Public Library.

Discussion. Motion carried.

MN Sesquicentennial Discussion of and agreement that seizing the opportunity to Celebration in connect KRL libraries with the celebration of Minnesota's KRL Branches Sesquicentennial by displaying a banner and journal for patron's to add comments in and doing a press release about this is an excellent idea.

Director's Report Director Ridge went over highlights in her report to the board: quarterly statistics, continuing education for staff, new KRL logo and library cards, personnel changes.

Audit Committee The report of the Audit Committee meeting of 23 April 2007 was accepted.

NLLN The board received the information regarding Northern Lights Library Network which continues to disappoint system directors with not much to offer public libraries - only school libraries - in the NLLN area.

NWLinks Director Ridge reported attending the most recent meeting of NWLinks. Alison Edgerton, Technical Services Manager, will attend a Blandin grant workshop in Bemidji.

Motion by Tom Peterson, seconded by Betty Hanson-Lehman, to adjourn 9:40 p.m.

Minutes by Christy Rose Loven, Administrative Assistant

Signed by Board Secretary, Dee Hillstrom_____

Date:_____