

Kitchigami Regional Library
Board Meeting 19 June 2008
Kitchigami Headquarters, Pine River, MN

Board present: Paul Carlson, Donald Carlson, Roine Cunningham, Jack Frost, Betty Hanson-Lehman, Mary Harrison, Marilyn Heltzer, Leo Johnson, Bob Kangas, Mary Beth Mohr, Rachel Nystrom, Marci Olson, Tom Peterson, Rita Schuldt, Jack Shaffer

Board absent: Carolyn Conklin, Anne Holub, Wayne LaDuke

Others present non-voting: Mathias Justin, C.P.A., Mark Ranum, Alison Edgerton, Paul Ericsson, Christy Loven, Marian Ridge

6: 10 p.m. Meeting called to order by Vice-President, Tom Peterson, in the absence of President Carlson who had not yet arrived.

Additions to agenda: 6.4 Letter from Bemidji citizen
6.5 Marlys O'Brien memorial

Motion by Bob Kangas, seconded by Roine Cunningham, to approve these agenda additions. Motion carried.

Introductions were made by all present.

Consent Agenda Motion by Dee Hillstrom, seconded by Rita Schuldt, to approve the Consent Agenda as presented to include:

- May 2008 minutes
- Budget Committee record of 10 June 2008 meeting
- May 2008 Financial Statement
- Report on Legislative Action

Bills June 2008 Motion by Marci Olson, seconded by Dee Hillstrom, to Approve payment of the June 2008 bills checks #10729 – #10818 in the amount of \$85,739.38. Discussion. Roll call vote: Motion carried unanimously.

2007 Audited Financial Statement Mathias Justin, C.P.A. presented and explained the 2007 Audited Financial Statement. Discussion of collateralization of Kitchigami's bank assets. Motion by Leo Johnson, seconded by Rita Schuldt to accept the 2007 Audited Financial Statement as presented. Mr. Justin was thanked for his work. He is still under contract to perform the 2008 audit as well.

- Joint Powers Agreement Consultant Mark Ranum made preparatory remarks regarding the previous joint powers agreement (JPA) process four years ago. Since then, the Budget process has been revised which should assist in this new JPA process moving forward. Mark listed what he had done since last meeting with the board in May. Handouts on:
- issues for consideration on the revised KRL JPA process
 - KRL values to be embodied in the new JPA
 - KRLS direct services
 - Associate libraries model
- were discussed in detail to help know the board's wishes in all these areas.
- The next step is the consultant talking to all KRL cities and counties regarding their concerns on this JPA process during the months of July and August.
- There is agreement among all parties, KRL and all its cities and counties that the JPA or Master Agreement needs changes made even if just removing language that is not correct or needed. Timeline for this process was discussed. The RFP will for a consulting attorney on the JPA language will go out soon. Mark will bring back results on all this to the September board meeting. Mark will coordinate with the director to be sure all goes well.
- Motion by Marilyn Heltzer, seconded by Marci Olson, to accept Mark Ranum's reports and to authorize payment to him as budgeted. Motion carried.
- Fixed Asset Disposal Policy Motion by Marilyn Heltzer, seconded by Rita Schuldt, to approve the Fixed Asset Disposal Policy as revised as official Kitchigami policy. Discussion. Motion carried.
- Health Insurance Coverage The Director is working through the Lakes Service Coop through Blue Cross/Blue Shield to find viable insurance coverage for employees 32 hours/week or more. Three plans were brought to the meeting and discussed. The Director was asked to go back to Blue Cross/Blue Shield for another quote on a \$1,000 deductible single coverage. There was at length discussion of the necessity of getting some kind of health coverage for KRL staff for hiring purposes and justice purposes. The majority consensus was that this must be done. In the budget cost of health insurance will be broken out. This matter will be discussed and decided upon at the July meeting.

Ah-Gwah-Ching Mobile stop Motion by Jack Frost, seconded by Bob Kangas, to officially close the Ah-Gwah-Ching mobile library stop as there is no facility there anymore and no patrons. Discussion. Motion carried.

Budget 2009 The second draft of the 2009 budgets for each county and city branch was gone over line by line and discussed. Marian will incorporate suggestions and bring the final draft to be further discussed and approved at the July meeting.

Heltzer, Hanson-Lehman, Paul Ericsson left 9:10 p.m.

RLBSS The Regional Library Basic System Support will be on the July agenda.

Letter Discussion of a letter received by Jack Frost from a Bemidji citizen. Motion by Don Carlson, seconded by Tom Peterson, that Jack Frost work in conjunction with the director to provide the necessary information requested. Motion carried.

Marlys O'Brien Memorial Motion by Dee Hillstrom, seconded by Roine Cunningham, that any monies received from those donating in honor of former Director Marlys O'Brien, who passed away June 10, 2008, toward materials for the Mobile Library a service which was one of Director O'Brien's favorite causes. Motion carried.

Director's Report The Director emphasized the success so far of the Senior Outreach Grant with demonstration of the totes and Senior bags used in this project for the home and institution bound.

A Northwoods Press article regarding the Mobile Library was noted giving great coverage regarding this service.

Discussion of advertising again for a Technical Services Manager, raising the salary rate to \$50,000 plus and incorporating some duties of a Deputy Director in the job description. It was the consensus of the Board that this is what needs to be done.

Motion by Tom Peterson, seconded by Jack Frost, to adjourn at 9:20 p.m.

Minutes by Administrative Assistant, Christy Rose Loven.

Signed by Board Secretary, Dee Hillstrom _____
Date _____