

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, September 19, 2019 at the Moorhead Public Library. President Kalil called the meeting to order at 5:45 pm.

Board Members Present: Anderson, Briggs, Carlson, Durant, Grimsley, Haney, Holecek, Jacobson, Kalil (*President*), Larson, Schell, Titera (arrived at 6:30pm), Willhite.

Board Members Absent: Brammer, Geray.

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

MINUTES OF THE JUNE 20, 2019 FULL BOARD MEETING

(Briggs/Anderson) Move to approve the Minutes of the June 20, 2019 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed that through August we are 66.67% of the way through 2019 and 64.96% of the budget has been spent. All budget categories are tracking closely to budgeted expenses.

(Haney/Schell) Move to authorize the Regional Library Director and Business Office to submit the Report of Results Accomplished for FY2019 Regional Library Support (RLBSS) Grant. MCU.

(Schell/Carlson) Move to authorize the Regional Library Director and Finance/HR Director to submit the Final Report and documentation of actual expenses for FY2019 Regional Library Telecommunications Aid. MCU.

(Willhite/Briggs) Move to approve the application for FY2020 Regional Library Telecommunications Aid (RLTA). MCU.

(over)

REPORT OF THE FINANCE COMMITTEE

Grimsley reported the Finance Committee discussed the 2019-2021 audits. Sprynczynatyk solicited 3 proposals for audit, 2 firms responded: Eide Bailly, LARL's current auditor and Brady Martz & Associates. The Finance Committee recommended to the Full Board that LARL select Brady Martz & Associates for the 2019-2021 audits as their proposal was \$4,000 cheaper over the 3 years.

(Grimsley/Schell) Move to approve a three year (2019-2021) agreement with Brady Martz & Associates to conduct the annual audit of LARL's financial statements – as reviewed and recommended by the Finance Committee. MCU.

Kalil reported the Finance Committee discussed whether LARL should start an Endowment Fund. 2 firms were contacted regarding setting up accounts (FM Area Foundation and West Central Initiative), both have minimum amounts needed to set up an account and both have minimum annual fees charges to the accounts. With Lynch's full work schedule, along with the required annual fees and minimum account balances the Finance Committee suggests LARL set up an in-house endowment account that is managed in house until a balance in the \$25,000 range is achieved at which time the funds would likely be moved to management firm.

Sprynczynatyk reported that LARL will be seeing a 6.9% health insurance increase for 2020. The 2020 preliminary budget included a 10% increase. There won't be a change to LARL's budget as one eligible position that wasn't taking health insurance recently starting taking insurance. LARL will be going out for bid on health insurance in 2020, for the 2021 renewal.

Lynch discussed Signatories. Lynch recently gave a budget presentation to Clearwater County who indicated they might not meet LARL's funding request for 2020. A question came up as to why some Counties in LARL have Cities that are also Signatories to LARL but others don't have a City Signatory. LARL currently has a policy that says if a County Signatory doesn't fulfill LARL's budget request cuts will be made to LINK Sites before Libraries. Lynch asked the board if it is her responsibility to approach Cities in LARL about becoming Signatories or if it is a County issue that should be handled by the County. It was recommended that Lynch leave the issue up to the County. The policy regarding cuts to LINK Sites before Libraries will be reviewed at the November board meeting.

Kalil suggested all board members think about the policy regarding cuts to LINKs before Libraries so LARL can figure out how best to make potential cuts rather than being restricted to cutting LINK Sites first. Research should also be done to review what would need to be done to bring on a new Signatory. Both items will be on the November board agenda.

DIRECTOR'S REPORT

A few retirements/resignations took place this summer. The openings resulted in several LARL employees being promoted into new positions. Lisa Trana who was a Library Assistant in Moorhead and recently earned her MLIS degree filled the open Public Services Librarian position in Detroit Lakes. Caese Haroldson who was a Library Associate in Fosston filled the open Fosston Branch Manager position.

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DIRECTOR'S REPORT - continued

LARL has several presenters at the Minnesota Library Association convention. Chris Boike -Crookston Hub Supervisor, Greta Guck – Detroit Lakes Hub Supervisor, and Megan Krueger – Moorhead Hub Supervisor gave a presentation. Jenna Kahly, LARL Programing Coordinator also sat on two panels at the convention.

Libraries are gearing up for the 2020 Legislative session. As a bonding year, Libraries will be asking for the usual \$2,000,000 for construction. In addition, changes are being considered for Regional Library Telecom Aid to make it less restrictive and more relevant.

The Summer Library Experience ended in mid-August and was successfully executed and attended around the region.

LARL just started offering an Instant Digital Card service for accessing Overdrive. Rather than having to come into the Library to sign up for a card, customers can sign up for a digital card using their cell phone number and gain immediate access to eBooks and eAudiobooks.

The fall Legacy series has started. Programs have been very well attended.

Lynch discussed a potential new service/partnership opportunity. She recently met with the Sanford Foundation regarding possibly funding a Readmobile (mobile library) to use around Moorhead and the region. The sponsorship would be used to fund operating costs for the next several years (staffing, fuels, maintenance, etc). She looked at potential vans. Midwest Motors in Moorhead has a new 2018 Ford van. In partnership with Visto Trailers, they could outfit the van with shelves. The van could be purchased for about \$30,000 and the dealership also offered to host fundraisers to help LARL purchase the van.

LARL currently has designated funds of about \$30,000 for purchase of a new vehicle.

A motion was made by Briggs and seconded by Anderson to authorize the LARL Director to use the Designated Van funds to purchase the 2018 Ford Van from Midwest Motors. Discussion about the motion took place. Kalil questioned how the van would be staffed. Lynch stated there would need to be partnerships formed to secure funding to pay for the staffing and ongoing costs. Grimsley suggested LARL buy an option to purchase the van from Midwest Motors, with the understanding that fundraisers would be done to help pay for the balance of the cost. Carlson suggested the motion be revised to authorize the LARL Director to use a portion of the designated van funds to purchase an option to buy the 2018 Ford Van from Midwest Motors and to request the dealership to do the offered fundraising to help pay for the remaining balance of the cost.

(Briggs/Anderson) move to authorize the LARL Director to use a portion of the designated van funds to purchase an option to buy the 2018 Ford Van from Midwest Motors and to request the dealership to do the offered fundraising to help pay for the remaining balance of the van cost. MCU.

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DIRECTOR'S REPORT - continued

The Regional Office has 12 employees, which is a bare bones staff, 18 years ago there were closer to 20 employees. The Regional Office is largely funded by state funding and has been cut back as funding has decreased. The Regional Office employees play a crucial role in the operation of the regional library system. Regional Office staff handle all reporting to the State of MN, Human Resources, Payroll, and Accounts Payable. One employee purchases all materials for the entire region, one person handles inter library loan, and one person deals with delivery every day between LARL locations. Two people handle the hundreds of computers around the region. One person manages the Automation System, which handles all of our customer data and our collection data, and Northwest Regional Library System's. There is one marketing person, and a part time program coordinator for youth services and Legacy. One person enters all data in the Automation System. All of these positions support all of the branches in LARL so the branches can concentrate on providing the best possible service to their community and their community members.

NOMINATIONS COMMITTEE

Schell reported that all people serving on the Executive Committee are eligible for reappointment in 2020. All of the Executive Committee members present are willing to continue to serve in 2020. No other board members expressed a desire to serve on the Executive Committee.

BOARD MEMBER REPORTS

Becker County (Grimsley, Kalil)

No Report.

Breckenridge (Holecek)

No Report.

Clay County (Haney)

The county is working on their budget and needs to finish it up by the end of the month.

Clearwater County (Titera)

Lynch spoke to the County Board and did a good job presenting. At this time LARL's increase is currently in the budget.

Crookston (Briggs)

No report.

Detroit Lakes (Schell)

Norman the Therapy Dog has come to the Library and will be coming again over the next few months.

City of Mahnomen (Durant)

No Report.

Mahnomen County (Geray - Absent)

No report.

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BOARD MEMBER REPORTS - continued

Moorhead (Anderson, Brammer - absent, Carlson)

The City is working on the budget. A Murder Mystery event is coming up on October 5th.

Norman County/Ada (Jacobson)

LARL's funding is in the Norman County budget.

Polk County (Willhite)

LARL Funding is currently in the Polk County budget.

Wilkin County (Larson - absent)

No report.

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

No report.

Northern Lights Library Network (Holecek, Kalil)

No report.

(Durant/Jacobson) Move to adjourn.

The meeting adjourned at 7:17 p.m.