

*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, June 21, 2007 at the Detroit Lakes Branch. President Perry called the meeting to order at 5:35 pm.

Board Members Present: Alstadt, Bock, Eid, Ellingson, Dufault, Graves, Gunderson, Hooper, Hovdenes, Lindgren, Nelson, Perry, Saar, Sauvegeau.

Board Members Absent: Brunsvold, Bursik, Chevalier, Hintermeyer, Jacobson, Kochmann, Melby, Mooney. One vacancy from City of Moorhead.

Others Present: Fredette, Stroh.

PUBLIC INPUT
None.

APPROVAL OF AGENDA.

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

MINUTES OF THE MAY 17, 2007 FULL BOARD MEETING.

(Ellingson/Lindgren) Moved to approve the Minutes of the May 17, 2007 Full Board Meeting as presented. MCU

**INTRODUCTION OF DETROIT LAKES HUB SUPERVISOR, MARY HANEY, AND
DETROIT LAKES BRANCH STAFF**

Fredette introduced Mary Haney, Detroit Lakes Hub Supervisor. Haney supervises the Detroit Lakes branch, as well as the Bagley, Fosston, and Mahnomen branches and the Cormorant, Frazee, and Ulen LINK Sites. Haney introduced the Detroit Lakes Library staff on hand including Ria Young (Library Assistant/LINK Liaison), Deb Wahl (Public Services Supervisor), Dotz Johnson (Library Associate), Eileen Mooney (Library Assistant), and Carol Kempenich (Library Assistant).

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Fredette also informed the Board that Haney was nominated by a Detroit Lakes Library customer for the BookPage Annual Spotlight Award. The notice from BookPage stated "A customer took the time to submit your name and tell us about your extraordinary efforts to make the library a place for personal and community enrichment".

FINANCIAL REPORT

The Minnesota Legislature approved an increase in State Regional Library Basic System Support (RLBSS) Funds. Because LARL runs on a calendar fiscal year and the State's fiscal year runs from July through June, we will only see a slight increase in RLBSS funds during 2007/2008 with a larger increase over the next couple years.

Lora Wehrung has been hired and will start on Monday as a part-time (20 hr/week) Business Office Associate. She is replacing Joyce Sonnenberg who retired at the end of March after 20 years of service with LARL.

The application for the State FY08 Regional Library Basic System Support Grant is due to the State on July 2nd.

(Graves/Saar) Moved to approve the application for State FY08 Regional Library Basic System Support (RLBSS) Funds. MCU

DIRECTOR'S REPORT

The 3-year agreement LARL has had with the Minnesota Office of Higher Education to be a MnLINK Gateway Server Site expires in 2007. We would like to renew this agreement for the fiscal years 2008-2011.

(Sauvageau/Dufault) Moved to authorize the Director to sign the MnLINK Gateway Server Site Agreement with the Minnesota Office of Higher Education for fiscal years 2008-2011. MCU

There are two Minnesota Sesquicentennial banners traveling throughout the state this year in celebration of Minnesota's 150th Anniversary. LARL will host one of the banners from July 11th through September 10th at the branches of Ada, Barnesville, Breckenridge, Crookston, Detroit Lakes, Fosston, Hawley, and Moorhead. Customers will be able to view the banner and also sign a journal that will be kept in perpetuity by the MN State Historical Society.

We are working with a couple of consultants from Library Strategies (through the Friends of the St. Paul Public Library) on a staff utilization study, which hasn't been done since 1999/2000. They will be looking at staff classifications, how technology has changed job duties, and also determining benchmarks for the operation of LINK Sites.

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Circulation stats for 2007 are up over last year. Some staff have come forward expressing an interest in trying to attain one million circ in 2007. We are on pace to come close, and with some encouragement, we may be able to attain this goal.

Earlier this week, the Breckenridge Branch received an e-mail stating that a small bomb was located in the library and that it would kill the person who accidentally finds it. The branch librarian did call the police who searched the building and did not find anything.

REPORT OF THE PERSONNEL COMMITTEE

The travel reimbursement policy has been updated to reflect updated reimbursement costs and a new Bone Marrow and Organ Donation Leave Policy is being presented to the Board.

(Hooper/Graves) Moved to approve the Travel Reimbursement Policy and the Bone Marrow and Organ Donation Leave Policy as reviewed and recommended by the Personnel Committee. MCU

LARL currently has an employee paid dental insurance plan through Brokers National. Employees would be able to have better coverage with less cost by changing the dental insurance provider to Spirit Dental. A employee paid vision insurance plan through Avesis Vision Plan was also recommended by the Personnel Committee.

(Sauvegeau/Dufault) Moved to approve changing the dental insurance provider from Brokers National to Spirit Dental and to approve offering the Avesis Vision Plan as a voluntary benefit for LARL benefit-eligible employees effective August 1, 2007. MCU

A new policy was recommended by the Personnel Committee which outlines the procedure for the evaluation of the Regional Library Director.

(Saar/Lindgren) Moved to approve the Evaluation of the LARL Director Policy as revised and recommended by the Personnel Committee. MCU

REPORT OF THE FINANCE COMMITTEE

The Finance Committee discussed the reimbursement of the annual distributions from the Fargo-Moorhead Area Foundation for the Ada, Crookston, Hawley, and Moorhead branches.

(Ellingson/Nelson) Moved to reinvest the annual distributions from the F-M Area Foundation into the sub funds (Ada, Crookston, Hawley, & Moorhead) of the LARL Endowment Fund from which they were earned. MCU

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The Finance Committee held a discussion on seeking proposals for audit services for the years 2007-2009. LARL has been satisfied with the service provided by Eide Bailly but will seek additional bids on audit services to verify that costs are reasonable.

The Finance Committee reviewed and discussed the 2008 Preliminary Budget and recommended approval of that budget with the request that, if possible, the Finance Officer will estimate the Maintenance of Effort (MOE) amount for those counties that will be affected. The LARL budget requests to those counties will be for the estimated MOE amount, not the amount calculated by the LARL formula.

(Ellingson/Lindgren) Moved to approve the 2008 Preliminary Budget as reviewed and recommended by the Finance Committee. MCU

BOARD MEMBER REPORTS:

Becker County (Bursik-absent, Hovdenes, Nelson, Sauvegeau).
There are 473 children and 32 teens signed up for the SRP program.

Breckenridge (Alstadt). No report.

Clay County (Brunsvold-absent, Melby-absent, Mooney-absent). No report.

Clearwater County (Chevalier-absent). No report.

Crookston (Lindgren). No report.

Detroit Lakes (Hooper).

The local board met with the architect and is looking at doing a needs assessment for the library.

City of Mahnomen (Kochmann-absent). No report.

Mahnomen County (Eid). No report.

Moorhead (Bock, Graves, Hintermeyer-absent, Saar, 1 vacancy).

Circulation is up 25,600 so far this year in Moorhead. The attendance at the children's programs is also up.

Norman County/Ada (Gunderson).

There was a reception held in honor of Audrey Thomas who retired from the Ada Library.

Polk County (Dufault, Ellingson, Jacobson-absent).

One of Fosston's Library Assistants, Melissa Leslie, has now become the new Ada Branch Librarian.

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Wilkin County (Perry). No report.

Northern Lights Library Network (Bursik-absent). No report.

PRESIDENT'S REPORT

President Perry administered the Oath of Office to Bock, Dufault, Graves, Hooper, Nelson, Perry, and Sauvageau.

The meeting adjourned at 6:26 p.m.

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