

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 18, 2018 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

Board Members Present: Brammer, Dailey, Durant, Geray, Grimsley, Haney, Holecek, Ingersoll, Jacobson, Kalil (*President*), Larson, Schell, Syverson, Willhite

Board Members Absent: Briggs

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Geray/Larson) Move to approve the Agenda of the January, 18 2018 Full Board Meeting as presented. MCU.

MINUTES OF THE NOVEMBER 16, 2017 FULL BOARD MEETING

(Willhite/Schell) Move to approve the Minutes of the November 16, 2017 Full Board Meeting as presented. MCU.

WELCOME TO NEW BOARD MEMBERS

Kalil welcomed Steve Jacobson, Norman County and Linda Holecek, City of Breckenridge to the LARL Board.

Kalil administered the oath of office with the new Board Members.

FINANCIAL REPORT

With 100% of 2017 complete, LARL spent 96.31% of budgeted expenses. The financial report is “unadjusted” and will change as the audit is completed. Regional Library System Basic Support increased Grant revenue. An increase in the market value of Municipal Bonds held by LARL increased Miscellaneous Revenue. Personnel expenses were lower than budget due to employee turnover and 6 employees not taking the health insurance they were eligible for. Automation/Cataloging was also under budget due to maintenance costs for the new automation system coming in lower than expected.

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FINANCE COMMITTEE REPORT

(Geray/Grimsley) Move to approve the list of authorized institutions for 2017 as reviewed and recommended by the Finance Committee: Bell State Bank and Edward Jones. MCU.

Sprynczynatyk discussed the LARL budget changes from the June Preliminary Budget to the Draft Final Budget. Polk County did not meet LARL's 2018 funding request resulting in a decrease of \$5,075 of Signatory Funding. The State Basic Support grant was increase for the \$36,151 of addition funding LARL will receive. Joint Automation funding decreased by \$3,650 due to lower maintenance cost resulting in less funding needed from Northwest Regional Library. Personnel expenses were decreased by \$23,450, \$5,075 as a result of Polk County's shortfall, approximately \$5,000 due to health insurance costs coming in lower than originally budgeted, the remaining decrease was due to staff turnover. Library materials were increased by \$5,000. Automation/Cataloging was decreased by \$7,650 due to maintenance costs coming in lower than expected. Fund Account transfers were originally budgeted at a deficit of \$79,840; this has been reduced to \$27,044 for the final budget.

(Larson/Dailey) Move to approve the 2018 Budget as reviewed and recommended by the Finance Committee. MCU.

Sprynczynatyk discussed management's recommendations regarding designated funds.

(Willhite/Brammar) Move to approve the 2018 Designated Funds as reviewed and recommended by the Director and the Finance Committee. MCU

Lynch discussed that since Polk County didn't meet LARL's 2018 funding request, dollar for dollar expense cuts need to be made that only affect that Signatory per the LARL agreement. This means that personnel expenses need to be reduced in Polk County. Polk County has 4 Libraries, not including Crookston which is a Signatory, the locations are Fertile, McIntosh, Climax and Fosston. The minimum a location can be opened and still be considered a Library in MN is 20 hours per week. Due to this minimum no reductions can take place in Climax or McIntosh and Fertile is a busy 1 employee library. LARL's recommendation to make up for the funding shortfall in Polk County is to reduce 3 open hours per week from Fosston, removing their 3 lowest usage hours of the week (Thursday from 6pm to 8pm and Saturday from 10am to 11am). By reducing open hours, a currently open 12 hour Assistant position will be eliminated.

(Dailey/Schell) Move that LARL reduce the weekly open hours at the Fosston Public Library by 3 hours. MCU.

DIRECTOR'S REPORT

LARL has received a \$125,000 grant from the Otto Bremer Trust to renovate the Crookston Library. An additional \$25,000 matching grant will be available from Bremer if LARL can raise \$25,000. \$2,000 towards the match have been received to date.

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DIRECTOR'S REPORT - continued

Lynch discussed some of LARL's successes in 2017 include the receiving an LSTA grant to launch the 1,000 Books before Kindergarten program, launching LARL's app which has over 4,500 users, the Overdrive ebook and eaudio collection has been very popular and circulation keeps increasing. The Breckenridge Branch has been renovated with a \$92,000 Otto Bremer Trust grant.

PRESIDENT'S REPORT

(Geray/Haney) Move to approve the 2018 Board Meeting Schedule as presented. MCU.

BOARD MEMBER REPORTS

Becker County (Grimsley, Kalil)

No report.

Breckenridge (Holecek)

The Library remodel turned out very nice and is very popular with the customers.

Clay County (Haney)

No report

Clearwater County (Syverson)

No report

Crookston (Briggs-absent)

Lynch reported for Briggs that at the next Committee of the Whole meeting replacing the Crookston Library carpet and lighting will be discussed.

Detroit Lakes (Schell)

The open house in December went well. Ann Bancroft, Polar Explorer will be in Detroit Lakes at the Holmes Center on Feb 12th. The Library is being repainted and should be done by the end of January. A blind date with a book program is coming up in Detroit Lakes.

City of Mahnomen (Durant)

No report

Mahnomen County (Geray)

No report

Moorhead (Brammer, Dailey, Ingersoll)

The Moorhead Friends will be having a bag sale on Feb 9 and 10.

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BOARD MEMBER REPORTS – continued:

Norman County/Ada (Jacobson)

The LINK Sites of Norman County are well received by residents.

Polk County (Willhite)

The Community is excited about the upcoming Bremer Grant the library received.

Wilkin County (Larson)

No report.

MN Library Association/Library Trustee and Advocates Section (Kalil)

Library Legislative Day will be in early March.

Northern Lights Library Network (Ingersoll, Dailey)

Northern Lights will not have their annual luncheon for Legislators due to 2018 being a bonding year.

The meeting adjourned at 6:05 p.m.