

*The Mission of LARL
is to link people and communities
to resources and experiences
for learning and enrichment.*

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, November 16, 2006 at the Moorhead Branch.

Board Members Present: Bock, Brunsvold, Conzemius, Eid, Ellingson, Gunderson, Hintermeyer, Hooper, Hovdenes, Jacobson, Kochmann, Kolke, Lindgren, Melby, Mooney, Perry, Saar, Sauvegeau, Swanson.

Board Members Absent: Dufault, K. Larson, M. Larson, Nelson.

Others Present: Fredette, Stroh, Fawn Alstadt. Connie Bensen (Crookston Hub Supervisor), Helen Goodin (Collection Development Librarian), Liz Lynch (Public Services Supervisor), and Rose Montplaisir (Public Information Officer) were present for the first part of the meeting.

PUBLIC INPUT

None.

APPROVAL OF AGENDA.

(Eid/Conzemius) Moved to approve the agenda as presented. MCU

MINUTES OF THE JUNE 15 AND SEPTEMBER 21, 2006 FULL BOARD MEETINGS.

(Lindgren/Kolke) Moved to approve the Minutes of the June 15 and September 21, 2006 Full Board Meetings as presented. MCU

DIRECTOR'S REPORT

Last fall, LARL started the process of updating its Strategic Plan. With input from staff, administration, the Board, and stakeholders, LARL developed new Mission and Vision statements and strategic focus areas. Four staff: Connie Bensen (Crookston
(over)

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Hub Supervisor), Helen Goodin (Collection Development Librarian), Liz Lynch (Public Services Supervisor at the Moorhead Branch), and Rose Montplaisir (Public Information Officer), each volunteered to lead a strategic focus area. They were each present at the meeting to discuss their focus area and progress made to date.

The 2007 Minnesota Library Association (MLA)/Minnesota Educational Media Association (MEMO) Legislative Platform includes a request to increase the statewide Regional Library Basic System Support (RLBSS) Grant funding by \$5 million. There has not been an increase in this funding since 1992. This platform also includes a request to increase funding for the Regional Library Telecom Aid (RLTA) to provide increased bandwidth and connectivity to libraries. Currently, our libraries have between a ¼ T1 to a full T1 in the larger libraries. Regional library systems are seeking an increase in funding to provide for a T1 line in each library. Fredette will be sending a letter to the County Boards and City Councils to ask for their support of this effort.

Fredette has received a phone call from a citizen of Wolverton inquiring as to how to bring a LINK site to their community.

The Coordinating Team has started looking at the reciprocity agreements we have with the Fargo Public Library, West Fargo Public Library, and Leach Public Library (Wahpeton, ND). These documents date back as far as the 1970's and need to be updated to account for the new services libraries now provide, such as on-line databases, downloadable formats, etc. These three documents may also be merged into one document. A draft should be ready for the Executive Committee to review at the December meeting.

2006 SUMMER READING REPORT

Kati Ulven, LARL Youth Services Coordinator, was present to report on the 2006 Summer Reading Program. All 13 branches and 8 LINK sites participated in the summer reading program this past summer to encourage children to continue to read throughout the summer. There was a 21% increase in participation in the program from 2005.

REPORT OF THE NOMINATIONS COMMITTEE

Conzemius presented the report from the Nominations Committee as follows: President - Bob Perry; Vice President - Wally Eid; Treasurer - Norm Ellingson; and Members-at-Large - Jerry Jacobson, James Kochmann, Merlin Melby, and Cynthia Saar.

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(Conzemius/Lindgren) Moved to accept the nominations and elect the 2007 Executive Board as presented. MCU

President Perry presented outgoing Board members Linda Swanson, Erling Kolke, and Dave Conzemius with a plaque and thanked them for their years of service to LARL.

At this time Perry had to leave so the meeting was turned over the Vice-President Eid.

REPORT OF THE PERSONNEL COMMITTEE

Jacobson presented three revised policies and three new policies that the Personnel Committee reviewed and recommends to the Full Board.

(Swanson/Melby) Moved to approve the Vehicle Policy, Name Tag Policy, Family and Medical Leave Policy, Jury Duty Policy, Confidential and Proprietary Information Policy, and the Time Off to Vote Policy as reviewed and recommended by the Personnel Committee. MCU

Ann Eveslage, Human Resources Director, researched and presented to the Personnel Committee information on establishing an Employee Assistance Program (EAP) for LARL employees.

(Conzemius/Melby) Moved to establish an Employee Assistance Program (EAP) for LARL employees at a cost of no more than \$30 per FTE, effective January 1, 2007, as reviewed and recommended by the Personnel Committee. MCU

2007 BOARD OF TRUSTEES MEETING SCHEDULE

The Board of Trustees meeting schedule traditionally has included some meetings being held in locations other than Moorhead. While this is a good way for Board members to see other branches, there are typically fewer members able to make these meetings. In fact, for two of these meetings in 2006, we were unable to make quorum. The 2007 draft meeting schedule shows all meetings being held in Moorhead except the June meeting which will be held in Detroit Lakes.

(Hooper/Saar) Moved to approve the 2007 Board of Trustees Meeting Schedule as presented. MCU

(over)

FINANCIAL REPORT

In November we received the 2nd payment for the FY07 Regional Library Basic System Support Grant. The Fall Book Sale netted approximately \$2,300 which will be used to purchase new materials.

The FY07 Regional Library Telecommunication Aid (RLTA) Application is due to the State by December 1, 2006.

(Ellingson/Swanson) Moved to authorize the Regional Library Director and Business Office to submit an application for FY07 Regional Library Telecommunications Aid to fund access line maintenance and leases required to maintain connectivity for existing public library sites. MCU

Our current Technology Plan covers the period July 1, 2004 through June 30, 2007. We will soon be getting guidance from the State on preparing our next plan which will be due to the State for review in the spring. However, our E-rate application for the plan year July 1, 2007 to June 30, 2008 needs to be submitted shortly and we are required to have a Technology Plan in place that covers the entire grant period when we apply. In order to comply with this requirement, we would like to extend our current Technology Plan through June 30, 2008 until we receive the necessary information and are able to complete a new Technology Plan this spring.

(Jacobson/Sauvageau) Moved to approve extending LARL's existing Technology Plan through June 30, 2008. MCU

BOARD MEMBER REPORTS:

Becker County. (Hovdenes, Kolke, Nelson-absent, Sauvegeau).

The Detroit Lakes Library has lost 3 volunteers. Mary Haney did a good job when she was interviewed on the radio about the library.

Breckenridge. (Conzemius).

The numbers for Breckenridge are looking good.

Clay County. (Brunsvold, Melby, Mooney).

The Barnesville Library of the Future is now in the fundraising stage.

Clearwater County. (Larson-absent).

Larson e-mailed his report which Fredette read: Larson was not re-elected to the Clearwater County Board. The Bagley Library was one of the needs identified in conjunction with a local development grant.

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Crookston. (Lindgren).
No report.

Detroit Lakes. (Hooper).
The Frazee LINK site has a wonderful location and is off to a good start.

City of Mahanomen. (Kochmann).
No report.

Mahanomen County. (Eid).
The Mahanomen Library has received new furniture.

Moorhead (Bock, Hintermeyer, M. Larson-absent, Saar, Swanson).
The Moorhead Library Board recently met with the architect and did recommend a preliminary library plan to go to the City Council.

Norman County/Ada (Gunderson).
No report.

Polk County (Dufault-absent, Ellingson, Jacobson).
The McIntosh Library is the hub of that town. The LARL budget request was approved by the Polk County Commission.

Wilkin County (Perry).
No report.

Northern Lights Library Network
No report.

PRESIDENT'S REPORT
None.

The meeting adjourned at 7:35 p.m.

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