

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

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

A joint meeting of the Lake Agassiz Regional Library Executive Board and Finance Committee was held on Thursday, August 15, 2013 at the Moorhead Library.

Executive Committee Members Present: Bunes, Bursik, Fox, Ingersoll, Perry (*Chair*), Vinz

Executive Committee Members Absent: Chevalier.

Finance Committee Members Present: Bunes, Fox, Ingersoll, Nelson, Perry (*ex officio*), Winterfeldt, Vinz (*Chair*).

Finance Committee Members Absent: Chevalier.

Others Present: Lynch, Sprynczynatyk.

President Perry called the meeting to order at 5:30 p.m.

There was no public input.

APPROVAL OF AGENDA

(Winterfeldt/Bunes) Move to approve the agenda of the August 15, 2013 Executive/Finance Committee Meeting as presented. MCU.

APPROVAL OF MINUTES

(Bursik/Vinz) Move to approve the April 18, 2013 Executive-Finance Committee Meeting Minutes as presented. MCU.

(Ingersoll/Fox) Move to approve the June 20, 2013 Finance Committee Meeting Minutes as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed that as of July 31st we are 58.33% of the way through 2013 and 52.87% of budgeted expenses have been spent. The expense line items that currently appear high are: Programming – Summer Reading due to the summer reading program currently going on.; Accounting/Bank Fees due to the audit being fully paid; Recruitment is at 100.95% of budget due to advertising for a higher than normal number of positions earlier in the year. Supplies – Office is at 74.77% of budget due to LARL order supplies 4 times per year and the 3rd order was done in July.

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FINANCIAL REPORT - continued

(Ingersoll/Fox) Move to authorize the Regional Library Director and Finance/HR Director to submit the Final Report and documentation of actual expenses for FY2013 Regional Telecommunications Aid. MCU.

Sprynczynatyk discussed that LARL's 3 year agreement with EideBailly for audit service came to an end with the 2012 audit. EideBailly submitted a new 3 year proposal with fees of \$7,600 for 2013, \$7,950 for 2014, and \$8,300 for 2015. The proposal was discussed with the Finance Committee in June.

(Nelson/Winterfeldt) Move to approve a three-year (2013-2015) agreement with EideBailly LLP to conduct the annual audit for LARL's financial statements, as reviewed and recommended by the Finance Committee. MCU.

Sprynczynatyk handed out and discussed an updated list of possible expense reductions. Some additional costs need to be added to the 2014 budget, as the budgeted 10% increase to health insurance will actually be a 19% increase and the estimated 2% increase to Automation System maintenance will actually be a 3.5% increase. Those two items add approximately \$22,000 to the 2014 budget.

The proposed expense reduction items were discussed. In addition to the items listed on the sheet in the Board packets that were mailed, not filling an Associate II position in Moorhead is being considered. Changes to the delivery schedule are also being worked on with the delivery company that could result in savings close to \$25,000 if we were to remove 1 delivery a week to each branch as well as rerouting how deliveries are currently being done.

It was also discussed that LARL has heard from the City of Moorhead, Clay County and Norman County that it's possible our 2014 Signatory request might not be met.

Lynch will be meeting with the Clay County Board next week to discuss the LARL budget, as well as Clearwater County and Mahnomen County. Lynch will inform Clay County that reductions would need to take place across Clay County. It's tough to say what the reductions will be until we know exactly what the potential shortfall will be. Items like closing Saturdays in Hawley and Barnesville as well as taking away 1 open day in Ulen would be considered. The Committee suggested giving suggestions as items that might be cut, but at this time we can't give exact consequences of not meeting budget requests.

The Committee stressed that the financial outlook for Cities and Counties is looking better than it has in recent years and LARL Signatories really need to take some ownership of the libraries in their communities.

Bursik is a member of the Minnesota Libraries Trustees and Advocates board. The board meets twice per year. He suggested that membership on that board might not be worth the cost and could be a reduction to LARL.

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DIRECTOR’S REPORT

Jenna Kahly, LARL Youth Services coordinator received a grant from Target for \$2000 to buy iPads for the Moorhead Library children’s area.

Megan Krueger - Moorhead Library Director, Jenna Kahly and Chris Boike – Crookston Library Director all received \$500 scholarships from NLLN to attend the MLA Conference.

Nancy Walton the Minnesota State Librarian recently retired.

Lynch is in the midst of Community Conversations as part of the strategic planning process. The first meeting was in Ada, where 3 people attended. The second meeting was in Bagley where 10 people attended. A lot of good information was obtained. A summary of the meetings will be provided to the board next month.

PRESIDENT’S REPORT

No report.

OTHER

Bursik discuss a meeting he recently attended that was put on by various library professionals. The message relayed was that what libraries do now is going to color their future. Libraries need to better sell what they do to their Signatories so they can better support us. Bursik would like to have LARL create a presentation for our Signatories demonstrating why libraries are important.

Buness requested that Lynch document her meeting with County and Cities as well as the Community Conversation meetings.

Nelson suggested developing a program to present to service groups about the library.

The meeting adjourned at 7:05 p.m.

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