

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING
MINUTES**

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, June 21st, 2012 at the Detroit Lakes Library. President Perry called the meeting to order at 5:30 pm.

Board Members Present: Buness, Bursik, Chevalier, Eidenschink, Hovdenes, Fox, Ingersoll, Lindgren, Nelson, Perry (*President*), Rue, Schoenborn, Vinz, Ward

Board Members Absent: Durand, Hall, Geray, Hansen, Hooper, Knutson, Savageau, Schmid, Winterfeldt

Others Present: Fredette, Sprynczynatyk, Mary Haney – Detroit Lakes Hub Supervisor

PUBLIC INPUT

None

APPROVAL OF AGENDA

Fredette asked for 2 changes to the agenda, first to add an introduction of the Detroit Lakes Library staff and to remove the item Consolidated library systems/Federated library systems from the Director's Report. The Consolidated/Federated item will be covered at the Full Board meeting in September

(Bursik/Chevalier) Move to approve the Agenda of the June 21st, 2012 Full Board Meeting as amended with the addition of an introduction of the Detroit Lakes Library staff and removal of the Consolidated/Federated library systems item under the Director's Report. MCU.

MINUTES OF THE May 17th, 2012 FULL BOARD MEETING.

(Ward/Eidenschink) Move to approve the Minutes of the May 17th, 2012 Full Board as presented. MCU.

(over)

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INTRODUCTION OF THE DETROIT LAKES LIBRARY STAFF

Fredette introduced Mary Haney, Detroit Lakes Hub Supervisor, who then introduced the Detroit Lakes Branch staff. Haney gave an overview of the Library and welcomed the Board.

FINANCIAL REPORT

With 41.67% of 2012 complete LARL has spent 40.15% of budgeted expenses. Expense items that appear high at this time are: Summer Reading Program at 96.81% of budget due to the preparations being made for the 2012 Program which has started. Staff Training and Development at 81.92% of budget due to a few trainings session in Moorhead for staff region-wide. This also resulted in Mileage – Staff being high. Accounting/Bank Fees are at 73.44% of budget due to the 2011 audit being paid for. LARL Memberships are at 71.25% of budget because items charged to this line are annual dues. PR: Printing/Misc is at 56.26% of budget due mainly to Summer Reading Program advertising. The Recruitment line is at 79.68% of budget due to openings in Barnesville, Crookston, and Moorhead. Van expenses are at 63.92% of budget due to several repairs being made in May.

REPORT OF THE FINANCE COMMITTEE

(Lindgren/Chevalier) Move to spend the annual distribution from the Fargo-Moorhead Area Foundation for the Crookston Branch and reinvest the annual distributions from the F-M Area Foundation for Ada, Hawley, and Moorhead Branches into the sub funds from which they were earned, as reviewed and recommended by the Finance Committee. MCU.

(Ingersoll/Buness) Move to approve the application for State FY2013 Regional Library Basic System Support (RLBSS) Funds as reviewed and recommended by the Finance Committee. MCU.

(Ingersoll/Eidenschink) Move to approve LARL's application to participate in the State Regional Public Library System Arts and Cultural Heritage Program for FY2013, and to set aside 10% of LARL's Legacy allocation for statewide projects as reviewed and recommended by the Finance Committee. MCU.

Sprynczynatyk reviewed Draft #3 of the Preliminary 2013 Budget.

Nelson pointed out that although the LARL budget is increasing 3.88%, the average Signatory contribution is increasing approximately 6% due to flat or decreased state funding which causes the Signatories to have to cover more of the budget.

(Ward/Buness) Move to approve the 2013 Preliminary Budget – Draft #3 – as reviewed and recommended by the Finance Committee. MCU.

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Perry discussed that although the Board was informed months ago that Union Negotiations went well, the union still hasn't signed the contract. The main issue is related to the Conference, Workshop, and Continuing Education Policy. Management agreed to amend the policy to provide for raises for employees completing the Minnesota Certification Program for Library Employees. The union would like the wording about raises in the contract which management did not agree to.

(Ingersoll/Bursik) Move to approve the revised Conference, Workshop and Continuing Education Policy as reviewed and recommended by management, supervisory staff, and the Finance Committee. MCU

Fredette discussed that Bagley and Fertile both potentially have remodel projects coming up. So that LARL is able to support the remodel projects, the Director would like to reclassify some Designated Funds.

(Rue/Schoenborn) Move to approve the reclassification of Designated Funds to allow for remodel projects in Bagley and Fertile as reviewed and recommended by the Finance Committee.

DIRECTOR'S REPORT

Fredette discussed that the Fall Legacy programs are planned and there is a schedule in the Board packets.

Fredette also mentioned an enclosure in the Board packets that shows Signatory expense budgets, taken from a report on the State Auditor's website, and shows the percentage of that budget that is paid to LARL. Nelson mentioned that the numbers on the chart include all money, including pass-through money, the Counties receive.

BOARD MEMBER REPORTS:

Becker County (Bursik, Hovdenes, Nelson, Sauvageau-absent)
No Report

Breckenridge (Fox)
The 100-year anniversary of the library is continuing and there was a pie social last month. There was some nice coverage on the summer reading program in the local newspaper.

Clay County (Hansen-absent, Ingersoll, Ward)
No Report

Clearwater County (Chevalier)
No report

Crookston (Lindgren)
No report

(over)

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Detroit Lakes (Hooper-absent)

No report

City of Mahanomen (Schoenborn)

Summer Reading Program is going very well. There are 60 adults participating in the adult program.

Mahanomen County (Geray-absent)

No report

Moorhead (Durand-absent, Knutson-absent, Schmid-absent, Vinz, Winterfeldt-absent)

No report

Norman County/Ada (Hall-absent)

No report

Polk County (Buness, Eidenschink, Rue)

Buness is going to co-host a roundtable discussion at the AMC (Association of Minnesota Counties) Conference about how libraries are affected by County decisions.

Wilkin County (Perry)

No report

Northern Lights Library Network (Bursik/Iverson)

The NLLN lease on office space in Detroit Lakes is up October 1st. The Executive Director is looking for space to move the office to in Moorhead.

PRESIDENT'S REPORT

Bursik stated that he agreed to volunteer to represent LARL on the Minnesota Library Trustees and Advocates Section of the Minnesota Library Association. He discussed what the group does. One of the meetings is scheduled during Library Legislative Day.

OTHER

Perry read a letter of resignation he received from Fredette. Fredette intends to retire from her position as LARL's Regional Library Director on March 8, 2013.

Perry stated that it will be a lot of work to find a replacement for Fredette.

Fredette stated that she will be sharing the announcement with the Coordinating Team tomorrow and the rest of the staff soon after that. She also discussed some steps that will need to be taken for a smooth transition to a new Director.

There will be some big changes coming around the area with Fredette retiring in March 2013, Anne Fredine, Assistant Regional Library Director retiring in July of 2012, and the Northwest

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Regional Library Director also retiring.

Fredette does not intend to fill, unless requested to do so by the Board, the Assistant Regional Library Director position, believing the new Director should hire his/her Assistant Director.

Nelson suggested that if the Assistant Director position isn't filled right away it might leave some budget room to hire a new Director before Fredette is done in March and there could be some overlap and Director's help with transition.

The board will make a plan to look for a replacement in the next month or two.

The meeting adjourned at 6:30 p.m.

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