

*The Mission of Lake Agassiz Regional Library
is to share resources
in order to provide access to quality library services
that meet lifelong learning needs,
and enrich the lives of those we serve.*

LARL BOARD OF TRUSTEES EXECUTIVE COMMITTEE MEETING MINUTES

A meeting of the Lake Agassiz Regional Library Executive Committee was held Thursday, July 19, 2001 at the Moorhead Branch. President Bursik called the meeting to order at 5:30 p.m.

Executive Committee Members Present: Bursik, Conzemius, Waller, Rooney, Iverson, Ellingson

Executive Committee Members Absent: Welte

Others Present: Fredette, Slicer, Mommens

APPROVAL OF MINUTES/AGENDA

Fredette requested that Round 3 be added to the Regional Library Telecommunication Aid Report under Financial Report.

(Conzemius/Rooney) moved to approve the minutes of the April 19, 2001, Executive Committee meeting as presented. MCU.

FINANCIAL REPORT

Slicer reported that 50% of the year is complete with 47% of the year's income received. The basic support grant revenue line is low, because the State of Minnesota pays heavier in the second half of our year. The Mobile Library expense entry is high because of some sizeable expenses for repairs. Questions were asked about the number of miles on the van (128,000 miles) and the nature of the repairs. Expenses on the van were high due to repairs and the insurance that was paid in full at the beginning of the year.

Iverson inquired about the miscellaneous reimbursement line item. The line item is low because our e-rate telephone discounts have not been received. Interest income is ahead of budget and includes operating and investment accounts. This income also reflects the change of price in securities, which is a variable amount depending on interest rates. The Loss/Damage revenue line item was explained as monies received in payment for damaged or lost library property. The

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Aurora expense line item was explained as the cost for the on-line catalog, barcode scanners, and other minor equipment. Also questioned were the two line items for Public Information. One line item is for public relations materials and printing costs, the other (Administration) is a discretionary fund for the Director's use.

Rooney asked how many years before the Mobile Library vehicle would need to be replaced? Fredette reported that the Mobile Library driver did not think the vehicle would last 10 years as originally anticipated. Fredette reported that funds are set aside each year in the Mobile Library replacement fund.

Regional Library Telecommunications, Rounds 1, 2, and 3 Final Report

The Regional Library Telecommunications Aid (RLTA) program has been a difficult program to administer. There was not enough time to do more than the T1 line updates at the branch libraries before the June deadline because final funding amounts didn't arrive until May. At present we have all the lines upgraded. Because updates took place so late in the fiscal year and because we cannot pay our telecommunications costs ahead, we have to return what we didn't spend. We have been billed or received prices for all of the work done to date and need to send back an estimated \$123,000 to the State of Minnesota. LARL has to turn in 3 reports regarding this funding, one for each round. The reports will show that we have under-spent. We cannot afford the operating costs for the updated lines if the state aid received this year for RLTA is the same amount we received last year. NW-LINKS is looking at whether or not we can buy fractional T1 lines. We are getting billed for a whole T1 line at each library even though we agreed to a ½ T1. Fredette thinks NW-LINKS will resolve the issue so that we will eventually pay for ½ T1 lines at the branch libraries. Iverson questioned the difference between the 3 Rounds. Each system put in a request for telecommunication aid. Round 2 was the distribution of money left over after the aid was divided between libraries during Round 1 and then Round 3 was left over money from Round 2.

DIRECTOR'S REPORT

Fredette presented some background information on the proposed NCAP resolution. She referred the Board to the recommendations in the meeting packet, which included a summary of the recommendations of NCAP's strategic planning consultant.

The first and fundamental recommendation was that NCAP review its relationship to Northern Lights Library Network (NLLN) and that the NCAP President assume many of the roles that NLLN has been performing to date.

This recommendation has been the focus of the last two meetings of the NCAP User's Council, which is composed of the directors of the three cooperating library systems, with input from the NLLN director and a technical committee with representatives from each library system.

The relationship and joint responsibilities between each of the regional libraries and NLLN would remain the same, only NCAP responsibilities would change.

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NLLN has also been discussing the issue of its relationship with NCAP and according to Ruth Solie, the new Director, does not believe that its NCAP duties are consistent with the NLLN mandate.

At a special July 6th, 2001 meeting of the NCAP User's Council, it was decided to accept the recommendation of the consultant, and to request the support of the constituent library systems in initiating the disengagement process.

The directors unanimously decided that the issues of the respective bylaws of NLLN and NCAP, investments, contractual obligations, etc., would best be addressed with legal advice. NCAP has the financial resources to retain the services of an attorney with experience in the area of non-profit corporations.

There, the motion outlined in the Board agenda is recommended for Board approval.

(Ellingson/Waller) recommended the adoption of the resolution to support the NCAP User Council in re-evaluating the governance of NCAP as follows:

Be it resolved that the LARL Board supports the decision and direction of the NCAP User Council to hire legal counsel to sort out the legal and financial relationship between the Northern Lights Cooperative automation Project (NCAP) and the Northern Lights Library Network (NLLN), present any issues that would need to be resolved should the two entities decide to separate, and that the effort be financed within the existing NCAP budget. MCU.

Fredette gave a status report on the Detroit Lakes vacant position. Fredette, Slicer, plus Oja and Hooper (from the Detroit Lakes Board and Library Fund Board) interviewed 3 candidates for the position the week of July 9-13, 2001. The position was offered to the committee's first choice but the candidate has not made a decision yet, as she will also be interviewing for another position. Fredette expects to receive a response in early August. We have two other potential candidates to interview if the response is negative.

Fredette also reported that Mommens had submitted her resignation to accept a position as Director of Emergency and Social Services with the Minn-Kota Chapter of the American Red Cross. The resignation is effective August 3, 2001.

The Gates Grant is kicking into high gear. The first round of training started in Crookston today and second session is in Fergus Falls tomorrow. LARL staff members will attend both training sessions. LARL will order computers in the near future and will remodel space for the Moorhead training lab by October 1.

The 2002 budget letters to signatories were sent out this week. LARL meets with Clearwater at the end of the month and the Wilkin County meeting is tentatively scheduled for August 21.

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The press release on budget shortfalls is ready to be published. It will be published only in those counties where the shortfalls occurred. Bursik commented on activity in Fosston regarding the new library, and hopes that will generate some positive response from commissioners during the budget presentations.

Bursik questioned monthly circulation statistics being negative in Climax and Crookston. Fredette thinks the circulation in Crookston will increase in the near future in conjunction with the new Branch Librarian.

Fredette passed around a draft copy of a LARL newsletter developed by the Public Information Office. The newsletter will be placed on the web also. Conzemius suggested placing the newsletter around towns as a PR tool. Slicer suggested applying for a grant to assist with the printing cost. Board members commented favorably on the newsletter.

Rick Ponzio, a storyteller, visited 6 branches with funds received from a grant. Approximately 300 people attended his programs.

Fredette is putting together a team to review the technology plan and strategic plan to move forward on implementing goals.

The Statewide Filtering Committee plans to come up with a template for systems to use during the implementation of procedures for filtering. The template will be discussed at the Directors Meeting during the last week of July.

PRESIDENT'S REPORT

Bursik expressed appreciation to the Executive Committee for attending the ITV meeting with LDS staff, held in Detroit Lakes. He felt we accomplished as much as possible via the ITV meeting and he is very grateful for the response of the Executive Committee.

OTHER

Weller commented on the fact that budget presentations might be moved to September because of the tardy budget approval by the legislature.

ADJOURNMENT

The meeting was adjourned at 7:00 p.m.