

Kitchigami Regional Library
September 17, 2009 Board Meeting Minutes
Kitchigami Headquarters, Pine River, MN

Board present: Donald Carlson, Paul Carlson, Carolyn Conklin, Betty Hanson-Lehman, Marilyn Heltzer, Dee Hillstrom, Anne Holub, Leo Johnson, Bob Kangas, Wayne LaDuke, Jim Lucachick, Mary Beth Mohr, Rachel Nystrom, Marci Olson, Tom Peterson, Rita Schuldt, Jack Shaffer

Board absent: Jim Sabas, Dave Schermerhorn

Others non-voting present: Director Marian Ridge, Christy Loven, Becky Walpole

President Carlson called the meeting to order at 6:02 p.m. with introductions. Motion by Bob Kangas, seconded by Rita Schuldt to approve the agenda. Motion carried.

Consent agenda Motion by Dee Hillstrom, seconded by Wayne LaDuke, to approve the following items on the consent agenda:

- Minutes of 16 July 2009 meeting – with addition of the word “said” after “The Director” under Winter Reading Program page 2
- July/August 2009 Financial statements
- August 2009 Bills
- Report on Summer Library Program
- Director’s report

Motion carried.

Bills Motion by Marci Olson, seconded by Dee Hillstrom, to approve the September 2009 bills checks #11924 to #11993 in the amount of \$55,233.18. Discussion. Roll call vote: Motion carried.

Joint Powers Agreement Update Except for Hubbard County all but Brainerd has passed the new JPA and it is thought the City of Brainerd will do so at their September 22nd meeting.

Discussion of the makeup of the regional board under the new JPA.
Discussion of following Minnesota’s Open Meeting Law.
All the citizen representatives who have served for Kitchigami’s last 40 years were thanked for all their hard work.

Concerns of Hubbard County and the new JPA were discussed. President Carlson appointed an Ad Hoc Committee (Don Carlson, Rachel Nystrom, Jim Lucachick, and Bob Kangas) to meet and discuss these concerns in an effort to expedite this process. All agreed to the Ad Hoc Committee process to help develop a clear, precise statement of Hubbard County concerns. The committee will tell the Director when it will meet so the meeting can be advertised to the public. The committee results will then be reported back to the whole board.

Graphic artist RFP Motion by Marilyn Heltzer, seconded by Betty Hanson-Lehman, that the Board approve the request for proposal and advertising for up to \$2,500 for a graphic artist to do the artwork for the KRL adult winter program "Snow Time to Read" . Discussion. Motion carried.

Anne Holub came 7:08 p.m.

Legacy Funds Motion by Marilyn Heltzer, seconded by Rachel Nystrom, that the board approve a motion to dedicate 10% of its Legacy Amendment funds to statewide programs that will benefit KRL library users. Discussion. Motion carried.

Motion by Marilyn Heltzer, seconded by Rachel Nystrom, that the board approve the signatures of the president and director on and submission of the grant application form to receive Legacy Amendment funds. Discussion. Motion carried.

Motion by Marci Olson, seconded by Rita Schuldt, that the board approve a contract with Dawn Stattine as Readers n' Writers project coordinator, and advertising for other project coordinators according to terms presented at the meeting. Discussion. Motion carried.

Motion by Tom Peterson, seconded by Jack Shaffer, that the board grant the Director the authority to act as she sees fit to negotiate and sign contracts with project coordinators and performers that fit within the financial guidelines established for year one of the Legacy Amendment programs, to be endorsed by the regional board at its next regular meeting. Discussion. Motion carried.

Invitation to Open House Carolyn Conklin gave out written invitations to the Park Rapids Area Open Library Centennial Celebration Open House on Wednesday 23 September 10:30 a.m. to 7:00 p.m.

CD Renewals Motion by Jim Lucachick, seconded by Bob Kangas, to approve the transfer of the following Certificates of Deposits to the Mid Minnesota Federal Credit Union Baxter Office for 13 months at 2.35% interest.

- 97% Automation and 3% Accounting Software CD #65006719 in the amount of \$224,000
- Non-dedicated CD#65006681 in the amount of \$108,000
- Building Repair and Maintenance CD #65006684 in the amount of \$23,000
- Automation Repair and Maintenance CD #65006682 in the amount of \$72,000.

Discussion. Motion carried.

7:23 p.m. Wayne LaDuke left

Regional Library Telecommunications Aid FY 2009 Final Report Motion by Tom Peterson, seconded by Marci Olson, that the board approve the attached state FY2009 final report for submission to the state with the signatures of the director and president. Discussion. Motion carried.

RLTA 2010 Application Motion by Tom Peterson, seconded by Marci Olson, that the board approve the attached State FY 2010 application for submission to the state with the signatures of the director and president. Motion carried.

Regional Library Basic System Support Report of Results Accomplished FY2009 Motion by Jim Lucachick, seconded by Rita Schuldt, that the board approve the submission of the report of RLBSS Results Accomplished State FY 2009 with the signatures of the Director and President. Discussion. Motion carried.

Technical Services Manager position Motion by Jim Lucachick, seconded by Marci Olson, that the Director be given the authority to negotiate with the candidate for the Technical Services Manager position starting at \$50,000, up to \$70,000. Discussion. Motion by Jim Lucachick, seconded by Betty Hanson-Lehman that the Director and the Board President or in case of his absence the Chair of the Personnel Committee be given the authority with a salary range between \$50,000 and \$70,000 to negotiate with the candidate for the Technical Services Manager position. Discussion. Motion carried.

Gates Grant Opportunity Online Phase One Motion by Rachel Nystrom, seconded by Marci Olson, that the board authorize the signatures of the president and director on the Matching Funds Verification Form-Phase One of the Gates Opportunity Online hardware grant program. Discussion. Motion carried.

President's Report The City of Wadena has provided all the matching funding for this Gates grant opportunity. The City of Wadena has also gotten a clean EPA report regarding the old gas station property to be used for the library renovation.

Thanks to all for a very productive meeting tonight.

7:48 p.m. motion to adjourn by Bob Kangas, seconded by Mary Beth Mohr. Motion carried.

Minutes done by Administrative Assistant, Christy Rose Loven.

Minutes signed by Board Secretary Dee Hillstrom _____

Date _____