

***The Mission of LARL  
is to link people and communities  
to resources and experiences  
for learning and enrichment.***

**LARL BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE MEETING  
MINUTES**

**A meeting of the Lake Agassiz Regional Library Executive Committee was held on Thursday, December 15, 2011 at the Moorhead Branch. President Nelson called the meeting to order at 5:30 p.m.**

**Executive Committee Members Present:** Bursik, Hooper, Kochmann, Lindgren, Nelson (Chair), Perry, Vinz.

**Executive Committee Members Absent:** none

**Others Present:** Bunes (LARL Board Member/Polk County), Fredette, Sprynczynatyk

**PUBLIC INPUT.**

None

**APPROVAL OF AGENDA**

**MINUTES OF THE SEPTEMBER 1, 2011 EXECUTIVE COMMITTEE MEETING.**

***(Kochmann/Bursik) Move to approve the September 1, 2011 Executive Committee Meeting Minutes as presented. MCU.***

**FINANCIAL REPORT**

Sprynczynatyk noted that as of November 30<sup>th</sup> we are 91.67% of the way through the year and have spent 85.96% of the budget. The expense line items that appear to be high are: Salaries-Substitute at 170.06% of budget. Although this line is high, the Personnel budget overall is at 86.44% of budget. The Mileage/Board Mtg Expense section is over budget due to the increase in the IRS mileage rate, and the fact that there have been a few extra Board meetings in 2011 and substitutes needing to travel to branches where there are open positions. The Recruitment line is at 148.01% of budget due to positions being open at various times throughout the year (Moorhead Public Services Supervisor, Ada Library Associate, Fertile Library Associate, etc.).

**DIRECTOR'S REPORT**

This is the time of year when all LARL Supervisors do staff evaluations.  
(over)

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Staff has recently been trained about the procedures for when LARL starts using a collection agency in January.

Things are gearing up for the Hot Reads for Cold Nights, adult winter reading program, which kicks off Jan. 3 and runs through the end of February.

The LARL Negotiating team is getting ready to start negotiations with the Union. Bursik suggested possibly including Ingersoll on the negotiating team due to his previous experience in this area.

### **PERSONNEL COMMITTEE REPORT**

Lindgren discussed that the Personnel Committee completed Fredette's 2011 evaluation and it went well.

### **FINANCE COMMITTEE REPORT**

Bursik discussed that the Finance Committee met and went over some budget items and 2011 final projections. Kochmann and Nelson noted that in the past few years LARL has used about \$250,000 of reserves. In order for LARL to make up that shortfall, LARL would need a 12% increase from the Signatories. A request for increase probably wouldn't be a surprise for Signatories, not 12% but 2013 might be the year to request an increase.

### **PRESIDENT'S REPORT**

Nelson discussed the response letter he received to sign from LARL's attorney regarding a grievance that recently came before the Executive Committee. The Committee asked Sprynczynatyk to contract the attorney and ask if there was a legal reason for the way the letter was written or if a more basic letter could be written. If the original letter Nelson received is the best response from LARL legally, the Board would like the attorney to sign the letter.

The meeting adjourned at 6:05 p.m.