

*The Mission of LARL is to enrich lives and strengthen communities.*

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

**A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, January 21, 2016 at the Moorhead Public Library. President Perry called the meeting to order at 5:30 pm.**

**Board Members Present:** Briggs, Bunes, Geray, Gieseke, Grimsley, Hall, Ingersoll, Kalil, Perry (*President*), Syverson (alternate for Nelson), Winterfeldt.

**Board Members Absent:** Fox, Dailey, Douglas, 1 open position

**Others Present:** Lynch, Sprynczynatyk

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

Bunes requested the addition of the topic of the LARL Director's evaluation be added to the agenda.

*(Briggs/Grimsley) Move to approve the Agenda of the November 19, 2015 Full Board Meeting with the addition of a discussion of the Director's evaluation. MCU.*

**MINUTES OF THE NOVEMBER 19, 2015 FULL BOARD MEETING**

*(Winderfeldt/Syverson) Move to approve the Minutes of the November 19, 2015 Full Board Meeting as presented. MCU.*

**WELCOME TO NEW BOARD MEMBERS**

Perry welcomed Terry Kalil, Becker County, back to the LARL Board and welcomed Michelle Gieseke, City of Mahanomen, to the LARL Board.

Perry administered the oath of office with Kalil and Gieseke.

**DIRECTOR'S EVALUATION**

Bunes discussed that per the LARL bylaws annually the Personnel Committee is to do an evaluation of the LARL Director. The Personnel Committee will meet on or before the June full board meeting to plan the process of doing the evaluation.

(over)

**FINANCIAL REPORT**

With 100% of 2015 complete, LARL spent 95.45% of budgeted expenses. The financial report is “unadjusted” and will change as the audit is completed. Although some line items ended over budget, all budget categories came in at or below budget. Taking in to account Special Projects, mainly the Automation System change in 2015, LARL spent 103.5% of budgeted expenses.

**FINANCE COMMITTEE REPORT**

***(Grimsley/Geray) Move to approve the list of authorized institutions for 2016 as reviewed and recommended by the Finance Committee: Bell State Bank and Morgan Stanley. MCU.***

Sprynczynatyk discussed the changes from the June Preliminary Budget to the Draft Final Budget. Personnel expenses decreased by \$28,730 due to health insurance increase of 0%, rather than the budgeted 6% increase. Regional Library Telecom Aid decrease by \$23,270, with a corresponding decrease in expenses of \$23,270. This change does not affect the budget overall. LARL’s budgeted Shortfall decreased from \$80,947 on the Preliminary Budget to \$56,350.

***(Kalil/Briggs) Move to approve the 2016 Budget as reviewed and recommended by the Finance Committee. MCU.***

Sprynczynatyk discussed management’s recommendations regarding designated funds.

***(Ingersoll/Kalil) Move to approve the 2016 Designated Funds as reviewed and recommended by the Director and the Finance Committee. MCU***

**DIRECTOR’S REPORT**

Lynch reported hours are going to be evaluated in a few LINK Sites. Twin Valley, Cormorant and Lake Park are going to be evaluated due to requests by community members. No hours will be eliminated, but hours might be shifting to better meet the community needs. Community surveys will take place soon, email surveys and print surveys will be used.

Lynch discussed LARL’s automation system change that took place in October. The change has gone fairly smoothly but it is a work in progress.

Page 28 in the packet is a list Board of Trustees. All Board Members are asked to review the list and let Lynch know of any needed corrections to contact information and let her know if Board members would like emailed or paper board packets.

**PRESIDENTS REPORT**

***(Briggs/Hall) Move to approve the 2016 Board Meeting Schedule as presented. MCU.***

(continued on next page)

**Minutes of the January 21, 2016 Full Board Meeting – Page 3**

**PRESIDENTS REPORT - continued**

Perry discussed the 2016 Board Committee Assignments.

***(Grimsley/Gieseke) Move to approve the 2016 Board Committee Assignments as presented. MCU.***

**BOARD MEMBER REPORTS:**

**Becker County** (Grimsley, Kalil)

The Detroit Lakes library is getting new computers and new computer chairs. The Library had a teenage lockdown, 19 kids participated. 80 people participated in Mine Craft day at the library.

**Breckenridge** (Fox - absent)

No report

**Clay County** (Ingersoll)

No report

**Clearwater County** (Syverson)

No report

**Crookston** (Briggs)

They are working on getting the interior of the library painted. The janitor retired and will be filled with a part-time position

**Detroit Lakes** (Marlys Douglas-absent)

No report

**City of Mahanomen** (Gieseke)

No report

**Mahnomen County** (Geray)

No report

**Moorhead** (Dailey-absent, Winterfeldt, 1 open)

Over half of the money needed to receive the full matching grant from Bremer Foundation has been raised. The Friends are planning on having a book sale soon. One Book One Community books are being reviewed.

**Norman County/Ada** (Hall)

No report

**Polk County** (Buness)

No report

(over)

**Minutes of the January 21, 2016 Full Board Meeting – Page 4**

**BOARD MEMBER REPORTS - continued:**

**Wilkin County** (Perry)

No report

**MN Library Association/Library Trustee and Advocates Section** (open)

No report

**Northern Lights Library Network** (Ingersoll)

No report

The meeting adjourned at 6:07 p.m.

**Lake Agassiz Regional Library  
2016 Board Meeting Attendance Schedule**

An "X" indicates the board member (or alternate) attended the meeting

	<b>January</b>	<b>March</b>	<b>May</b>	<b>June</b>	<b>September</b>	<b>November</b>
<b>Becker County</b>						
Grimsley	x					
Kalil	x					
<b>Breckenridge</b>						
Fox						
<b>Clay County</b>						
Ingersoll	x					
<b>Clearwater County</b>						
Nelson/Syverson	x					
<b>Crookston</b>						
Briggs	x					
<b>Detroit Lakes</b>						
Douglas						
<b>Mahnomen</b>						
Gieseke	x					
<b>Mahnomen County</b>						
Geray	x					
<b>Moorhead</b>						
Dailey						
Winterfeldt	x					
Open						
<b>Norman County</b>						
Hall	x					
<b>Polk County</b>						
Buness	x					
<b>Wilkin County</b>						
Perry	x					