

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

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

An online meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, March 19, 2020. President Kalil called the meeting to order at 5:30 pm.

**Board Members Present:** Ahmann, Carlson, Grimsley, Haney, Holecek, Jacobson, Kalil (*President*), Larson, Schell, Shastri, Titera, Willhite.

**Board Members Absent:** Anderson, Briggs, Durant.

**Others Present:** Lynch, Sprynczynatyk

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

Sprynczynatyk stated item #4, the 2019 Audit Report with Brady, Martz and Associates will be moved to a later date, and at this time it appears they will present at the May 21, 2020 meeting.

**MINUTES OF THE JANUARY 16, 2020 FULL BOARD MEETING**

*(Jacobson/Grimsley) Move to approve the Minutes of the January 16, 2020 Full Board Meeting as presented. MCU.*

**WELCOME TO NEW BOARD MEMBERS**

Kalil welcomed Chizuko Shastri, City of Moorhead.

Shastri recited the Oath of Office.

**FINANCIAL REPORT**

16.67% of the 16.59% budgeted expenses have been spent. Revenues in February are higher than budget due to 1<sup>st</sup> quarter billings of Signatories and State funding received, in addition to the first 2 large interest payments on investments.

Grimsley asked if the 2019 audit results changed from the year end financials provided in January. Sprynczynatyk noted that although no adjustments were proposed by the auditors to LARL, the audited financial statements look different due to the audit report showing the \$81,000 of endowment funds as an asset, which necessitated the financial statements show the balance of funds as income for 2019.

(over)

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## FINANCIAL REPORT - continued

***(Carlson/Larson) Move to authorize the Director of Finance to submit the 2019 Annual Report to State Library Services. MCU.***

***(Schell/Titera) Move to approve the Final Report for the State Regional Public Library System Arts and Cultural Heritage Program for FY2018 funding year. MCU.***

## DIRECTOR'S REPORT

Jane Vigness, Climax Public Library Branch Librarian, is retiring after 29+ years with LARL on March 31<sup>st</sup>. Sheila Capistran will be taking Jane's place in Climax. Sheila has worked as a Substitute for LARL for the past several years.

Lynch discussed topics included in her written report from the agenda packet.

Lynch discuss the LARL Book Truck donated by the City of Moorhead, Duggan's Auto Service Center donating needed repairs, and LARL raising about \$10,000 for the project. The LARL budget doesn't currently include funding for the service.

***(Larson/Carlson) Move to use the donated funds to finish outfitting the vehicle for book truck use.*** The motion was amended before voting.

The board discussed the donations and using additional funds to get the bus ready for summer. Lynch discussed that the donated funds are designated for the bus and a motion to use the donations isn't necessary, but rather would like the LARL board to consider using some of the LARL Designated vehicle funds to help with getting the vehicle ready.

***(Carlson/Schell) Move to use the \$10,000 of donated funds along with \$5,000 of LARL Designated vehicle funds to get the LARL Book Truck outfitted, wrapped and any other needs as well as staffing for summer 2020. At the May 2020 full board meeting, the topic will be discussed again to consider if additional LARL Designated vehicle funds need to be used for the project in 2020. MCU.***

Lynch updated the board on LARL operations regarding COVID-19. All 22 LARL locations are closed. The 13 supervisors in the region are working from home. The supervisors and libraries around the state are trying to figure out how to provide service to school age children as well as other customers remotely. All other LARL employees are home and have been told to check their email regularly and participate in staff development opportunities with the hope that a plan for providing service will be provided around March 27<sup>th</sup>. We have asked customers to keep items at home. No fees and fines will be applied during this time.

Libraries are waiting for information from the Department of Health on how to deep clean libraries and how to clean returned materials.

Recently \$2,000 of new eBooks were purchased and all were checked out immediately. Going forward more resources will be used to purchase eBooks while the locations are closed. The LARL.org website is going to focus on advertising every online resource we offer.

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**DIRECTORS REPORT – continued**

Wi-Fi hotspots for checkout may be offered this Spring/Summer to school children and families who do not currently have internet access at home.

Grimsley asked who's guidance LARL is following regarding shutdowns. Lynch stated that Libraries are currently following the guidance of the Department of Health and the Department of Education.

**PRESIDENT'S REPORT**

No report

**BOARD MEMBER REPORTS:**

**Becker County** (Grimsley, Kalil)

No report.

**Breckenridge** (Holecek)

Lynch reported that the Breckenridge Friends donated over \$1,500 for a system to hang art in the library.

**Clay County** (Haney)

No report.

**Clearwater County** (Titera)

Tax season was busy for the library.

**Crookston** (Briggs)

No report

**Detroit Lakes** (Schell)

Lynch met with the Library board on January 30<sup>th</sup>. The board decided to look into planning for the future of the library. There has been some discussion with the City regarding the future of the Detroit Lakes Library.

**City of Mahanomen** (Durant-absent)

No report.

**Mahanomen County** (Ahmann)

No report.

**BOARD MEMBER REPORTS – continued:**

**Moorhead** (Anderson-absent, Carlson, Shastri)

The board had several events planned but at this time all events have been cancelled or put on hold. The city is looking into possibilities of moving the library and Regional Office. The COVID-19 issues have slowed the process down at this point.

**Norman County** (Jacobsen)

Two emergency resolutions were made by the County Board. One related to flooding and one related to COVID-19. County buildings will be closed to the public and will be revisited on April 7<sup>th</sup>.

**Polk County** (Willhite)

The government center will be closed to the public as well as license renewal and other public buildings.

**Wilkin County** (Larson)

The court house and county facilities are fully staff but restricted to the public. The USDA office in Breckenridge is closed.

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

No report.

**Northern Lights Library Network** (Kalil, Holecek)

Several events had been planned but most have been cancelled.

**PRESIDENTS REPORT**

No report.

The meeting adjourned at 6:30.