

Kitchigami Regional Library  
Board Meeting Thursday 15 January 2009  
Kitchigami Headquarters, Pine River, MN

Board Members Present Donald Carlson, Carolyn Conklin, Jack Frost, Marilyn Heltzer, Anne Holub, Leo Johnson, Bob Kangas, Wayne LaDuke, Mary Beth Mohr, Rachel Nystrom, Marci Olson, Tom Peterson, Jack Shaffer

Board Members Paul Carlson, Betty Hanson-Lehman, Dee Hillstrom, Rita Schuldt, Pine River Representative, Wadena County Representative

Others present non-voting: Ann Goering-JPA Attorney, Paul Ericsson, KRL Staff – Paul Ericsson, Christy Loven, Marta Mersereau, Marian Ridge, Becky Walpole

6:00 p.m. Meeting called to order by Vice-president Tom Peterson, who chaired the meeting for absent President Carlson.

Director Ridge administered the Kitchigami oath of office to all members present.

Motion by Don Carlson, seconded by Wayne LaDuke, to approve the agenda. Motion carried.

Nominating Committee Tom Peterson, speaking for the Nominating Committee, offered this slate for the board's 2009 officers: Paul Carlson-President, Tom Peterson-Vice-president, Rita Schuldt-Treasurer, Dee Hillstrom-Secretary. All had told the committee they would serve again. Vice-president Peterson asked 3 times if there were more nominations. Hearing none, motion by Bob Kangas, seconded by Rachel Nystrom, to close the nominations. Motion carried.

Motion by Don Carlson, seconded by Marci Olson, to unanimously approve this ballot as presented. Motion carried.

Jack Frost came 6:08 p.m.

Consent agenda: Motion by Marci Olson, seconded by Carolyn Conklin, to approve the consent agenda as presented. Items included:  
Minutes of 20 November 2008  
Financial Statement: November 2008  
Bills: December 2008  
Report on vehicle sales  
LSTA Grants final report  
Motion carried.

Board Orientation 2009 There was discussion and confirmation that the 2009 board orientation will be held on Thursday 19 February at 5:00 to 9:00 p.m. with a supper and refreshments provided. Meeting packets will be sent earlier.

- 2009 Wage                      Motion by Don Carlson, seconded by Bob Kangas, to approve the 1.5% cost of living salary increase along with a step increase for those KRL staff eligible. Discussion. Motion carried.
- Group Health Insurance                      Motion by Marilyn Heltzer, seconded by Wayne LaDuke, that the board approve the Blue Cross/Blue Shield Group Health Insurance Plan #32 Preferred Gold \$1,000 deductible at a 2009 cost of \$559/month per single person for those eligible for implementation effective 1 January 2009. Discussion. Question called for. Motion carried, with one no vote.
- Discussion of a letter from a staff member eligible for the group health Insurance. This matter had been discussed at the July 2008 board meeting and the board upheld its decision to discontinue this \$150/month.
- Mobile Library Policy (1st reading)                      During this first reading of the revised Mobile Library Policy the director went over all proposed revisions with the board which made some further changes. These will be included and then the policy brought to the March 2009 meeting for its 2<sup>nd</sup> reading and approval.
- 2009 Budgets                      The final 2009 budget for each county and its city branches and Central Services and the Mobile Library and an Overview budget were discussed in detail. All agreed these budgets were a reasonable projection of KRL revenue and services for 2009. There was also discussion of changes in revenue possible later in 2009 requiring further revisions to be made. 2009 budget discussion delayed until after Attorney Goering made her presentation.
- Joint Powers Agreement (JPA)                      Ann Goering, Attorney, who was hired to complete the language in the new Kitchigami JPA and By-Laws, came at 6:55 p.m. All were introduced to her. Ms. Goering went over all changes in the JPA point by point with much discussion. Discussion of the next steps to be taken. The board decided that the draft JPA with some further suggested revisions in language by Ms. Goering would be sent out with a letter from the board president and a letter from Ms. Goering for presentation to the county boards and city councils asking for their consideration and signature at the earliest possible date. It was requested that questions or concerns regarding the JPA be sent to the board through Director Ridge by 27 February 2009.
- Ann Goering also reviewed in detail the revised By-Laws which also went to the county boards and city councils for their information.
- Lengthy discussion. Consensus of the board that the draft Joint Powers Agreement and By-Laws be sent out to county and city administrators with a covering letter from the KRL Board President and a letter from the attorney for

- JPA/By-Laws (cont.) them to present to their respective county or city boards for review and return to Kitchigami signed as soon as possible. If there are concerns or questions contact the KRL board through Director Ridge by 27 February 2009. The Director will meet with Ann Goering next week regarding any suggested revisions from the board that will be incorporated prior to sending the JPA out.
- 2009 Budgets (cont) The board finalized going over the 2009 budgets. Motion by Marci Olson, seconded by Jack Frost, that these 2009 budgets be sent out to all city administrators and county auditors with a cover letter from the board president. Discussion. Motion carried.
- Financial Statement Motion by Anne Holub, seconded by Wayne LaDuke, to accept the December 2008 Financial Statement subject to year- end audit. Discussion. Motion carried.
- January 2009 Bills Motion by Marci Olson, seconded by Jack Frost, to approve payment of the December 22, 2008 to January 31, 2009 bills checks #11328 to #11383 in the amount of \$71,824.04. Roll call vote: Motion carried unanimously.
- Interim Wage Rate Motion by Wayne LaDuke, seconded by Marci Olson, to approve an Interim wage rate for Heather Schmidtke from Library Assistant II step 7 to Library Assistant III step 7 effective 1 January 2009 until such time as the Manager of Technical Services position is filled and occupied. Discussion. All agreed that, because Heather has taken on many more duties during this time, the wage rate increase is appropriate. Motion carried.
- Pay Equity Report Motion by Jack Frost, seconded by Wayne LaDuke that the Board approve the 2009 Pay Equity Report and authorize its submission to the state. Motion carried.
- Public Input Becky Walpole, Manager of the KRL's Park Rapids branch, complimented remaining KRL headquarters staff for filling very competently the hole that Alison Edgerton, former Technical Manager, left.
- Director's Report The Director included in her report:
- Legislative Information
  - Technical Services update
  - Branch personnel changes
  - Technology changes
  - Information from the Office of the State Auditor
  - A resignation from the board
  - Fixed asset disposal
  - Board member appreciation
  - Increase in circulation statistics, especially in Mobile Library use

The Director was asked to write a letter to former KRL board members, Roine Cunningham and Mary Harrison.

Trustee Reports

Anne Holub brought for all to read copies of 2 newspaper articles whose theme was how important public libraries have become in these poor economic times. Discussion of writing stories from the branches to bring to legislators on this subject and particularly on Internet use to emphasize the importance of maintaining funding for public libraries and telecommunication.

9:31 p.m. Motion by Marci Olson, seconded by Wayne LaDuke, that the board go into Closed Session for the Director's Performance Evaluation. Motion carried. Discussion. Motion to approve a 1.5% salary increase for 2009 for Director Ridge. Motion carried. 9:50 p.m. Motion by Marilyn Heltzer, seconded by Wayne LaDuke, that the board be reconvene to the public. Motion carried.

Motion by Bob Kangas, seconded by Mary Beth Mohr, to adjourn at 9:56 p.m.

Minutes recorded by Administrative Assistant, Christy Rose Loven.

Signed by Board Secretary, Dee Hillstrom \_\_\_\_\_

Date \_\_\_\_\_