

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, May 21, 2020. President Kalil called the meeting to order at 5:30 pm.

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

Board Members Absent: Anderson, Haney, Jacobson.

Others Present: Lynch, Sprynczynatyk, Tracee Bruggeman (Brady Martz & Associates)

PUBLIC INPUT

None

APPROVAL OF AGENDA

MINUTES OF THE MARCH 19, 2020 FULL BOARD MEETING

(Grimsley/Holecek) Move to approve the Minutes of the March 19, 2020 Full Board Meeting as presented. MCU.

2019 AUDIT REPORT

Tracee Bruggeman from Brady Martz & Associates presented the LARL 2019 audit report and answered questions.

FINANCIAL REPORT

Sprynczynatyk informed the Board that physical copies of the 2019 audit are available for those who received a digital packet.

With 33.33% of the year complete, 32.51% of budgeted expenses have been spent. Miscellaneous Revenue are currently under budget, this is due to the COVID-19 reductions of in-person services. Mileage/Board Meeting Expenses are under budget due to online meetings and substitutes not currently being utilized. Accounting/Bank Fees are high due to the 2019 audit being paid in full.

(over)

FINANCIAL REPORT - continued

(Briggs/Ahmann) – Move to reinvest the full annual distributions from the FM Area Foundation for the Ada, Fertile, Hawley and Moorhead Branches into the sub funds from which they were earned, and spend the full annual distribution from the FM Area Foundation for the Crookston Branch distribution. MCU.

Sprynczynatyk discussed the LARL budget process and the second draft of the 2021 Preliminary Budget. There are 2 large unknown items in the budget which LARL won't know until August; Health Insurance which is budgeted at a 10% increase, and State Basic Support which is currently budgeted to increase by \$4,300. The budget includes a 2% increase to LARL Signatories. The budget reflects a \$94,270 shortfall. LARL will plan to use reserves to cover the shortfall. In addition, an effort will be made in 2020 to reduce spending in order to help cover the 2021 shortfall.

DIRECTOR'S REPORT

Lynch discussed that LARL furloughed five employees from LARL's largest locations. In addition, one full time position in Crookston remains unfilled. Four part-time positions were also reduced from weekly scheduled hours to Substitute positions. These furloughs and reductions will result in about \$10,000 of monthly pay savings, but current unemployment claims will result in LARL being charged about \$368 per week for unemployment benefits.

Starting June 1, delivery to LARL branches and LINKs will return to a five days a week schedule. Curbside pickup will go from staff initiated to a customer initiated service. Customers will be notified that their materials are ready for pick up, and will call the library to schedule a time to pick up their items.

Following guidelines from the State of MN, a Phase II plan for service has been developed and will soon be distributed to staff. Phase II includes expectations regarding self-health screening, hours, cleaning, as well as what to do if any employees contract the virus.

LARL received a hotspot grant that allowed LARL to purchase 43 hotspots that will be available for check out. LARL also received \$48,000 to support online learning and distance education, these funds will be used to fund LARL's Hoopla service, Overdrive collection, to extend the hotspot service through the end of 2020, and to buy some equipment for the LARL Booktruck.

The LARL Booktruck has been wrapped and is currently at the cabinet maker to get shelving installed.

BOARD MEMBER REPORTS:

Becker County (Grimsley, Kalil)

No report.

Breckenridge (Holecek)

No report.

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Clay County (Haney - absent)

No report.

Clearwater County (Titera)

No report

Crookston (Briggs)

No report

Detroit Lakes (Schell)

An electric assist bike and a 2nd bike have been purchased, the trailer that will house the books is being wrapped. They are hoping to still use the bike around town in August. The Detroit Lakes Board is moving forward with a community needs assessment.

City of Mahanomen (Durant)

No report.

Mahanomen County (Ahmann)

No report.

Moorhead (Anderson-absent, Carlson, Shastri)

The first online Legacy program was very successful. All in person programs have been cancelled through August.

Norman County (Jacobson-absent)

No report.

Polk County (Willhite)

Polk County is looking at a back to work plan. Penalties will be waived for people who weren't able to pay property taxes. They are looking at tax abatements for restaurants.

Wilkin County (Larson)

The Wilkin County Fair has been cancelled. The last time it was cancelled was 1918 due to Spanish Flu.

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

No report.

Northern Lights Library Network (Schell/Holecek)

The next meeting will be online in June.

PRESIDENTS REPORT

No report.

OTHER

Carlson suggested the board look at the costs of online meetings compared to in person meetings at the next meeting.

The meeting adjourned at 6:15.