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 St. Cloud, MN 56301
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Board of Trustees Meeting
Tuesday, March 15, 2022, 6:00 p.m.
St. Cloud Public Library Mississippi Room
Agenda

Public Open Forum—Total time: 10 minutes, each person limited to two minutes, speakers must address library related topics not already on the agenda, board members will not interact with public speaker (concerns are referred to management for follow-up), and all parties are expected to display appropriate behavior.

1. Call to Order	6:00
2. Adoption/Amendment of Agenda	6:01
3. GRRL Board Standing Committees Appointments pg 3	6:02
4. Approval of Minutes – January 18, 2022 Board Meeting (Requested Action – Approve) pg 5	6:10
5. Public Open Forum	6:12
6. Financials	6:15
6.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve)	
6.2 Financial Reports (emailed) (Requested Action – Accept)	
7. Consent Agenda	6:20
7.1 Minnesota Public Library Annual Report (Requested Action – Approve) pg 11	
7.2 Other	
8. Communications	6:21
8.1 Other	
9. Presentations	6:21
9.1 Locally Growin’ Presentation (verbal)	
10. Staff Reports	6:35
10.1 Executive Director’s Report pg 13	
10.2 Management Reports pg 15	
10.3 Building Reports pg 21	
10.4 Other	
11. Committee Reports	6:45
11.1 Finance Committee (verbal) (Requested Action – Approve)	
11.2 Personnel Committee (verbal) (Requested Action – Approve)	
11.3 Central Minnesota Libraries Exchange Board (verbal)	
12. Unfinished Business	6:55
12.1 GRRL Board Bylaws Amendments (Requested Action – Approve) pg 23	
12.2 Other	
13. New Business	7:00
13.1 Financial Policy Updates (Requested Action – Approve) pg 33	
13.2 Other	
14. Board Open Forum	7:10
15. Next Meeting – May 17, 2022, Board of Trustees	7:25
16. Adjournment	7:25

March 15, 2022

GRRL Board of Trustees 2022 Committee Appointments Information

Appointment of Fund Development Committee

2021 Fund Development Committee Members

<i>Jayne Dietz</i>	<i>Karen Pundsack, Executive Director</i>
<i>Mary Eberley</i>	<i>Breanne Johnson, Communications & Development Coordinator</i>
<i>Leigh Lenzmeier</i>	<i>Bernice Berns, Donor</i>
	<i>Mark Thelen, Donor</i>

The President shall appoint a Fund Development Committee tasked with supporting the library’s fundraising activities and advancing fundraising at GRRL.

This committee meets quarterly.

Appointment of Library Safety & Security Committee

2021 Library Safety & Security Committee Members

<i>Mary Eberley</i>	<i>Karen Pundsack, Executive Director</i>
<i>Dave Kircher</i>	<i>Julie Schmitz, Associate Director – Human Resources</i>
<i>Leigh Lenzmeier</i>	<i>Neil Vig, Patron Services Coordinator</i>
<i>Mike Kaczmarek</i>	<i>Terri Deal-Hansen, Library Services Coordinator</i>
<i>Vacant</i>	<i>St. Cloud Police Department representative</i>

The formation of a Library Safety & Security Committee resulted from GRRL Board discussion about library building security in June 2017. It was agreed Committee members should include GRRL staff, Board members and the St. Cloud Police Department. The Committee last met prior to the pandemic in November 2019.

This committee meets as needed.

Appointment of Union Negotiations Committee

2021 Union Negotiations Committee Members

<i>Ed Popp</i>	<i>Karen Pundsack, Executive Director</i>
<i>Randy Winscher</i>	<i>Julie Schmitz, Associate Director – Human Resources</i>

The President shall appoint a Union Negotiations Committee tasked with contract negotiations.

This team meets as needed. The Library Services Coordinator Unit and General Unit bargaining agreements expire at the end of 2022.

March 15, 2022

**GREAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
January 18, 2022**

The Great River Regional Library (GRRL) Board of Trustees regular meeting was called to order by President Lisa Fobbe on Tuesday, January 18, 2022, at 6:00 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Zurya Anjum, Wayne Bauernschmitt, Jayne Dietz, Melissa Fee, Lisa Fobbe, Lynn Grewing, Leigh Lenzmeier, Ed Popp, Randy Winscher

Members Excused: Mary Eberley, George Fiedler, Christine Husom, Gary Kneisl, Jacey Wallace

GRRL Staff Present: Amy Anderson, Karen Pundsack, Patricia Waletzko

INTRODUCTION OF NEW BOARD MEMBERS & OATH OF OFFICE

Stearns County citizen representative Lynn Grewing was welcomed to the GRRL Board. After everyone introduced themselves, Lynn read the Oath of Office.

ADOPTION/AMENDMENT OF AGENDA

Executive Director Karen Pundsack requested to add approval of the November 2021 Personnel Committee minutes. Leigh Lenzmeier made a motion to adopt the agenda as amended. Seconded by Jayne Dietz, the motion carried unanimously.

ELECTION OF GREAT RIVER REGIONAL LIBRARY 2022 BOARD OFFICERS

The following were elected as GRRL Board officers:

President – Randy Winscher nominated Ed Popp for President. There being no further nominations, Leigh Lenzmeier moved to close nominations and cast a unanimous ballot for Ed Popp. All voted to elect Ed Popp as President.

Vice President – Randy Winscher nominated Leigh Lenzmeier for Vice President. There being no further nominations, Ed Popp moved to close nominations and cast a unanimous ballot for Leigh Lenzmeier. All voted to elect Leigh Lenzmeier as Vice President.

Secretary – Jayne Dietz nominated Zurya Anjum for Secretary. There being no further nominations, Randy Winscher moved to close nominations and cast a unanimous ballot for Zurya Anjum. All voted to elect Zurya Anjum as Secretary.

Treasurer – Lisa Fobbe nominated Wayne Bauernschmitt for Treasurer. There being no further nominations, Randy Winscher moved to close nominations and cast a unanimous ballot for Wayne Bauernschmitt. All voted to elect Wayne Bauernschmitt as Treasurer.

APPOINTMENTS TO GREAT RIVER REGIONAL LIBRARY 2022 STANDING COMMITTEES

The following were appointed to the GRRL Board standing committees:

Executive Committee

Ed Popp, President – Benton County
Leigh Lenzmeier, Vice President – Stearns County
Zurya Anjum, Secretary – Stearns County
Wayne Bauernschmitt, Treasurer – Wright County
Lisa Fobbe, Past President – Sherburne County
Gary Kneisl – Todd County
Randy Winscher – Morrison County

Finance Committee

Ed Popp, President – Benton County
Wayne Bauernschmitt, Treasurer – Wright County
Lisa Fobbe – Sherburne County
Christine Husom – Wright County
Gary Kneisl – Todd County
Leigh Lenzmeier – Stearns County
Randy Winscher – Morrison County

Personnel Committee

Ed Popp, President – Benton County
Al Amdahl – Stearns County
Jayne Dietz – Sherburne County
Melissa Fee – Wright County
Lynn Grewing – Stearns County
Jacey Wallace – Wright County
Randy Winscher – Morrison County

The Fund Development, Library Safety & Security, and Union Negotiations Committees will be appointed at a future meeting.

APPROVAL OF MINUTES

Al Amdahl made a motion to approve the November 16, 2021, Board and Personnel Committee meetings minutes as presented. Seconded by Zurya Anjum, the motion carried unanimously.

PUBLIC OPEN FORUM

There were no speakers for the Public Open Forum.

FINANCIAL REPORTS

Bills

Financial Reports

Randy Winscher made a motion to approve the December and January bills and January bills addendum, and accept the November and December financial reports as presented. Seconded by Lisa Fobbe, the motion carried unanimously.

CONSENT AGENDA

Annual Financial Designations

Designation of Accounting Coordinator as Custodian of Library Funds
Designation of Bank Depositories
Acceptance of Current Letter of Credit

Designation of Signers on Bank Accounts
Designation of Signers on Payroll and Expense Checks

Accounting Coordinator Amy Anderson reviewed the 2022 financial designations and current letter of credit. Wayne Bauernschmitt made a motion to approve the Annual Financial Designations as presented. Seconded by Al Amdahl, the motion carried unanimously.

Designation of Official Newspaper

Jayne Dietz made a motion to approve the Designation of Official Newspaper as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

COMMUNICATIONS

Audit Engagement Agreement from BerganKDV

Karen Pundsack informed the Board that BerganKDV's audit of GRRL will take place at the end of March. Their auditors plan to conduct it in person this year.

Virtual Library Legislative Week February 28-March 4, 2022

Library Legislative Day is Monday, February 28. Appointments will be made with legislators allowing in-person meetings.

On the table was an advocacy event poster. Next Tuesday, January 25, GRRL will host a panel of speakers and discussion about how to support strong Minnesota libraries.

2022 Meeting Schedule

The Board reviewed the 2022 GRRL Board meeting and work session schedule.

PRESENTATIONS

There were no presentations.

STAFF REPORTS

Executive Director's Report

Management Reports

Building Reports

Human Resources Reports

Unique Management

Revenue Recapture

Karen Pundsack provided staff reports updates:

- The Supreme Court placed a hold on the COVID-19 Vaccination and Testing Emergency Temporary Standard (ETS) for now. Human Resources has collected vaccination forms from most staff. County resources have been helpful in navigating this process. Karen sent an email to staff strongly encouraging masks in the workplace and forwarded CentraCare's video request for temporary masking.
- As of January 14, 2022 – GRRL's Year End Campaign total is \$78,957; the goal was \$75,000. The average gift is \$115; our goal was \$75. Board member campaign participation is at 60 percent.
- A letter was received from the IRS regarding GRRL's 501(c)(3) application status. Karen will work on the request for additional information.
- Human Resources will continue to work on permanently filling the vacant payroll position. Patty Waletzko will return to the Administrative Assistant position.

- Discussion has taken place with the City of St. Cloud about the vacant St. Cloud Library custodial position. GRRL hopes to receive more information from them this week.
- The Cold Spring City Council is starting over with plans for city services spaces. This includes the police and fire departments, city offices, and the library.
- Karen pointed out several staff members that had 15 or more years of service. The Board was also informed that many new hires did not stay with GRRL past a few months during the last year because of them finding full-time employment.
- Unique Management and Revenue Recapture summary reports will continue even with GRRL's move to fines free. Their processes will still be used for high balance patron accounts. Also noted was that all revenue recapture agencies, including GRRL, are being audited.

COMMITTEE REPORTS

Finance Committee

Fourth Quarter Financial Report

Amy Anderson reviewed the fourth quarter revenues and expenditures. Overall, the 2021 year-end surplus is \$313,860. This amount will be used as 2023 GRRL Budget revenue as designated at the November Finance Committee meeting.

Capital Vehicle Expenditure Request – Delivery Van

Amy informed the Committee that the new delivery van approved and ordered early last year has not yet arrived. She explained repairs needed for GRRL's 2016 delivery van. The proposal to purchase a 2008 delivery van from ECRL for up to \$7,000 as a means to hold us over until the new van arrives was not approved.

Considerable discussion followed with Committee members explaining their opposition to purchasing the 2008 van. The Committee talked about options, offered suggestions, and provided contacts to assist with a newer/better used van purchase. The Committee approved \$1,500 to repair the 2016 delivery van and a capital vehicle expenditure up to \$35,000 to purchase a good used van.

Ed Popp made a motion to approve the Finance Committee report as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously.

Personnel Committee

The Personnel Committee meeting was canceled.

Fund Development Committee Report

The Fund Development Committee met last week and signed thank-you cards for Year End Campaign donors. Leigh Lenzmeier commented on the slow but sure committee progress and about committee member and donor Mark Thelen's unique perspective. Jayne Dietz added that Mark Thelen and Bernice Berns have stepped down from the Fund Development Committee. Any suggestions for new members should be directed to a committee member.

Central Minnesota Libraries Exchange Board (CMLE)

The CMLE Board met this earlier month. They would like to provide more scholarships and mini grants once the financials are clear. Karen Pundsack added that CMLE is doing another request for information for an office location. At this time, GRRL will decline a response. Tami Lee, the new Minnesota state librarian, attended the CMLE Board meeting virtually. Karen plans to invite her to attend a GRRL Board meeting in the future.

UNFINISHED BUSINESS

Pending Litigation: Henne v. Great River Regional Library Discussion – Closed Session

Ed Popp requested a motion to close the meeting as permitted by the attorney-client privilege pursuant to Minnesota Statute 13D.05, Subd. 3(b) to discuss pending litigation.

Melissa Fee made a motion to close the Board meeting at 6:53 p.m. Seconded by Jayne Dietz, the motion carried unanimously.

Present for the closed session were the Board members, Executive Director Karen Pundsack, Ann Goering of Ratwik, Roszak & Maloney, PA, and MCIT Property/Casualty Claims Representative Stephanie Selisker.

Al Amdahl made motion to resume the open meeting at 7:52 p.m. Seconded by Leigh Lenzmeier, the motion carried unanimously.

NEW BUSINESS

Proposed 2023 Budget Process Timeline

Randy Winscher made a motion to approve the 2023 Budget Process Timeline as presented. Seconded by Jayne Dietz, the motion carried unanimously.

BOARD OPEN FORUM

Karen Pundsack reviewed Board member per diem payments and the option to waive them.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, February 15, 2022.

ADJOURNMENT

Ed Popp adjourned the meeting at 7:57 p.m.

Edward Popp, President

Zurya Anjum, Secretary

March 15, 2022



2021 Minnesota Public Library Annual Report Approval Form

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Minnesota Department of Education no later than April 1 each year.

Please print the name of the library submitting this form below.

Name of Library

I certify that I have read the library's annual report and approve its submission to the Minnesota Department of Education, State Library Services.

Signature of Library Board President/City or County Representative

Date

Printed Name of Library Board President/City or County Representative

Signature of Library Director

Date

Printed Name of Library Director

Please return this signed form by mail, email, or fax to:

State Library Services
Minnesota Department of Education
1500 Highway 36 W
Roseville, MN 55113-4266

Email: mde.lst@state.mn.us

Fax: 651-582-8752



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

March 15, 2022

Executive Director Report March 2022

Leadership Support Team (LST)

In January, the team reviewed the preliminary recommendations from Filsan Talent Partners. Filsan Talent Partners is reviewing recruitment and hiring processes, policies, and job descriptions. Our goal is to recruit a more diverse set of candidates for GRRL positions to contribute to the diversification of library staff. This is one project from the \$35,000 Library Services & Technology Act (LSTA) grant GRRL received last summer.

The team is also reviewing staff teams and work groups. We also began the major project for the year, updating the Library Development Plan.

Day at the Desk

I have resumed my practice of working a day in libraries across the region. This was something I had suspended over the past two years. In January, my visit to Buffalo showed me how often patrons are coming to the desk with various devices asking for help with Print2Go. In Eagle Bend, I got to check out a wifi hot spot. It has been great to meet some of the newer staff members in person. The library activity has definitely returned to a more “normal” level in the libraries I have visited.

Legislative Activity

The past two months have involved a lot of legislative activity. Representative Dan Wolgamott from the St. Cloud area is chief author on HF1710/SF1131, which would increase and stabilize GRRL’s main source of state funding. We hosted an awareness event at the end of January at the St. Cloud Public Library. GRRL Trustee Zurya Anjum was one of the featured speakers. She joined me for a virtual town all with Representative Wolgamott and House Speaker Representative Melissa Hortmann to talk about the bill. She and I also provided testimony to the House Education Finance Committee. Jami Trenam and I met with nine area legislators at the state capitol on Library Legislative Day.

Labor Management Committee

Great River Regional Library management and AFSCME Council 65 jointly requested to explore and form a Labor Management Committee (LMC). The LMC will explore the topic of employee benefits. An LMC is a structured vehicle for Labor and Management to explore issues. It is a structured way to communicate, improve relationships, and solve problems.

The committee includes members of the Library Services Coordinator unit, the General unit, and management. We will also include a representative who is neither a member of management nor a member of either bargaining unit. All LMC members were required to attend a full-day, in-person training with the Bureau of Mediation Services (BMS) in February. The BMS will continue to be involved with the LMC through its first few meetings. Two meetings are scheduled in March.

Highlighted Executive Director Activities since January Board Meeting

Jan. 19 – St. Cloud Chamber Legislative Preview, LST Board follow-up meeting

Jan. 21 – Community Foundation Building Equity through Dialogue, MLA Board of Directors
Jan. 25 – MN Libraries Rise event at St. Cloud Public Library
Jan. 26 – Meeting with EPIC on career exploration kit project
Jan. 27 – CRPLSA online meeting
Jan. 28 – Day at the Desk in Buffalo
Jan. 31 – On-Air with Rep. Dan Wolgamott on WJON
Feb. 1 – Future Forward meeting, Create COMMUNITY Advisory Board
Feb. 2 – MLA Legislative Committee, KARE 11 interview on fines free
Feb. 3 – EPIC Cluster Leader Meeting, LST meeting, virtual town hall with Rep. Wolgamott
Feb. 8 – Day at the Desk in Eagle Bend
Feb. 9 – Review logic model with Wilder Research
Feb. 10 – Fundraising software demo, State Library Services meeting, Stearns County Human Services Advisory Committee
Feb. 14 – HR Generalist interviews
Feb. 15 – Board orientation with Commissioners Christine Husom and Gary Kneisl, GRRL Board work session
Feb. 16 – LST Board follow-up meeting, HR Generalist interviews
Feb. 18 – HR Generalist interviews, MLA Board of Directors
Feb. 23 – Community Foundation Building Equity through Dialogue
Feb. 24 – LST meeting
Feb. 25 – Labor Management Committee training
Feb. 28 – Library Legislative Day at the state capitol
Mar. 1 – Todd County board presentation with LSCs Amanda Wehrspann and Cathy Perish, M3 Huddle, MLA Executive Committee
Mar. 2 – Revenue Recapture audit outtake, House testimony for HF1710, CMLE Board meeting
Mar. 3 – Inclusive Workplace webinar, 21st CCLC Grantee Stakeholder meeting
Mar. 8 – Regional Staff Meeting and supervisor training, Labor Management Committee
Mar. 9 – MLA Legislative Debrief
Mar. 10 – State Library Services directors meeting, Stearns County Human Services Advisory Committee
Mar. 14 – Career Solutions Program Committee
Mar. 15 – Benton County board presentation with LSC Shelly Kuelbs

Management Reports March 2022

Amy Anderson
Accounting Coordinator

Audit

The Accounting department has completed year-end processes and has begun audit preparations. The audit is scheduled to be at the St. Cloud Public Library, March 30 – April 1. The audit outtake meeting will take place on Friday, April 1. The auditors will present to the Board of Trustees at the May 17 meeting.

Vehicle Purchase

The replacement Transit van ordered last year has not yet been delivered. There are no updates to the anticipated production or delivery date. In January, a second van replacement was approved. Several dealerships are watching for vehicles that meet GRRL specifications and budget. The search is anticipated to take additional time due to recent economic and pandemic-related events. Necessary repairs to all fleet vehicles have been made. A new fleet service vendor relationship has been established. This new partnership has added a level of efficiency and transparency to our daily operations.

Maximizing Library Financial Investment Options

The current savings interest rate is 0.02% at Bremer, and 0.0151% with MAGIC. Certificate of Deposit rates have started to recover slightly and are monitored weekly. The library will continue to expand investments with local financial institutions throughout 2022. Certificates will also be purchased through the MAGIC Certificate program.

Purchased CDs:

<u>Institution Name</u>	<u>Purchase Date</u>	<u>Amount</u>	<u>Net Rate of Interest</u>	<u>Interest at Maturity</u>
Cfg Community Bank, Lutherville, MD	02/24/2022	\$248,000.00	0.700%	\$1,559.34

Letter of Credit

A Letter of Credit No. 2234-8157 issued by the Federal Home Loan Bank of Des Moines on behalf of Bremer Bank has been issued for \$100,000.00, and is dated February 7, 2022.

Brandi Canter
Lead Patron Services Supervisor

Waite Park Library Services Coordinator Transition

Our new Waite Park Library Services Coordinator (LSC), Ellen Munz, started on Monday, February 28. Ellen worked for GRRL as a Library Associate last year. In addition, Ellen brings a wealth of management and leadership experience to her new role. We are so happy to have her on the team!

Programming

GRRL libraries are again having programs for all ages. We are also working with local and regional staff to improve the programs we offer. We will talk with LSCs and other staff about programming at the Regional

Staff Meeting on March 8th. Regional staff will share current research and best practices for children's programs. The Patron Services Supervisors will talk about adult programming that meets Edge Assessment benchmarks. The Edge Assessment is a survey tool that identifies gaps in how we provide technology programs and resources to our communities. The 2022-2025 Strategic Plan uses our 2019 assessment to call for more programs for digital skills, health and wellness, economic opportunity, civic engagement, and government resources. At the Regional Staff Meeting, we will share ideas with coordinators about how they can do this locally.

AmeriCorps VISTA Projects at GRRL

Our Literacy Leadership VISTA, Heather Bean, continues her work to improve programs for children and teens. She is working with staff from several libraries on a program for school-age children that highlights science, technology, engineering, and math (STEM) skills. One goal is to create a framework for including STEM activities in kids' programs. In addition, she hopes to provide suggestions for how to make programs scalable and adaptable for in-person, online, and take-home. Heather is also working with GRRL Trustee Zurya Anjum on a teen focus group. Staff and school partners will meet with teens from St. Cloud metro schools to gain insights into how we can better serve teens. We will ask about programs and services as well as how we can make the physical spaces more welcoming and usable for teens.

The Literacy Leadership VISTA project is a three- to five-year commitment. Heather will provide staff training before ending her year of service on August 1. Projects for the second year will include creating regional, learning-based passive programs. Our next LL VISTA will also develop tools that can be used at the local level to assess and improve programming. For this, they will use the evaluation matrix developed by Wilder Foundation as part of our Logic Model.

Breanne Fruth Communications & Development Coordinator

Fundraising

The Locally Growin' campaign began on March 1 and concludes on March 31. This spring fundraiser is a local fundraising effort where 100% of the funds raised remain with their respective branch. The branches select something specific to raise money for, i.e., a program or collection item. The goal is to get patrons excited about supporting their branch and help raise money toward a tangible goal. Some of the branches are raising funds for Playaway Audiobooks, children's book display, and to host an event with the Raptor Center. To see what all of the branches goals are, visit the website at <https://griver.org/library-news/locally-growin-march-2022>. The overall goal for the Locally Growin' campaign for 2022 is \$25,000. Last year we reached \$23,161 for the 2021 campaign.

The department is also working on sponsorship forms to offer businesses for the 2022 Summer Reading Program (SRP). Sponsors from prior years will be asked to participate again, and new businesses will be solicited. Sponsors at the \$1,000 level will also have the opportunity to have their logo featured on a book bag that we plan to offer to participants upon sign-up. The goal for the Summer Reading Program sponsorship campaign is \$10,000, with at least 12 sponsors of varying levels. Last year we had seven 2021 Summer Reading Program sponsors.

Communications

During the Regional Staff Meeting on March 8, we held a feedback session on social media with Library Service Coordinators. A strategic objective is to increase targeted advertising to reach a wider audience.

We want to learn how to improve our social media marketing. This session focused on feedback and idea sharing as we evaluate how we have used Facebook and other social media platforms.

Bernadette Stephenson, GRRL's Graphic Designer, created round stickers for branch libraries. The sticker designs are on different topics: 1,000 Books Before Kindergarten, I visited the library today!, I like to read, happy birthday, 2022 Summer Reading Program, and more. Library staff may choose to request stickers to use to engage their young patrons.

In our monthly e-newsletter and featured on the griver website homepage, we are highlighting a database. A database spotlight provides awareness of the variety of resources the library offers and describes the benefits to the patron. Over the last few months, we have highlighted LearningExpress, Chilton, hoopla, and Ebooks Minnesota. In the e-newsletter, the Chilton link had 33 clicks and the hoopla link had 26 clicks, so there was some new engagement with the databases.

Monthly event announcements are sent to local media contacts to inform them of upcoming events. Some local newspapers feature a column of library events, and some include event listings in their community calendars. This effort communicates the library's programming and aims to bring library awareness in a no-cost manner.

Cara Langston
Patron Services Supervisor

Training to Support Access and Awareness

Northern branches are participating in training and offering programs to support local needs. Several LSCs took Reimagining School Readiness training. They are in conversations to implement aspects of the training. They are incorporating open-ended learning and creativity into story times and other popular programs. As we gear up for Summer Reading Program, we are looking to put these ideas into practice on a larger scale too.

Developing Collaboration with Community Organizations

In the past year, LSCs and their staff have reached out to a number of community partners. Several LSCs attended virtual training with CareerForce to learn how to provide local residents expert advice and assistance in the job search process. They left the training with ideas about potential collaborations and a deeper understanding of ongoing partnerships.

Eagle Bend/Staples LSC Cathy Perish and Grey Eagle/Long Prairie LSC Amanda Wehrspann collaborated with local hospitals to offer board books to newborns and their parents. English and Spanish board books were offered and included 1,000 Books Before Kindergarten information. This project had two goals: make sure each newborn goes home with a book and increase library awareness for new parents.

Ryan McCormick
Patron Services Supervisor

Personnel

Nicole Wilson, formerly a Library Assistant, has been hired as the Library Services Coordinator for Cokato/Howard Lake. She began this new position on March 7th.

Think Tank

CareerForce is a statewide resource that connects job seekers with employers. In January, they hosted two online training sessions for GRRL staff. They provided information on their services and offerings, for staff to then share with their patrons. It is hoped this approach is an effective way to help job seekers and work toward our strategic plan goal of increasing collaboration with community organizations.

Another strategic plan goal is making the library more welcoming and easier to access. Staff recently worked with a local agency that supports adults with disabilities to make a video. The video describes library resources and services, including how to use them, and highlights available accessibility tools.

Jay Roos**Associate Director – Information Technology**Internet Station Replacement

GRRL strives for operational excellence. Part of that effort is keeping our hardware and software up-to-date. We have 77 public internet stations being replaced as part of our 5-year cycle. Information Technology (IT) staff are deploying the new machines around the region. So far, 40 of 77 are complete. Further, we have 111 public internet stations that will not be replaced this year. They are being reloaded with up-to-date software and settings. Today, 63 of 111 are reloaded.

Website Update

Our web developer, graphic designer, and others have been preparing an updated public website. The effort is intended to keep our site up-to-date and maximize accessibility. Much of the groundwork is complete. The look and feel is largely settled. Templates for different web pages are also under construction. Part of the effort includes a significant upgrade to the underlying content management system, Drupal. We engaged an experienced consultant to assist with the migration of our existing data into the new site. The consultant's work is funded through ARPA. We expect the consultant will help move the project ahead much more quickly.

Email Server Migration

We are in the process of migrating our email server to a new machine. The operating system has reached the end of support. As a result, the email software vendor will not supply new security patches. We are also updating our email software to the latest version. A consultant has been contracted to ensure the migration goes smoothly. Involving an expert will ensure that our system is secure and maintainable.

Julie Schmitz**Associate Director – Human Resources**Personnel

We hired a Human Resources (HR) Generalist, Taunya Ring, to focus primarily on payroll and benefits. We are currently recruiting for another HR Generalist due to an upcoming retirement. This HR Generalist will primarily focus on recruitment and training.

Library Services & Technology Act (LSTA) Grant –
Advancing Equity and Inclusion in Central Minnesota Libraries

As part of the LSTA grant, we provided supervisory training on March 8. Hudda Ibrahim of Filsan Talent Partners presented on Interviewing Best Practices and Recognizing Unconscious Bias.

All Staff Day 2022

All Staff Day is scheduled for April 25. It will be held at The Park Event Center in Waite Park. The topics are related to the LSTA grant and will focus on serving the diverse patrons we have in our libraries.

Volunteer Recognition

In 2021, we had 185 volunteers provide over 3,500 hours of service in our libraries. We will recognize our volunteers in April with a letter and a small gift for those who volunteered more than 10 hours during the year. The gift is generously provided by the St. Cloud Friends of the Library.

Jami Trenam
Associate Director – Collection Development

Enhancing the Physical Collection of Library Materials

In January, the Collection Development Librarians and I created reports to identify the top performing collections at each library. These reports show significant changes in the way patrons are using library materials. In February, we held small group meetings with staff from all 32 libraries. We shared how these emerging patterns influence the size of collections at each branch. This data will also affect purchasing and collection management decisions.

Expanding the Digital Library

The Digital Library continues to grow in popularity and shows no signs of slowing down. In fact, digital audio circulation is growing faster than ever! Digital content is more expensive than traditional physical books and media. However, the success of library fundraising has helped to address the increased usage. Fifty-five percent of general donations are set aside for the collection. These funds help create a supplemental budget dedicated to supporting the Digital Library.

March 15, 2022

Building Reports March 2022

Brandi Canter Lead Patron Services Supervisor

Belgrade

On Tuesday, February 22, the Belgrade City Council discussed a proposal to add construction of an outside-access book drop to previously planned façade work. The façade work is scheduled for April and will prevent future water intrusion. We also have an issue with water intrusion into the existing outdoor book drop – it is on the sidewalk outside the library and is not anchored. This means that water can run under the drop, creating moisture inside. In addition, strong winds can blow it over causing more damage. When Library Services Coordinator (LSC) Kateri Gruber discussed the challenges with Belgrade Mayor Leah Fernelius, the mayor suggested incorporating that into the existing project by putting the book drop just inside the library with an outside access for walk-ups. The council has said they will discuss this further at their March meeting.

The city maintenance staff have also assisted us with some shelving that showed signs of mold. Maintenance staff investigated the situation and did a deep cleaning on the shelves.

Foley

In late summer, the city is planning to replace the carpet in the library. LSC Shelly Kuelbs and I will be developing a plan for this project in order to minimize disruption for patrons.

Paynesville

Paynesville Public Works staff installed a short metal ramp for the rear entrance in order to make it easier for delivery drivers to get carts in and out of the building. We so appreciate the easier access!

Cara Langston Patron Services Supervisor

Cold Spring

After the Cold Spring City Council voted on January 11 to stop moving forward with a planned Public Safety Building, they began moving forward with plans to house police, city administration, and library in the current building. A feasibility meeting was held on February 17, and a concept review will take place on March 15. Unfortunately, the Cold Spring City Council has limited library involvement in this process to one individual. This leaves crucial insight out of the discussion.

Eagle Bend

The Eagle Bend City Council has hired a contractor for the city museum, and they hope to start construction this spring. The museum is currently housed inside the library and moving it will open up additional space for programming and collection materials.

Ryan McCormick
Patron Services Supervisor

Becker

The city has installed a network cable near the back of the library. Moving a computer station to that area will minimize interruptions while staff work on things like program planning and training, as there is otherwise no office.

Big Lake

New fire safety signs have been hung in the building, and an update to the security system is in process.

Buffalo

A number of maintenance projects have been completed. The second year of the painting project is now done, the light fixtures have been updated, staff have a new standing desk, touch-free sinks have been added in the restrooms, and a touch-free water fountain has been installed.

Delano

Both the fire alarm box and the key card system were recently in need of repair. The Friends of the Library are planning a book-themed panel for the front exterior of the building.



GRRL Board of Trustees Bylaws Amendments

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve GRRL Board of Trustees Bylaws amendments to align with IRS requirements for 501(c)(3) status.

BACKGROUND INFORMATION

- Supporting Documents Attached
- GRRL Board of Trustees Bylaws

FINANCIAL IMPLICATIONS

Estimated Cost: \$ N/A
 Funding Source:
 Budgeted: Yes No N/A

ACTION

Passed
 Failed
 Tabled

Bylaws of the Great River Regional Library Board of Trustees

Article I. Name

This organization shall be called "The Board of Trustees of the Great River Regional Library" existing by virtue of the provisions of Section 134.20 of the Laws of the State of Minnesota and the Regional Library Agreement and exercising the powers and authority and assuming the responsibilities delegated to it under said statute and agreement. [Great River Regional Library is organized exclusively for educational purposes including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501\(c\)\(3\) of the Internal Revenue Code or the corresponding section of any future federal tax code.](#)

Article II. Purpose

The purpose of the Great River Regional Library Board of Trustees is to represent the Library to the people and to the governing officials. It is the trustee's obligation to see that adequate funds are obtained for good library service, to promote the best possible use of all library resources in the area, to improve existing services and extend library service to those not previously served.

Article III. Board of Trustees

Section 1. Number and Qualification

The board is composed of 15 members as appointed by their respective County Boards of Commissioners according to the provisions of the regional service agreement and representing the counties of Benton, Morrison, Sherburne, Stearns, Todd and Wright.

Any party with two or fewer trustees is allowed to have an official alternate who in the absence of the official delegate may be seated and have the right to vote. This alternate will be paid per diem by GRRL when voting.

Section 2. Term of Office

The terms of the trustees shall be three years and shall end with the calendar year, provided always, however, that each trustee shall hold office until the successor is appointed. A trustee may serve a total of three three-year terms for a total of no more than nine years of service.

A trustee who has served nine years or a total of three full terms may be reappointed after a one-year lapse of membership.

Section 3. Termination of Trustee's Term

A trustee's term shall terminate immediately in the event such member:

1. resigns as trustee; or
2. is removed by the appointing authority for misconduct or neglect; or
3. ceases to reside for voter qualification purposes within that part of the geographical territory of the party who appointed him or her in which such party levies a tax to provide its contribution to the general operating fund of the library.

Resignation shall be effective upon delivery in writing to the President of the board and the governing body of the appointing party. The governing body of a party may remove a trustee appointed by such party for misconduct or neglect. Trustees who are appointed by virtue of their elected office may be replaced if not re-elected.

Section 4. Disqualifications, Vacancies

Any member who moves out of the political subdivision he/she represents shall be responsible for notifying the Library Executive Director. Upon receipt of such notification, the position shall be declared vacant.

A trustee may be terminated from the board due to excess absences, three consecutive meetings without sufficient reason or without any notification. When any trustee fails to attend at least three consecutive meetings of the board, the board may declare his/her position vacant.

It shall be the duty of the President to notify the appointing governing body of the vacancy. Vacancies on the board shall be reported to the governing body of the party whose appointed trustee has left office and shall be filled for the unexpired term.

Article IV. Officers

Section 1.

Officers of the board shall be chosen at the regular annual meeting of the board and shall be as follows: President, Vice President, Secretary and Treasurer to serve until successors shall be elected and qualified. An officer may succeed himself, provided, however, that a President or Vice President shall not serve more than two consecutive terms.

Section 2. Vacancies

If a vacancy occurs in an office the board shall select a successor to the office at the next regular meeting who shall serve until the next annual meeting.

Section 3. Duties of Officers

The President of the board shall attend all meetings, appoint all committees and serve as an ex-officio member of such committees, certify all bills approved by the board, authorize calls for special meetings and generally perform the duties of a presiding officer.

The Vice President shall preside in the absence of the President and shall assume the duties of the President in case of a vacancy until the next regular board meeting.

The Secretary shall be responsible for the maintenance of a true and accurate account of all proceedings of the board meetings.

The Treasurer shall receive and be custodian of all money belonging to the Library from whatever source derived. The Treasurer shall be the custodian of all bonds belonging to the Library. The Treasurer will serve on the Finance Committee.

The board may at its annual meeting delegate such custodial duties to the Finance Manager. That person shall be responsible for investments, maintaining cash receipts and disbursements and preparing financial statements.

Article V. Meetings

Section 1. Regular Meetings

A schedule of the regular meetings of the GRRL board shall be kept on file at GRRL's administrative office in St. Cloud, Minnesota. The schedule shall include the date, time and location of the meetings. The schedule of meetings shall also be posted on the principal bulletin board of GRRL located at the St. Cloud Public Library. The regular meetings shall be held in January, March, May, July, September and November. The annual meeting shall be held in January and the schedule of regular meetings for the coming year shall be determined at the September meeting and re-affirmed at the annual meeting. If the board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided for a special meeting.

Section 2. Special Meetings and Work Sessions

Special meetings and work sessions of the Board of Trustees may be called by the President or upon written request of three members for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting or work session and the purpose for which called shall be given each member of the Board of Trustees or Executive Committee at least three days in advance of the meeting.

Written notice of the date, time, place and purpose of the special meeting or work session shall be placed on the principal bulletin board of GRRL located at the St. Cloud Public Library at least three days before the date of the meeting. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings or work sessions with GRRL at least three days before the date of the meeting.

Section 3. Quorum

A quorum for transaction of business shall consist of a simple majority of the membership.

Section 4. Order of Business

The order of business at regular meetings shall be as follows:

- Call to order
- Adoption of agenda
- Approval of minutes
- Public Open Forum
- Approval of bills
- Approval of financial reports
- Consent Agenda
- Communications
- Presentations
- Staff Reports
- Report of committees
- Unfinished business
- New business
- Board Open Forum
- Adjournment

Section 5. Parliamentary Authority

Robert's Rules of Order, latest revised edition, may be used as a guide to govern the order and procedure of the board for all matters not otherwise covered by these bylaws.

Article VI. Committees

Section 1.

In accordance with the regional library agreement an Executive Committee shall have and exercise in the intervals between regular meetings all the powers of the full board except to:

1. Set an annual operating budget and/or;
2. Overturn decision(s) which were previously enacted by a majority vote of the full Board.

This committee shall consist of one member from each political subdivision (including board officers) plus the past president if still serving on the board. Meeting times and locations shall be subject to Article V, Section 1 of these bylaws.

Section 2.

Special committees for the study and investigation of special problems may be appointed by the President.

Section 3.

The President shall appoint a Personnel Committee whose duties shall be recommendations to the Board of Trustees on personnel policy and any other matters pertaining to library personnel. The appointed members of this committee shall include the board president who is not to serve as the committee chairperson.

Section 4.

The President shall appoint a Finance Committee to oversee GRRL's fiscal responsibilities. The committee shall consist of seven (7) voting members, consisting of a commissioner from each of the six member counties, and one citizen-at-large member.

The committee shall include the President and Treasurer who shall participate in all meetings of the Finance Committee. The President and Treasurer shall serve as ex officio members of the committee unless: (1) they also are a county commissioner serving as an official member of the Finance Committee; or (2) if the President or Treasurer is also the designated citizen member of the Finance Committee who can therefore participate as a voting member of the committee. There will never be more than 7 voting members of the Finance Committee to ensure that the Finance Committee does not become a quorum of the full Library Board of Trustees. The recommendations of the Finance Committee will be advisory only - all final budgeting decisions are reserved to the full Board of Trustees at a meeting properly called for that purpose.

The Finance Committee shall have the authority to perform the following functions and other duties delegated by the full Board of Trustees:

- a. Appoint a member to participate in the annual post-audit meeting;
- b. Assist in preparation of preliminary budget;
- c. Review final draft of budget;
- d. Make recommendations regarding requests for expenses in excess of budget;
- e. Review quarterly and annual financial reports.

Article VII. Duties of the Board

The duties of trustees consist of carrying out the powers given them by Minnesota State Statutes and the regional library service agreement. It is their duty and responsibility to:

1. Determine the policy of the library system to ensure the highest possible degree of operating efficiency.
2. Select and appoint a competent Library Executive Director.
3. Advise in the preparation of the annual library system budget, approve it, and ensure that adequate funds are provided to finance the approved budget.
4. Study and support legislation which will bring about improved library service for residents.
5. Cooperate with fellow board members by supporting final Board decisions.
6. Maintain positive public relations related to Board decisions and actions.
7. Review the Great River Regional Library signatory agreement every three (3) years.

Article VIII. Library Executive Director

Library Executive Director

The Library Executive Director shall be considered the executive officer of the board and shall have sole administration of the Library under the direction and review of the board. The Executive Director shall be held responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library service to the public; and for the operation of the Library under the financial conditions set forth in the annual budget. The Executive Director shall attend all board meetings except when excused.

Evaluation

On an annual basis, the Board of Trustees shall evaluate the job performance and compensation of the Executive Director.

Article IX. Limitations

No member of the board or immediate relative of a board member shall be considered for staff employment. No member of the board or immediate relative of a board member shall use for personal use or profit the resources, business, finances or contracts of the library that are not intended for personal use or profit.

Article X. Travel and Per Diem

Section 1. Travel

Board members will be reimbursed for actual mileage to attend library related meetings and conferences at a per mile rate to be determined by board action and reviewed periodically or at current air transportation rates, if such rates are less than travel cost by vehicle including mileage, lodging, meals, etc., as permitted by state or federal law.

Section 2. Mileage

Board members will be reimbursed for actual mileage to attend library related meetings at a per mile rate to be determined by board resolution and reviewed periodically or at current air transportation rates if such rates are less than travel cost by vehicle including mileage, lodging, meals, etc.

Section 3. Per Diem

Board members may receive a per diem payment, as permitted by state or federal law, for attendance at regular board meetings, special board meetings, executive committee meetings, special committee meetings, and conferences at a rate to be determined by board action and reviewed periodically.

Section 4. Other

Other expenses incurred by Board members related to service on the GRRL Board which are not otherwise addressed in these by-laws should be pre-authorized by the Board to be eligible for reimbursement as permitted by state or federal law.

Article XI. Dissolution

Upon the dissolution of Great River Regional Library, assets shall be distributed to its respective counties for a public purpose, for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code. Any assets not so disposed shall be disposed of by a court of competent jurisdiction of the county in which the principal office of GRRL is located. Disposal shall be made exclusively for exempt or public purposes, or be made to such organization or organizations as the court shall determine to be organized exclusively for such purposes.

Article XII. Amendments

These bylaws may be amended at any regular meeting of the board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.

Article XIII. Precedence

Where these bylaws conflict with state and federal statutes or regulations, or with the library service agreement, said statutes and regulations shall have precedence.

Amendment History

Adopted September 10, 1985

Amended September 10, 1996; May 11, 1999; July 13, 1999; May 9, 2000; May 13, 2003; May 9, 2006; November 10, 2009; March 15, 2011; May 10, 2011; November 15, 2011; September 16, 2014; September 15, 2015; July 18, 2017; September 18, 2018; [March 15, 2022](#)

March 15, 2022



Financial Policy Updates

Submitted by Amy Anderson, Accounting Coordinator and Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information Discussion Action Requested

RECOMMENDATION

Approve updates to Financial Policies Chapter 11. Library Credit Cards and Chapter 18. Credit Card Transactions.

BACKGROUND INFORMATION

Supporting Documents Attached

- Chapters 11. Library Credit Cards and 18. Credit Card Transactions – marked up
- Chapters 11. Library Credit Cards and 18. Credit Card Transactions – clean copy

Chapter 11. Library Credit Cards has been updated to reflect the additional flexibility offered by the new GRRL credit card program. The library is now able to add or remove users with greater autonomy, and card limit changes can be done in real time.

Chapter 18. Credit Card Transactions has been updated to include the verbiage “payment cards.” Payment cards could include debit cards, pre-paid spending cards, or pre-loaded gift cards, all of which could potentially be the source for an electronic payment accepted by GRRL.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ Funding Source: Budgeted: Yes No N/A

ACTION

Passed Failed Tabled

300 Financial Chapter 11. Library Credit Cards

Credit cards may be issued to employees designated by the Executive Director. Credit cards are to be used only for the purchase of materials and services that would otherwise already be authorized by the GRRL Board. ~~for purchase under the purchasing limitations imposed by the GRRL Board at the time of purchase. Credit cards will be issued to the Executive Director, Accounting Coordinator, Accounting Specialist, HR Generalist, Acquisitions Assistant, Associate Director, Collection Development, and Associate Director, Information Technology.~~

Use of the GRRL credit card for personal use is strictly prohibited. ~~and violation of this prohibition~~ [Any violation](#) may lead to disciplinary action up to and including termination. Use of a GRRL credit card is strictly limited to the employee to whom it is issued. It may not be shared by a fellow employee. The limit on an individual credit card will not exceed \$5,000. ~~except for the Executive Director whose limit is defaulted by the credit card program.~~ Individual purchases made ~~on any~~ [with a](#) GRRL credit card over ~~\$500~~ [\\$1,000](#) require ~~preauthorization~~ [preapproval](#) from the Executive Director.

~~Card users are required to keep receipts for all purchases and to turn them in promptly to the Accounting Department. Specialist. For purchases in which a receipt is not normally given, such as over the telephone, a copy of the completed application or order form shall be used as the receipt, which should be clearly marked that the payment was made using a GRRL credit card. Employees must submit GRRL credit card expense forms and receipts on time for payment to Accounting as incurred. or risk loss of credit card use privileges.~~ Billing disputes should be handled as per the agreement with the credit card company. If a card is lost or stolen, that card user must report the loss to the Accounting ~~Coordinator~~ [department](#) immediately.

[Granting and revocation of credit card privileges is at the discretion of the Executive Director.](#)

Approved Date:

Effective Date:

Revised Date: 03/20/07, 03/20/18, 03/16/21, [03/15/22](#)

300 Financial Chapter 11. Library Credit Cards

Credit cards may be issued to employees designated by the Executive Director. Credit cards are to be used only for the purchase of materials and services that would otherwise already be authorized by the GRRL Board.

Use of the GRRL credit card for personal use is strictly prohibited. Any violation may lead to disciplinary action up to and including termination. Use of a GRRL credit card is strictly limited to the employee to whom it is issued. It may not be shared by a fellow employee. The limit on an individual credit card will not exceed \$5,000. Individual purchases made with a GRRL credit card over \$1,000 require preapproval from the Executive Director.

Employees submit GRRL credit card expense forms and receipts to Accounting as incurred. Billing disputes should be handled as per the agreement with the credit card company. If a card is lost or stolen, the card user must report the loss to the Accounting department immediately.

Granting and revocation of credit card privileges is at the discretion of the Executive Director.

Approved Date:

Effective Date:

Revised Date: 03/20/07, 03/20/18, 03/16/21, 03/15/22

300 Financial Chapter 18. Credit and Payment Card Transactions

Privacy and Security for Credit and Payment Card Transactions

Great River Regional Library is committed to protecting the privacy and security of all patrons who use credit or other payment cards as a form of payment. ~~using credit cards for library payment.~~ The GRRL website uses industry-standard security measures including the Secure Socket Layers (SSL) protocol for the encryption of the transmitted data. No GRRL employee will intentionally disclose personal information regarding credit or payment card transactions to third parties except as required by law. ~~, to respond to a subpoena or other governmental order, or to collect a valid debt.~~

Refund for Credit and Payment Card Transactions

Refunds will be issued on credit and payment card transactions when an error occurs. ~~following the procedures for issuing a refund paid by check or cash.~~ All refund transactions are processed by the Accounting department. ~~must be authorized by the Accounting Department.~~ Refunds ~~will be~~ are issued for the amount of the transaction error.

Approved Date: 03/13/08

Effective Date:

Revised Date: 05/12/10, 03/15/22

300 Financial Chapter 18. Credit and Payment Card Transactions

Privacy and Security for Credit and Payment Card Transactions

Great River Regional Library is committed to protecting the privacy and security of all patrons who use credit or other payment cards as a form of payment. The GRRL website uses industry-standard security measures including the Secure Socket Layers (SSL) protocol for the encryption of the transmitted data. No GRRL employee will intentionally disclose personal information regarding credit or payment card transactions to third parties except as required by law.

Refund for Credit and Payment Card Transactions

Refunds will be issued on credit and payment card transactions when an error occurs. All refund transactions are processed by the Accounting department. Refunds are issued for the amount of the transaction error.

Approved Date: 03/13/08

Effective Date:

Revised Date: 05/12/10, 03/15/22