

*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 Tuesday, October 9, 2001 at the Moorhead Branch. President Bursik called the meeting to order at 5:30 p.m.**

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

**Executive Committee Members Absent:** Welte

**Others Present:** Fredette, Slicer, Wasserbeck.  
Laurel Ambuehl, Kim Slan, Judie Sletta.

**PUBLIC INPUT**  
None.

**APPROVAL OF MINUTES/AGENDA**

**(Waller/Conzemius) Moved to approve the minutes of the August 16, 2001 Executive Committee meeting as presented. MCU.**

**Additions to the Agenda:**

- Waller asked to add discussion on Saturday meeting schedule.
- Conzemius asked to report for Nominating Committee.
- Slicer asked to have the Board discuss the signing of the Regional Library Telecom Aid (RLTA) grant for FY 2002.

**FINANCIAL REPORT**

Three quarters of the year is completed with all third quarter payments received from Signatories. We have received a \$10,000 E-rate reimbursement for telecommunications lines. This was an excellent month in bond returns. Slicer feels there may be an error because it is unusually high. She has a call in to our investment advisor to double check accuracy. Bursik asked why we don't budget this. Slicer explained that we don't budget because it is too variable.

Most personnel vacancies are filled. Open vacancies at this time are not major positions. The

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transportation expense is high due to repairs on mobile library and van. Bursik asked why there are so many repairs on the van and Mobile Library. Slicer explained that this expense also includes gas prices.

Library materials are 87% expended because staff must buy and process materials before the end of the year. Reports are received every two weeks on what has been spent on materials and what remains.

Unused Regional Library Telecom Aid (RLTA) was returned to the state. LARL received the first RLTA check for FY 2002 from the state.

At this point, Randy Stefanson, legal counsel for LARL, joined the meeting. Stefanson is representing LARL in a union grievance to be presented at tonight's meeting. Stefanson was welcomed by Bursik. Bursik asked about protocol for tonight's meeting.

At 6:15 p.m., Laurel Ambuehl, Crookston Library Assistant and Union Steward, Kim Slan, former Library Assistant at the Crookston Branch, and Judie Sletta, Staff Representative for AFSCME, Local Union 1450, joined the meeting in progress. They asked that the session be closed to the public during the proceeding.

**(Waller/Rooney) moved to close the session. MCU.**

After discussion of the grievance the three women were asked to leave while the Board continued discussion of the matter.

**(Iverson/Ellingson) moved to open session. MCU.**

Bursik reported that the Executive Committee had discussed the matter thoroughly, looking at the evidence presented by both LARL administration and the union representative.

**(Waller/Rooney) Moved to deny grievance. The Executive Committee would like LARL's legal counsel and administrator to prepare documentation. MCU.**

Union representative was told to continue communication with Fredette. The three women departed the meeting.

**A 5 minute break was taken at this time.**

### **DIRECTOR'S REPORT**

There were 56 staff at All Staff Day on Monday, October 8, in Moorhead. A review of the day's events included presentations on search engines, the LARL web site and new Teams. During lunch, Dr. James Coomber, a professor from Concordia College, spoke on farm issues in the Red

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River Valley and the book he and a colleague wrote. There was a Trouble Ticket (HelpDesk) presentation by Josh Stompro and employee anniversaries for years of service were recognized. Each recipient received a pin.

New job descriptions have been distributed. Supervisors will meet with employees before the end of the year to begin the new performance evaluation process. Bursik asked why we are not evaluating performance currently. Fredette responded that the form drafted last year was too cumbersome. The Coordinating Committee is working on streamlining it for efficiency, and the form should be completed and implemented by next summer. Supervisors will need training prior to implementation.

On October 24-26 LARL will host the CRPLSA (Council of Regional Public Library System Administrators) for their quarterly meeting. The Council is composed of regional public library system administrators from across Minnesota.

This week, five LARL employees will be attending the Minnesota Library Association conference in St. Cloud.

Crookston is the first branch to receive their Gates computers. New equipment is coming in to all the branches through December.

The branch library meeting in November will have a presentation on using medical reference resources, both print and online.

Fredette reported on LSTA grants. LARL is writing four grants in the following areas:

- Delivery (we have lost our federal funding for delivery);

- Dump the Dumbs - replacing dumb terminals with Gateway Profiles;

- Lifelong Links to the Library: Reaching Rural Readers - A study to research expanding Services;

- The Card with the Highest Interest: Behold the Power of Your Library Card - marketing to get more people using the library.

The grants must be submitted by next Friday, October 19.

**(Conzemius/Waller) Moved to submit the proposed LSTA (Library Services and Technology Act) Grant Applications to library Development and Services on behalf of LARL. MCU.**

#### **Other**

Discussion was held over approval to submit the RLTA Grant to Library Development and Services. Bursik needed to sign the application.

**(Ellingson/Rooney) Moved to submit the proposed RLTA (Regional Library Telecom Aid) Grant to Library Development and Services on behalf of LARL. MCU.**

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Waller opened discussion on the Board meeting schedule. He wanted to explore the possibility of changing all Saturday meetings to weekdays. Rooney agreed. There are too many conflicts on Saturdays, especially for those who work during the week. Their time on the weekends is at a premium. Bursik reported that in 2001 three Saturdays were scheduled. Conzemius recalled prior discussion on this matter. Many board members expressed the same concern. The problem is finding replacement days. Bursik suggests using Thursday evening, 5:30 p.m., as the standard.

There was discussion on changing the upcoming November Full Board meeting which is scheduled for Saturday. Bursik asked about sending out a questionnaire saying the Executive Committee discussed changing the meeting and would they like to do that? Wasserbeck will send out the survey next week.

There was discussion over when to set the meeting dates for 2002. Last year it was in November. It should be in November again. Waller feels that is a discussion for the Full Board. The Executive Committee agreed.

Conzemius opened discussion on rotating the meetings between different branches. He asked which branches had the room. There was discussion over alternating meetings between branches. Bursik decided to bring this discussion to the next Full Board meeting.

Conzemius reported that everyone has indicated they are willing to serve again on the Executive Committee. Wasserbeck will send a letter to everyone on the Nominating Committee to inform the committee of this. Conzemius will have a representative at the November Full Board meeting to make a presentation since he will be absent.

There was discussion on reappointment of those going off the board. Conzemius asked for a list of those whose terms are expiring. They will receive a letter or phone call asking if they desire to be reappointed.

### **PRESIDENT'S REPORT**

Bursik commended Fredette's presentation to Becker County and thanked her. Mary Haney helped with the presentation. All board members from Becker County were there.

Bursik cannot attend the MLA Conference this week. He asked that if any of the Committee had the time to please attend.

There was a reminder of the change in the date of the December meeting from the 20<sup>th</sup> to the 13<sup>th</sup> at 5:30p.m. The November date is to be determined.

Meeting adjourned at 7:40 p.m.