

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

**LARL BOARD OF TRUSTEES  
EXECUTIVE/FINANCE COMMITTEE MEETING  
MINUTES**

**A joint meeting of the Lake Agassiz Regional Library Executive and Finance Committees was held on Thursday, February 15, 2007 at the Moorhead Branch. President Perry called the meeting to order at 5:30 p.m.**

**Executive Committee Members Present:** Eid, Ellingson, Jacobson, Kochmann, Melby, Perry (chair), Saar.

**Executive Committee Members Absent:** None.

**Finance Committee Members Present:** Bursick, Ellingson (chair), Gunderson, Mooney, Nelson, Perry (*ex officio*), Saar.

**Finance Committee Members Absent:** None.

**Others Present:** Fredette, Stroh, Brunsvold.

**PUBLIC INPUT.** None.

**APPROVAL OF AGENDA**

**(Bursik/Ellingson) Moved to approve the Agenda as presented. MCU.**

**APPROVAL OF MINUTES**

**(Jacobson/Eid) Moved to approve the December 28, 2006 Executive Committee Meeting Minutes as presented. MCU.**

**(Ellingson/Bursik) Moved to approve the January 18, 2007 Finance Committee Meeting Minutes as presented. MCU**

**FINANCIAL REPORT**

Financial statements were distributed at the meeting due to a delay in getting the final adjusting entries from the auditor. We have received a payment for the Regional Library Basic System Support Grant in the amount of \$143,864.

There have been a few minor changes to the format of the financial statements for 2007, including the addition of the line item "Other Employee Benefits". This line item will include the cost of the Employee Assistance Program approved by the Board.

(over)

## **Minutes of the February 15, 2007 Executive/Finance Committee Meeting – Page 2**

A survey was taken of all the library systems in Minnesota, with all but one responding, to see what each system keeps as an operating reserve. Reserves ranged from 4.8% to 50% of the annual operating budget with LARL at 33%.

### **DIRECTOR'S REPORT**

The Automation Documentation Project is moving forward again after meeting with representatives from EideBailly Technology Consulting to come to an agreement as to the scope and process of the project.

Because staff at both the Moorhead and Crookston Hubs attended an earlier training session, they are able to apply for a Latino Library Outreach Grant from the Bill and Melinda Gates Foundation. The amount they are able to apply for is based on the number of staff who attended the training. Moorhead is able to apply for \$381.48 and Crookston is able to apply for \$981.48. Both libraries have partnered with a local organization to provide outreach to the Latino community.

**(Saar/Gunderson) Moved to authorize the Director and Finance Officer to submit an application for Latino Library Outreach Grants at the Crookston and Moorhead Branches as presented. MCU**

Michael Hannaher from the FM Area Foundation will be at the April Executive-Finance Committee Meeting to speak to the Board about LARL funds with the Foundation.

LARL has received a reasonable accommodation request from a blind couple asking that the library attach Braille labels to all the audio and descriptive video materials. The couple had been applying their own labels, but had been told by a volunteer that they could no longer do this. The LARL attorney has been consulted and inquiries have been made to other library systems, the State Library, and the Library for the Blind & Physically Handicapped as to how we might meet the request.

Library Legislative Day is March 28<sup>th</sup> and Board members are encouraged to attend.

### **PRESIDENT'S REPORT**

None.

### **OTHER**

Some Board members indicated they have received a letter and/or phone calls from a Union employee. The employee filed a grievance to which the Director responded. The employee will be bringing the issue before the Executive Committee at the April meeting.

The meeting adjourned at 6:30 p.m.

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