



1300 St. Germain Street West
 St. Cloud, MN 56301
 Telephone 320-650-2500 Fax 320-650-2501

Board of Trustees Meeting
Tuesday, March 16, 2021, 6:30 p.m.
Agenda

In response to COVID-19 and pursuant to Minnesota Statute Chapter 12. Emergency Management, Governor Walz declared a state of emergency. In accordance with the state of emergency and Minnesota Statute Chapter 13D.021, the GRRL Board of Trustees and GRRL staff will participate in the meeting by telephone or other electronic means rather than being personally present at the regular St. Cloud Public Library meeting location. The meeting will be conducted electronically via Zoom. Members of the public may register in advance for this webinar: https://us02web.zoom.us/webinar/register/WN_OZTXrAawRRKersq1a12wuq. After registering, you will receive a confirmation email containing information about joining the webinar.

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.

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| 1. Call to Order | 6:30 |
| 2. Adoption/Amendment of Agenda | 6:31 |
| 3. Approval of Minutes – January 19, 2021 Board Meeting (Requested Action – Approve) pg 3 | 6:32 |
| 4. Public Open Forum | 6:33 |
| 5. Financials | 6:36 |
| 5.1 Bills (emailed) and Addendum (emailed) (Requested Action – Approve) | |
| 5.2 Financial Reports (emailed) (Requested Action – Accept) | |
| 6. Consent Agenda | 6:44 |
| 6.1 Minnesota Public Library Annual Report (Requested Action – Approve) pg 9 | |
| 6.2 Other | |
| 7. Communications | 6:45 |
| 7.1 Other | |
| 8. Presentations | 6:46 |
| 8.1 Summer Reading Program (verbal) | |
| 9. Staff Reports | 6:56 |
| 9.1 Executive Director’s Report pg 11 | |
| 9.2 Management Reports pg 13 | |
| 9.3 Building Reports pg 19 | |
| 9.4 Other | |
| 10. Committee Reports | 7:05 |
| 10.1 Finance Committee (verbal) (Requested Action – Approve) | |
| 10.2 Personnel Committee (verbal) (Requested Action – Approve) | |
| 10.3 Fund Development Committee (verbal) | |
| 10.4 Central Minnesota Libraries Exchange Board (verbal) | |

11. Unfinished Business	7:15
11.1 Other	
12. New Business	7:15
12.1 Executive Committee Member Appointment (verbal)	
12.2 Central Minnesota Libraries Exchange Board Appointment (verbal)	
12.3 Financial Policy Updates (Requested Action – Approve) pg 21	
12.4 GRRL Signatory Agreement Review pg 29	
12.5 GRRL Board Bylaws Review pg 39	
12.6 Job Descriptions Review pg 47	
12.6.1 GRRL Board Member pg 49	
12.6.2 Fund Development Committee Member pg 51	
12.7 GRRL Board Code of Conduct Discussion pg 53	
12.8 Other	
13. Board Open Forum	7:50
14. Next Meeting – May 18, 2021, Board of Trustees	7:59
15. Adjournment	8:00

**REAT RIVER REGIONAL LIBRARY
BOARD OF TRUSTEES MINUTES
January 19, 2021**

A regular meeting of the Great River Regional Library (GRRL) Board of Trustees was called to order by President Lisa Fobbe on Tuesday evening, January 19, 2021, at 6:01 p.m. via Zoom webinar.

In response to COVID-19 and pursuant to Minnesota Statute Chapter 12. Emergency Management, Governor Walz declared a state of emergency. In accordance with the state of emergency and Minnesota Statute Chapter 13D.021, the GRRL Board of Trustees and GRRL staff participated in the meeting by telephone or other electronic means rather than being personally present at the regular St. Cloud Public Library meeting location. The meeting was conducted electronically via Zoom. Members of the public were able to monitor the meeting.

Members Present:

Al Amdahl
Zurya Anjum
Wayne Bauernschmitt
Jayne Dietz
Mary Eberley
Melissa Fee
Lisa Fobbe
Karlyn Forner
Mike Kaczmarek
Dave Kircher
Ed Popp
Jacey Wallace
Randy Winscher

Members Excused:

George Fiedler
Leigh Lenzmeier

GRRL Staff Present:

Amy Anderson
Brandi Canter
Karen Pundsack
Jay Roos
Linda Treb
Patricia Waletzko

INTRODUCTION OF NEW BOARD MEMBERS & OATH OF OFFICE

New GRRL Board members, Stearns County citizen representative Alan Amdahl and Wright County Commissioner Mike Kaczmarek, were welcomed. Executive Director Karen Pundsack administered the Oath of Office.

Farewell to Departing Member

Former Board member Jeff Bertram was invited to join the meeting since he was not present for recognition in November. Board members thanked Jeff for his many years of service, work in support of the library, and representation of the community. Along with comments of respect and appreciation, they wished him well. Karen stated her appreciation and acknowledged Jeff’s involvement with reshaping the GRRL’s finance, budget, and audit processes. Finally, Jeff shared thanks for the Board and staff as well as encouragement for the future.

Prior to elections, all Board and staff members introduced themselves.

ADOPTION/AMENDMENT OF AGENDA

Ed Popp made a motion to adopt the agenda as presented. Seconded by Mary Eberley, the motion carried unanimously by roll call vote.

ELECTION OF 2020 GREAT RIVER REGIONAL LIBRARY BOARD OFFICERS

President – Jayne Dietz nominated Lisa Fobbe for President. Mary Eberley seconded the nomination. Randy Winscher moved to close nominations and cast a unanimous ballot for Lisa Fobbe. Mary Eberley seconded the motion.

Vice President – Jayne Dietz nominated Ed Popp for Vice President. Mary Eberley seconded the nomination. Randy Winscher moved to close nominations and cast a unanimous ballot for Ed Popp. Mary Eberley seconded the motion.

Secretary – Dave Kircher nominated Zurya Anjum for Secretary. Mary Eberley seconded the nomination. Dave Kircher moved to close nominations and cast a unanimous ballot for Zurya Anjum. Wayne Bauernschmitt seconded the motion.

All voted to elect Lisa Fobbe as President, Ed Popp as Vice President, and Zurya Anjum as Secretary by roll call.

Treasurer – Ed Popp nominated Jacey Wallace for Treasurer. Wayne Bauernschmitt seconded the nomination. Zurya Anjum nominated Wayne Bauernschmitt for Treasurer. Dave Kircher seconded the nomination.

Votes were cast by roll call and counted as listed below:

Number of votes cast	13
Votes necessary for election	7
Wayne Bauernschmitt received	12
Jacey Wallace received	1

Lisa Fobbe announced that Wayne Bauernschmitt was elected as Treasurer.

APPOINTMENT OF 2020 GREAT RIVER REGIONAL LIBRARY STANDING COMMITTEES

Executive Committee

Lisa Fobbe appointed the following Executive Committee members:

- Lisa Fobbe, President – Sherburne County
- Ed Popp, Vice President – Benton County
- Zurya Anjum, Secretary – Stearns County
- Wayne Bauernschmitt, Treasurer – Wright County
- Karlyn Forner – Stearns County
- Dave Kircher – Todd County
- Randy Winscher – Morrison County

Finance Committee

Lisa Fobbe appointed the following Finance Committee members:

- Lisa Fobbe, President – Sherburne County
- Wayne Bauernschmitt, Treasurer – Wright County
- Mike Kaczmarek – Wright County
- Dave Kircher – Todd County
- Leigh Lenzmeier – Stearns County
- Ed Popp – Benton County
- Randy Winscher – Morrison County

Personnel Committee

Lisa Fobbe appointed the following Personnel Committee members:

- Zurya Anjum – Stearns County
- Jayne Dietz – Sherburne County
- Melissa Fee – Wright County
- Lisa Fobbe – Sherburne County
- Dave Kircher – Todd County
- Jacey Wallace – Wright County
- Randy Winscher – Morrison County

Fund Development Committee

Lisa Fobbe appointed the following Fund Development Committee members:

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

Library Safety & Security Committee

Lisa Fobbe appointed the following Library Safety & Security Committee members:

- Mary Eberley
- Mike Kaczmarek
- Dave Kircher
- Leigh Lenzmeier
- Karen Pundsack, Executive Director
- Julie Schmitz, Associate Director – Human Resources
- Terri Deal-Hansen, Library Services Coordinator
- Neil Vig, Patron Services Coordinator

APPROVAL OF MINUTES

Wayne Bauernschmitt made a motion to approve the November 17, 2020, Board meeting minutes as presented. Seconded by Mary Eberley, the motion carried unanimously by roll call vote.

PUBLIC OPEN FORUM

There were no speakers for the Public Open Forum.

FINANCIAL REPORTS

Bills

Financial Reports

Ed Popp made a motion to approve the December and January bills and January bills addendum, and accept November and December financial reports as presented. Seconded by Wayne Bauernschmitt, the motion carried unanimously by roll call vote.

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

Designation of Official Newspaper

Zurya Anjum made a motion to approve the Annual Financial Designations and Designation of Official Newspaper as presented. Seconded by Mary Eberley, the motion carried unanimously by roll call vote.

COMMUNICATIONS

Audit Engagement Agreement from BerganKDV

The Board reviewed the standard audit agreement letter that is signed annually. Accounting Coordinator Amy Anderson and Interim Accounting Coordinator Linda Treb will work together on the GRRL audit this year.

Virtual Library Legislative Week

Karen Pundsack will email information to the Board members about virtual Library Legislative Week, February 21-27, 2021. She asked for virtual participation since there will be no in-person Legislative Day in 2021.

2020 Meeting Schedule

Although it is possible not all work sessions will take place, Lisa Fobbe asked Board members to reserve all of the scheduled dates.

PRESENTATIONS

There were no presentations.

STAFF REPORTS

Executive Director's Report

Karen Pundsack highlighted the following:

- The new St. Cloud Library Lease is signed and in place. She thanked Randy Winscher and Ed Popp for their involvement in the lease renewal process.
- The Leadership Support Team continues to work on the 2021-2026 Strategic Plan. She anticipates it will be discussed at an upcoming Board meeting.
- Accounting Coordinator Amy Anderson and Patron Services Supervisor Cara Langston were welcomed to the Leadership Team. Amy participated in this meeting; Cara will join at a future meeting.

Management Reports

Strategic plan progress continued throughout 2020 despite all of the changes related to COVID-19.

Building Reports

Kimball Library Building Task Force Recognition

Lead Patron Services Supervisor Brandi Canter formally recognized everyone involved in the new Kimball Library building project. The beautiful, more functional library is a culmination of many years' work, dreaming, and fundraising. Task Force members did incredible work. On behalf of the GRRL Board, Lisa Fobbe thanked the Task Force, Friends, mayor, and all involved for their efforts.

Human Resources Reports

Karen Pundsack commented the number of people on the termination report vs. the number of new hires. Many positions remain open; some have been filled through promotions.

Board member Jayne Dietz recognized Brandi Canter for her 20 years of service.

Unique Management**Revenue Recapture**

The Unique Management and Revenue Recapture 2020 year-end reports were reviewed. Karen Pundsack pointed out the misalignment of numbers resulting from adjusted due dates for several months because of the pandemic. The numbers are expected to become more level over time.

COMMITTEE REPORTS**Diversity, Equity & Inclusion (DEI) Committee**

The completed DEI survey response number was good. However, the number of replies from diverse areas of the community was not as good as hoped. Meetings have taken place with community members. The Committee is working to finalize a recommendation for the Board.

Central Minnesota Libraries Exchange Board (CMLE)

Ed Popp, Mary Eberley, and Jayne Dietz shared comments about CMLE's mini grant distribution. Of the 14 grant requests, seven have been approved for disbursements totaling \$6,000 to date. The CMLE Board approved the plan to hire someone for 10 hours per week to assist with schools. Their next meeting is March 10.

UNFINISHED BUSINESS

No unfinished business was presented at this meeting.

NEW BUSINESS**RLBSS Funding Request 2021 and Resolution**

Karen Pundsack provided brief background information about Regional Library Basic System Support (RLBSS). All of Minnesota's 12 regional library boards will be asked to support the proposed 2021 Legislative Funding Request and Resolution. The goal is to stabilize the funding formula and bring about more predictable funding. Ed Popp made a motion to approve the RLBSS Funding Request 2021 and Resolution as presented. Seconded by Mary Eberley, the motion carried unanimously by roll call vote.

Year-End Campaign Analysis

Although we are not at the end of GRRL's Year-End Campaign, the total received to date is \$99,160. That is the most ever raised during a GRRL annual campaign. Karen Pundsack thanked those who have contributed and noted Board participation is at 40 percent. The fundraising focus is more about participation as a show of support and less about the dollar amount.

Pay Equity Report

GRRL is required to submit this report to the state every three years. The 2021 data indicates GRRL is in compliance. Mary Eberley made a motion to approve the Minnesota Pay Equity report as presented. Seconded by Jayne Dietz, the motion carried unanimously by roll call vote.

Proposed 2022 Budget Process Timeline

Ed Popp made a motion to approve the 2022 Budget Process Timeline as presented. Seconded by Randy Winscher, the motion carried unanimously by roll call vote.

Other*Trustee Reimbursement*

The trustee reimbursement process was reviewed including the option to decline per diem and mileage for 2021.

In-Person Meetings Discussion

Discussion took place about requests to consider meeting in person. It was noted that most other entities continue to meet remotely. GRRRL does not currently have the audio recording capacity to conduct a meeting with in-person and virtual attendance. Several Board members preferred to be cautious, keep everyone safe by continuing with Zoom, and consider this request again in spring. There was additional discussion about in-person meetings for the Finance and Personnel Committees. It was expressed this would be valued, especially for the first meeting of the year with new committee members. Karen Pundsack commented it is easier to work with small groups.

Lisa Fobbe stated appreciation for the virtual meeting option and the importance to respect each other. She recommended to continue virtually for now and will talk with Ed Popp and Karen about the Finance and Personnel Committees.

BOARD OPEN FORUM

The Board Open Forum was omitted this evening due to time.

NEXT MEETINGS

The next Great River Regional Library Board of Trustees meeting will be Tuesday, February 16, 2021.

ADJOURNMENT

Lisa Fobbe adjourned the meeting at 7:35 p.m.

Lisa A. Fobbe, President

Zurya Anjum, Secretary



2020 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 16, 2021

Executive Director Report March 2021

Leadership Support Team (LST)

The team is meeting more frequently at the beginning of 2021 to focus on the strategic plan update.

The team reviewed 2020 fourth quarter statistics. We have used the same format for the past four years as a measure of strategic plan progress. It is difficult to use it for some service areas during the last year because the statistics do not tell the whole story of our work through the pandemic. For the next strategic plan, we are looking at creating key results measures to gauge progress.

LST reviewed the staff IT survey results. The survey showed some interest in faxing, the need for more technical skills for staff and patrons, the need for more hotspots, and comments on Print2Go. Some of the concerns can be addressed through our existing budget.

We also spent time discussing 2021 grant priorities and tie-ins to the strategic plan. The focus will be on regional growth. We talked more about the feasibility of Mail-A-Book program. Other ideas were expanding 1,000 Books Before Kindergarten and developing assessment tools. The Patron Services Supervisors will discuss Mail-A-Book in late spring.

The team also went over the 2022 department budget requests, which are included in the Finance Committee packet. One proposal is to go fines free in 2022, which was a Diversity, Equity & Inclusion (DEI) Committee recommendation. GRRL went to no fines on juvenile materials in June 2019, so the proposal would extend this to all materials. The other proposal in development is to add open hours throughout the region, based on a board member's request. These are weighty topics, so we plan to host staff huddles in March for staff members would like to learn more about them.

Staff Transitions

Accounting Coordinator Amy Anderson is continuing to assume more duties in her department. Interim Accounting Coordinator Linda Treb has served as a resource, and her expertise is invaluable. We plan to complete this transition following the audit.

PSS Cara Langston has begun to supervise all her libraries this month. We have shuffled assignments to be more geographic – north, south, central. I appreciate all the extra support Lead PSS Brandi Canter and PSS Ryan McCormick have given to make this a good onboarding experience for Cara.

We completed this transition of PSS assignments on March 8, when Brandi Canter took over supervision of the St. Cloud Public Library staff in Circulation & Distribution and Patron Services. The assignments now are:

- Brandi Canter (central): Belgrade/Paynesville, Clearwater/Foley, Waite Park, St. Cloud – Circulation & Distribution and Patron Services
- Cara Langston (north): Albany/Melrose, Cold Spring/Richmond, Eagle Bend/Staples, Grey Eagle, Little Falls/Swanville, Long Prairie, Pierz, Royalton, Sauk Centre, and Upsala
- Ryan McCormick (south): Annandale/Kimball, Becker/Big Lake, Buffalo, Cokato/Howard Lake, Delano/Rockford, Elk River, Monticello, and St. Michael

Literacy Leader VISTA Application

In February, our application to host a Literacy Leader VISTA was accepted. This is a unique opportunity, allowing us to add a full-time, limited timeframe position to enhance our programming infrastructure. The VISTA is awarded in one-year intervals with up to a three- to five-year commitment. The cost for the VISTA is roughly \$5,700 annually, which will be supported through donations. This program is similar to the Summer VISTA program, which we participated in last year and hope to continue again. Lead PSS Brandi Canter will supervise the VISTA assigned to us. A goal from the DEI Survey Committee was to host Zoom meetings with different audiences, and the VISTA will help us achieve that goal.

State Library Services

State Librarian Jennifer Nelson has left the department to work as the New Jersey State Librarian. The Department of Education is in the process of finding her replacement.

Highlighted Executive Director Activities since January Board Meeting

January 20 – St. Cloud Chamber Government Affairs meeting, SCPD de-escalation training, GASB 87 training
 January 21 – LST Board follow-up meeting, State Library Services call with library leaders
 January 25 – SCPL Patron Services department meeting
 January 26 – LSC 2021 goals meeting, Finance Committee training in Monticello with Wayne Bauernschmitt, Mike Kaczmarek, and Amy Anderson
 January 27 – Fund Development Committee meeting, DEI Survey Committee meeting
 January 28 – CRPLSA meeting
 January 29 – LST meeting
 February 1 – DEI work group
 February 2 – PS Supervisor meeting, St. Cloud Create CommUNITY meeting
 February 3 – Meeting with Rep. Dan Wolgamott and MLA lobbyist Sam Walseth, MLA Legislative Committee, DEI Survey Committee
 February 4 – LST meeting, SCSU Winter Institute
 February 9 – LST meeting
 February 16 – SCPL coordinators meeting, State Library Services call with library leaders, GRRL Finance Committee and Board work session
 February 17 – St. Cloud Chamber Government Affairs
 February 18 – United Way Community Forum, LST Board follow-up meeting
 February 22 – MLA Legislative Briefing
 February 23 – Library Journal Summit
 February 25 – LST meeting
 March 1 – Minnesota Council of Nonprofits webinar: Creating Racial Equity in Organizations for White Allies
 March 3 – MLA Legislative Committee
 March 5 – PS Supervisor meeting, Locally Grown’ branch visits
 March 8 – Meeting on RLBSS funding with Sen. Gazelka and Commissioner Dave Kircher, Career Solutions program committee
 March 9 – Locally Growin’ branch visits, Staff huddle re: budget proposals, Rewriting the Rural Narrative webinar
 March 16 – Benton County presentation, State Library Services call with library leaders

Management Reports March 2021

Amy Anderson
Accounting Coordinator

Accounting

The 2020 annual audit is scheduled for March 29 – April 2 and will be conducted remotely. Work papers will be uploaded to the auditor’s website for review.

The below information is provided based on a board request for more transparency around GRRL investments:

Matured CDs

Institution Name	Maturity Date	Amount	Gross Rate	Interest
Prospect Bank, Paris, IL	01/08/21	\$245,000.00	1.60%	\$4,287.50
Pacific Western Bank, Los Angeles CA	01/22/21	\$245,000.00	1.60%	\$4,347.05
Prudential Savings Bank, Philadelphia, PA	01/28/21	\$175,000.00	1.60%	\$3,062.50
Landmark Comm Bank, Collierville, TN	02/08/21	\$245,000.00	1.65%	\$4,434.16
Mission National Bank, San Francisco, CA	02/23/21	\$175,000.00	1.60%	\$3,062.50
Preferred Bank, CA	03/02/21	\$245,000.00	1.70%	\$4,165.00

Purchased CDs

Institution Name	Maturity Date	Amount	Gross Rate	Interest
Gbc International Bank, CA	08/24/22	\$248,000.00	0.20%	\$740.60

Our current savings account rate is 0.04%.

Letter of Credit

GRRL holds a \$200,000.00 Letter of Credit (#2234-5905) issued December 10, 2020, from Federal Home Loan Bank of Des Moines.

Brandi Canter
Lead Patron Services Supervisor

Staff Transitions

The Patron Services Supervisor transitions wrapped up as of Monday, March 8, and I take over supervising patron services for the St. Cloud and Waite Park libraries. I am incredibly excited about this opportunity. I live just two blocks from the St. Cloud Library – in fact, you can see my front yard and porch from the northeast corner, upstairs. I am deeply humbled and honored to be able to do the work I love for my neighborhood and community. I am looking forward to working with our amazing staff in both locations and leading us to be even more integrated into the community through outreach and

collaboration with local schools and organizations. I will also continue supervising the Belgrade, Clearwater, Foley, and Paynesville libraries.

After the retirement of Library Services Coordinator (LSC) Julie Eskritt at the beginning of February, we have successfully combined the Delano and Rockford libraries into a single team under LSC Theresa Jacobs. Theresa had been LSC in Rockford for several years before moving to Delano in 2019. Now, she is excited to be back in Rockford as well, and has been welcomed back by staff and patrons alike.

While COVID-19 continues to impact our libraries and communities, we are hearing from organizations and individuals who want to use our facilities for meetings, from volunteers who want to come back, and from other patrons who want services to be more what they were pre-COVID. I have started looking at state guidelines around meeting room and other use to determine what we might be able to do.

Beanstack Online Reading Tracker Updates

It has been a year and a half since we rolled out the Beanstack online reading tracker to our patrons in October 2019. Our timing was incredibly fortunate because it meant that staff were already trained on Beanstack when we needed to pivot away from in-person programs a year ago, and we were able to make great use of Beanstack. We have created challenges for all ages – Summer and Winter Reading Program online components, as well as year- to month-long challenges for pages or minutes read.

We have 3,621 patrons registered on Beanstack, and combined, they have received 6,824 challenge completion badges. We plan to continue using Beanstack, paying for it this year through the last of our 2019 Innovation Funds and using Fund Development – Programming Funds after that. Last fall I asked Patron Services Librarian and our primary Beanstack challenge-creator, Connie Laing, to start collecting data on usage and patron feedback. Connie also created a survey to glean feedback on how patrons used Beanstack and what they thought of it. From October 1, 2020, to February 26, 2021, we had 239 survey responses. Of those respondents:

- 73% record their own participation (vs. parents only recording a child’s reading, for example)
- 86% use Beanstack for the purpose of tracking their reading
- 64% are highly motivated by earning online badges
- 53% report the time they spend reading has been impacted "somewhat more or much more" by using Beanstack
- 55% say the number of books they read was "somewhat more or much more" because of using Beanstack

We asked our users “What do you like most about using Beanstack?” The replies include:

- *"To visualize how much we read books and motivate us to visit [the] library more often."*
- *"I can participate in my local library activities no matter where I am and paperless."*
- *"Super easy."*
- *"My son likes the motivation of logging his hours."*
- *"It's fun for me and the kids!"*
- *"Tracking time and or pages read motivates me to read more"*
- *"The connection with the Library"*
- *"Book suggestions based on what I have read."*
- *"Keep track of the books I've read to my children"*
- *"The tracking makes me realize when I fall off reading books."*

- *"Being able to see what/how many books I've read. I also like that the challengers push me out of my book type comfort zone."*
- *"I like being able to track my reading and see my stats. I like seeing how fast I'm reading and which authors I'm faster at reading than others."*

Breanne Johnson
Communications and Development Coordinator

Fundraising

GRRL's 2020 Year-End Campaign began on October 1, 2020, and ran until January 31, 2021. We are pleased with the final result of the campaign. Mark Thelen, major donor and Fund Development Committee member, challenged GRRL staff to a matching gift of \$1,000. Due to an overwhelming staff response, he raised his matching gift to \$2,000 to reflect the amount of staff giving. We have surpassed our dollar amount goal, the number of donors goal, AND the average gift amount! We even surpassed \$100,000! This speaks to how much our communities value their library!

2020 Campaign Totals

	<u>2020 Goals</u>	<u>2020 Totals</u>
Dollar Amount	\$47,510	\$104,939
Number of Donors	900	1,052
Board Participation	100%	53%
Staff Participation	17%	13%
Avg. Gift	\$52	\$100

GRRL's March fundraiser, called Locally Growin', began on Monday, March 1 and runs through Wednesday, March 31. Our Locally Growin' campaign keeps donations 100 percent within the library of the donor's choosing. Each library selects a specific "wish" item and a campaign goal. Over \$20,000 was raised around the region in 2019 to support a wide variety of goals. Our campaign was cut short in March 2020 due to the COVID-19 closure, so we look forward to making a big difference this year! Each library's goal is unique and focuses on its community interests and needs. A few exciting wishes that libraries are raising money for this year include the following:

- Have a collection of books to make reading approachable for children, like juvenile large print books.
- Provide children with library book bags when they get their first library card.
- Add Try-It-Yourself Kits to their collection.
- Extend a welcome to residents who haven't visited or known about their library.

These are just a few of our libraries' wishes. To see the full list of branch wishes and to help your local library reach its goal, visit <https://griver.org/library-news/locally-growin-2021>.

Communications

The 2020 Annual Report has been printed and mailed to donors, city administrators, regional library directors, local library boards, county officials, and state representatives. Each GRRL branch also received a few copies. The design and storytelling has received positive feedback, as we focused on

stories of hope and successes during the pandemic. An electronic version is available to view on our website at <https://griver.org/annual-report>.

Find It Brochures and informational services inserts are being translated from English into Spanish, Somali, and German, which are the top three languages in our counties from the latest Census. Once translated materials are printed, we will have them available for libraries to request from supplies to have on-hand. Having multi-language resources is an action step identified by the Diversity, Equity & Inclusion staff work group.

Cara Langston
Patron Services Supervisor

Personnel

This past month, I continued visiting branches and meeting with LSCs to get a better sense of how their branches operate, their buildings, and ways I can offer support. This month we completed the transfer of LSCs and branches between Patron Services Supervisors, so I will be spending more time getting to know them and starting a regular rotation of visiting.

The Richmond Library is open on Saturdays. LSC Jason Kirchoff has worked to staff Saturday hours with substitutes at the Richmond branch when COVID-19 social distancing protocols make it impractical to bring an additional staff member on board. LSC Cathy Perish and I interviewed and hired a new library assistant for the Eagle Bend branch. We are excited to add to the team and expect the assistant to start mid-March. LSC Terri Deal-Hansen, in Royalton, is also in the process of recruiting a new library assistant.

Ryan McCormick
Patron Services Supervisor

Personnel

In St. Michael, Maren McKim has been hired as a Library Aide, and Jean Ellingson has returned to the Library Assistant role. Welcome Maren, and welcome back Jean!

Think Tank

Planning for the Summer Reading Program continues. With all the uncertainty that surrounds summer, creating a flexible program is imperative. Two "Summer Reading Program Resource Fairs" were recently held to give staff a chance to share ideas, and learn more about this year's program. Other projects include statistics gathering and evaluation of the Winter Reading Program that ended in February, the creation of more how-to online classes for patrons (such as using Libby, and possibly CreativeBug), and the development of additional Beanstack programs (Year-in-Reading, 1,000 Books Before Kindergarten, and the IditaRead challenge).

Jay Roos
Associate Director – Information Technology

Wireless Replacement

We kicked off our wireless project in February, and the first library is scheduled to go live on March 17. After that, we expect to iron out any kinks in our process, and the project will roll out to all other

libraries as quickly as we can travel to each one. The new equipment operates on the newest wifi standards and comes with a captive portal (Acceptable Use Policy) that works in real-world tests much more smoothly than our current solution on devices old and new.

Media Scheduling

The Media Scheduling workgroup kicked off the project with a training session from SirsiDynix. Media Scheduling will bring management of our staff materials collection, called the professional collection, completely into the Horizon Integrated Library System. This move is expected to increase efficiency for staff obtaining materials and planning programs. They will now be able to locate and book materials on their own without mediation by St. Cloud staff.

eResource Central

Our implementation of eResource Central (eRC) in the library catalog is complete. eRC brings our digital collections into the catalog and makes them available for patrons to request, checkout and manage from one screen. Both our Overdrive and Biblioboard eBooks MN collections are included. eRC also automates the process of adding newly acquired e-materials and removing expired ones through a daily synchronization with our vendors.

Julie Schmitz
Associate Director – Human Resources

Recruitment

We are steadily filling recent vacant positions as well as vacancies from 2020. We are expanding our utilization of NEOGOV for recruitment by incorporating e-references and standardizing our application questions for easier rating. Interviews and Day One Orientation are still being conducted by Zoom.

Shared Branch

Due to the retirement of the LSC in Rockford, we combined the Delano and Rockford Libraries into a shared branch. The LSC for the shared branches is a full-time, benefit eligible position.

Volunteers

While we have not opened our libraries for volunteers during the pandemic, we did have 147 volunteers who provided some services for us during 2020. We will recognize the 2020 volunteers with an appreciation letter during Volunteer Month in April. Volunteers continue to be an important part of GRRL, and we are looking forward to when they are able to return to our libraries.

Jami Trenam
Associate Director – Collection Development

Streamlining the eBook/eAudio Collection

With a new year comes new changes to the digital library. As part of efforts to streamline the digital library, the Axis 360 service was discontinued at the end of 2020. I am working with OverDrive and the publishers to move the titles licensed on Axis 360 to the OverDrive platform.

In February, we launched eResource Central (eRC) on the public catalog. Patrons can now see all of their checkouts and holds without having to open another website or app. This change makes it easier to search for digital titles. The search box has a drop down so you can choose to search only for digital

items, or exclude them. Other new benefits include the ability to download titles and place digital holds without leaving the catalog or logging into OverDrive/Libby. This brings us closer to a “one-click” experience. The service integrates the statewide eBooks Minnesota platform, which expands the number of unlimited use titles available.

Online Resource Updates

In February, we launched CreativeBug, an on-demand unlimited streaming service offering access to over 1,000 award-winning arts and crafts classes taught by expert artists and designers. The resource aligns with our goal of providing lifelong learning. The tutorials come with public performance rights so they can be utilized for programming in the future. The service has been very well received by patrons so far and has received some media coverage on WJON.

On March 31st, our Lynda.com service will be updated to the LinkedIn Learning. LinkedIn Learning will provide twice the amount of professional development courses in six languages – and patron learning progress in Lynda will carry over to the new platform.

Building Reports March 2021

Brandi Canter Lead Patron Services Supervisor

Delano

The city recently took care of a number of repairs (cracked window, loose handrail to basement, etc.). Also, plans are under way for beautification projects this year, including updates to landscaping and exterior windows.

Paynesville

The city has completed repairs on the back wall where there had been significant water damage. In addition to sealing to stop water intrusion, drywall and insulation were replaced, and the wall was repainted. At the same time, the city also repainted the area around the public access computers and plans to complete the rest of the library as well.

On Thursday, March 4, Library Services Coordinator (LSC) Kateri Gruber and I met with the new Paynesville City Administrator Tariq Al-Rifai. This first meeting was a chance to talk about the Paynesville facility needs and how we can support the city in its efforts to improve the space. Tariq indicated there is no plan in place right now. The council is interested to know what needs are, especially with our new understanding of social distancing guidelines. Tariq requested an updated space needs analysis, which I said I would provide by the end of April.

St. Cloud

We were pleased to have our boilers pass annual inspection last month. Some of the hoses between the humidifier and the energy recovery unit were becoming brittle and inefficient, so they have been replaced. In September, we shared with the Board that there were lighting issues – both bulbs and ballasts. Since then, many light bulbs have been replaced, and a number of ballasts are being replaced the first week of March.

Senior Circulation Assistant Eric Blotkamp has been soliciting bids for belt repair and ongoing maintenance work on the Automated Materials Handling System. In order to keep the system running as smoothly as possible, it would be beneficial to have regularly scheduled maintenance visits. Eric has looked for a local provider for this maintenance, but it appears we would need to bring someone in from the Twin Cities at this point.

Waite Park

City maintenance staff recently completed a number of small jobs that have made a big difference in the appearance and overall function of the library. This included hanging up two new security mirrors to improve sightlines in the building. City staff also assisted with hanging pictures and replaced some

tattered outdoor flags. We appreciate the upgraded rugs to trap snow and dirt and keep the rest of the library cleaner and more appealing for patrons.

Cara Langston
Patron Services Supervisor

Cold Spring/Richmond

The City of Cold Spring hopes to break ground on a new fire and police station this spring. This is exciting because the move will open space in the city building housing the library.

Eagle Bend/ Staples

Eagle Bend also plans to expand the existing library space and hopes to have walls up this fall with indoor construction continuing during next winter.

Sauk Centre

The process of rewiring and replacing the original mushroom lights is completed.

Ryan McCormick
Patron Services Supervisor

Albany

The three staff chairs have been replaced with new, ergonomically correct and adjustable versions. Staff report they are very comfortable.

Buffalo

Boiler troubles continue to plague the Buffalo Library. The issue has been ongoing since December, with temperatures dipping low enough to warrant space heaters for a period in January. Building temperatures are currently adequate, but work remains.

Elk River

The city has been working on an LED switchover for the library's lights.



Financial Policy Updates

Submitted by Amy Anderson, Accounting Coordinator

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Approve Financial Policy updates that reflect changes, additions, and clarifications to current practice.

BACKGROUND INFORMATION

Supporting Documents Attached

- Financial Policies, Chapters 4, 5, 9 - 12, and 15

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled

300 Financial

Chapter 4. Financial Reports

Financial Reports are prepared on a monthly basis by the Accounting ~~Coordinator & Distribution Supervisor~~ and presented to the Executive Director and Board of Trustees for acceptance. The Financial Report includes operating, capital, and encumbered budget figures, monthly expenditures, year-to-date expenditure amounts, budget balances, monthly revenue receipts, year-to-date revenue receipts, accumulated depreciation and investments. This information is provided in accordance with U.S. generally accepted accounting standards.

Approved Date:

Effective Date:

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

Chapter 5. Deposit and Investment

The GRRL Board of Trustees at each January meeting will designate the financial institutions as depositories for library funds. The Board President, Library Executive Director, Accounting ~~Coordinator & Distribution Supervisor~~, and Accounting Specialist may make deposits and authorize investments on behalf of the library.

The Great River Regional Library may invest in certificates of deposit, money market accounts, savings and interest-bearing checking accounts. All investments must be FDIC insured or be collateralized at 110% of the face value of the investment. Investments will have a maturity date no greater than two years.

Investments shall be diversified by limiting investments to avoid over concentration in securities from a specific issuer or business sector excluding U.S. Treasury securities. In addition, at the time of investment, FDIC insurance or collateral will be reviewed for adequate coverage and maturity dates will be set to meet future financial obligations. Investment maturities shall be scheduled to coincide with projected cash flow needs, taking into account scheduled expenditures, as well as anticipated revenue. Investment maturity dates will be staggered to avoid undue concentration of assets.

The primary objectives, in priority order of investment activities shall be safety, liquidity, and yield.

SAFETY

a) Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

b) Credit risk relates to deposits that are not covered by depository insurance FDIC and the deposits are 1) uncollateralized 2) collateralized with securities held by the pledging institution or 3) collateralized with securities held by the pledging financial institution's trust department or agent but not in the library's name. Credit risk will be limited to the top two ratings in compliance with MN Statute 118A.04. Credit risk ratings will be disclosed on the monthly financial reports.

c) Interest rate risk is the risk that changes in the interest rate that will adversely affect the fair value of an investment. This will be limited by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity and investing operating funds primarily in shorter-term security, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

d) Concentration of Credit risk is the risk of loss attributed to the magnitude of a government's investment in a single user. The library will provide information about the concentration of credit risk associated with the investments by disclosing on the financial report the number of financial institutions associated with the investment amounts. Investments will be held at separate financial institutions within the FDIC insured amounts unless there is additional approved collateral designated for library investments beyond the FDIC insured amount.

LIQUIDITY

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

YIELD

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions: a security with declining credit may be sold early to minimize loss of principal, a security swap would improve the quality, yield, or target during in the portfolio, and liquidity needs of the portfolio require that the security be sold.

Approved Date: 11/21/06

Effective Date:

Revised Date: 06/09/09, 01/18/11, [03/16/21](#)

Chapter 9. Accounts Payable

9A. Purchasing

GRRL Petty Cash – approved

Petty Cash may be used to reimburse employees for expenses under \$25. Submit sales receipt to the Accounting Specialist for reimbursement noting the fund to be charged and including the authorized signature. This fund is reimbursed to \$350 weekly.

GRRL Petty Cash Checking Reimbursement – approved

Petty Cash checking may be used to reimburse patrons for returned materials, paying for post office box rentals, and misc. items that require prepayment of less than \$50. Receipts must accompany copy of payment including fund to be charged and authorized signature. Fund is reimbursed to \$1,000 monthly. If the fund is depleted prior to next board meeting an additional \$250 can be issued to replenish the fund until board approval can be obtained at their next meeting.

GRRL Petty Cash Patron Refund Checks and Offsetting Fines

Processed patron refund checks will be marked “Void after 90 Days”. This means that any outstanding checks older than 90 days will be voided by the Accounting ~~Coordinator & Distribution Supervisor~~ and filed with the respective month bank statement. Refund amounts will not be reposted to patron accounts. In addition to this policy revision, old outstanding patron refunds will be cross checked with patron accounts prior to voiding and if fines exist, the fine amount will be offset with the outstanding refund.

Purchases less than \$1,000

Purchaser will attempt to purchase all goods and services at the lowest possible cost.

Purchases \$1,000 - \$5,999

Purchases \$1,000 and over must be preapproved by the department head or designee. Secure two quotes and attach them to the Request for Payment form. If two quotes cannot be readily obtained, give a detailed explanation in writing as to the process used.

Purchases \$6,000 - \$9,999

The approval of the GRRL Board of Trustees must be given prior to purchases made or contracts signed. Secure two quotes and attach them to the Board Action form.

Purchases ~~over~~ \$10,000 - \$50,000

At least two quotes are required per Minnesota Statutes for purchases or contracts \$10,000 and over. Approval of the GRRL Board of Trustees must be given in advance. All contracts furnishing supplies or materials of \$10,000 and over require contractor performance bond per Minnesota Statute. The performance bond must be equal to or greater than the contract amount.

Purchases over \$50,000

Sealed bids are required for purchases over \$50,000 or as required by Minnesota Statutes. The department head shall prepare contract specifications in conjunction with project. The department head shall approve the specifications and authorization to place and advertise for bids. Following the bid opening and analysis of the bids by the department head and the Accounting ~~Coordinator & Distribution Supervisor~~, a recommendation will be made to the GRRL Board of Trustees for approval of purchase.

Capital Outlay

All capital outlay items specifically approved in the annual budget, providing the actual purchase price is at or below the budgeted amount, do not need GRRL Board approval prior to purchase. However, in its

approval of the annual budget, the GRRL Board of Trustees may require certain items to be submitted for its approval at the time of actual purchase.

Cooperative Purchases

Purchases may be made through cooperative purchasing ventures with other governmental agencies when it is determined to be in the best interest of the GRRL.

Approved Date: 03/20/07

Effective Date:

Revised Date: 04/22/14, 03/20/18, [03/16/21](#)

9B. Bill Payment

A List of Bills will be mailed to the GRRL Board of Trustees on the second Wednesday of each month for approval. In addition, a List of Addendum Bills will be presented to the GRRL Board of Trustees at their regularly scheduled board meetings for approval. [The Accounting Department follows the Bill Payment Schedule posted on the Accounting page of the GRRL staff website.](#)

Approved payments will be sent out the third Wednesday of each month.

[In December, bills are mailed the last Wednesday of the month to ensure the maximum number of expenses are allocated to the current fiscal year.](#)

Approved Date: 11/18/03

Effective Date:

Revised Date: 01/15/13, 03/20/18, [03/16/21](#)

9C. Per Diem & Mileage Payment

Great River Regional Library Board of Trustees members will receive per diem at \$75 ~~or~~ [and](#) mileage reimbursement at 100% of the Federal I.R.S. rate for attendance at GRRL meetings [in compliance with Minnesota State Statutes.](#)

Approved: 07/14/09

Effective: 01/01/10

Revised Date: 01/16/18, 02/18/20, [03/16/21](#)

Chapter 10. Pre-Payment Authorization

Expenditures that are necessary to continue library operations will be prepaid and then ratified by the Board of Trustees at their next board meeting. The following items are scheduled for prepayment: salaries and benefits, investment fees, telephone, postage, sales tax, staff training, credit card purchases,

gasoline, staff mileage reimbursement, ~~and~~ gift fund expenditures, ~~and invoices that would result in late penalties if paid in the next billing cycle.~~

Approved Date:

Effective Date:

Revised Date: 03/20/07, 01/08/08, 11/15/11, [03/16/21](#)

Chapter 11. Library Credit Cards

Credit cards may be issued to employees designated by the Executive Director. These 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 & Distribution Supervisor~~, 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 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 GRRL credit card over \$500 requires preauthorization from the Executive Director.

Card users are required to keep receipts for all purchases and turn them in promptly to the Accounting 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 on time for payment 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 & Distribution Supervisor~~ immediately.

Approved Date:

Effective Date:

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

Chapter 12. In-Store Charge Accounts

In-store charge accounts will be instituted and maintained by the Great River Regional Library when deemed necessary for staff to complete their job tasks. Individual employees will be authorized to purchase items on account based on their position. In-store charge accounts will not exceed \$2,500 in any given billing cycle. ~~In-Store Charge account purchases will comply with established Financial Policy 9A, Purchasing Guidelines.~~

Approved: 03/20/07

Effective Date:

Revised Date: [03/16/21](#)

Chapter 15. Disposal of Obsolete Equipment, Materials, Software and Furnishings

Disposal of obsolete and non-functional equipment, library materials, software and furnishings by GRRL staff may be done with authorization of the department head responsible for the item(s). An itemized list of all equipment disposed should be maintained for inventory and audit purposes. Material, equipment, software and furnishings to be disposed may be donated to non-profit organizations or sold by auction or other means if possible, or recycled in a manner consistent with state law and local regulations. The Accounting ~~Coordinator & Distribution Supervisor~~ must be notified of all disposals.

An itemized list of all equipment disposed should be maintained for inventory and audit purposes. This itemized list of disposed items will be presented for inspection upon request from the GRRL Auditor or from the GRRL Board of Trustees.

The Disposal Schedule to be followed is:

- Books & Media – 10 years
- ~~Paperbacks &~~ Periodicals – 5 years
- Furniture – 25 years
- Operating Equipment – 10 years
- Computer Equipment – 5 years
- Vehicles – 5 years
- Software – 5-10 years

At the time of disposal, the item should have no book value.

Approved Date:

Effective Date:

Revised Date: 03/20/07, 03/20/18, 03/19/19, [03/16/21](#)



GRRL Signatory Agreement Review

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Review the GRRL Signatory Agreement, which was last revised in 2015. Board Bylaws require the Board to review this document every three years. If revisions are recommended, they will be presented to the GRRL Board for final review before being sent for county approval.

BACKGROUND INFORMATION

Supporting Documents Attached

- GRRL Signatory Agreement

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled

GRRL Signatory Agreement

GREAT RIVER REGIONAL LIBRARY AGREEMENT

[\[Download PDF of Agreement with signatures\]](#)

(Approved by GRRL Board of Trustees, April 9, 1985)

(Revised May 14 & July 16, 1985)

(Revised October 10, 1989)

(Revised March 16, 1993)

(Revised May 6, 1994)

(Revised December 31, 1996)

(Revised July 10, 2001)

(Revised January 10, 2006)

(Amended August 19, 2015)

WHEREAS, we the undersigned have each officially acted to establish public library service in our respective counties and provided for the financial support for such service; and

WHEREAS, it is the mutual desire to strengthen and improve public library service for said counties; and

WHEREAS, it appears advantageous to accomplish this in a practical and economical manner through the operation of the public library services in said counties jointly; and

WHEREAS, legal authority for the joint operation of such public library services is provided for in Minnesota Statutes Section 134.11, 134.12, 134.20 and 471.59.

NOW THEREFORE, we the undersigned, the County of Benton, the County of Morrison, the County of Sherburne, the County of Stearns, the County of Todd, and the County of Wright, all municipal corporations organized under the laws of the State of Minnesota pursuant to the Constitutions and Laws of the State of Minnesota, do hereby enter into the following Agreement with the full intent of establishing, strengthening and improving public library services in all the areas to which we are responsible.

1. PURPOSE

1.1 It is the purpose of this Agreement to establish, strengthen and improve public library services in said counties by operating a regional public library system, and combining its operations with such existing public libraries as may wish to join.

1.2 It is the purpose of this Agreement to continue library service to the counties of Benton, Morrison, Sherburne, Stearns, Todd and Wright, and such other municipalities located within the established geographical area as may wish to join.

1.3 It is the purpose of this Agreement to provide library services to all residents of that part of the geographical territory in which any member levies a tax for library purposes to the services of the library.

The governing board and its personnel hired to administer and operate the public library service herein provided for, shall be responsible to see that all areas receive their full and due share of

attention and service.

2. THE GOVERNING BOARD

The Library shall be governed by a board of trustees, consisting of fifteen (15) trustees which shall have all the powers and duties of county library boards as provided in the Minnesota Statutes, Section 134.20 and shall be constituted as follows:

2.1 Trustees shall be appointed by the governing boards of the parties to this Agreement. The seats shall be distributed on the basis of budget shares except that no signatory shall have less than one seat.

2.2 Any trustee appointed by a party shall reside for voter qualification purposes within that part of the geographical territory of such party in which such party levies a tax to provide its contribution to the general operating fund of the Library.

2.3 No more than one trustee appointed by each party shall be a member of the governing body of such party.

2.4 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.

2.5 Terms of Trustees

2.51 The expiration dates of the terms of trustees serving on the board at the time of the adoption of this Agreement shall remain in force.

2.52 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 (no more than nine years total).

A trustee who has served nine years may be reappointed after a one year lapse of membership.

2.6 Termination of Trustee's Term

A trustee's term shall terminate immediately in the event such member:
Resigns as trustee; or

Is removed by the appointing authority for misconduct or neglect; or

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.

2.7 Vacancies

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.

2.8 Officers of the Board

The officers of the board shall be a president, a vice president, a secretary, and a treasurer.

Officers shall be elected at each annual meeting of the board. Each officer shall hold office until the next annual meeting of the board or until the successor is elected and qualifies or until he/she resigns as officer or ceases to be a trustee, except that any officer may be removed at any time, with cause, by the affirmative vote of a majority of the entire board.

2.9 Board Organization

The annual meeting of the board shall be held in January of each year at the time and place designated by the board. The board shall adopt such by-laws and policies for the governance of the Library as may be expedient and in accordance with the law. Except as otherwise specifically provided in other provisions of this Agreement a majority of the trustees shall constitute a quorum for the transaction of business.

The President may appoint committees as needed.

3. FUNDING

3.1 The Library shall operate on a calendar year basis, and a budget shall be prepared and adopted by the board for each calendar year by a vote of not less than two-thirds plus one of the voting members present, copies of which shall be filed by the board with the county auditor of each participating county. Failure to pass a budget prior to August 1 of the preceding year for which the budget is being established shall mean that the budget will be the same for the next year.

3.2 The amount of the annual contribution to the general operating fund of the Library by each party for each year shall be determined as follows:

3.21 The library board shall present an annual operating budget for each year to the governing body of each party prior to August 1 of the preceding year.

3.22 Such annual budget shall state the total contribution to be made to the general operating fund of the Library for such year.

3.23 The contribution of each party to the general operating fund of the Library for each year shall be determined as follows:

3.231 The minimum contribution of any party to the general operating fund of the Library shall be the amount necessary for participation in state and federal grant programs.

3.232 The contribution of any party not falling within the minimum contribution requirements as set out in 3.231 above, shall be calculated as follows:

a) The general operating fund of the Library shall be reduced by the

minimum contribution made by any party whose contribution is calculated under section 3.231 above.

(b) The resulting remainder of the general operating fund shall be assessed to each remaining party with one-third of required funding assessed on a per capita basis, one-third of the required funding assessed on a net tax capacity basis and one-third of required funding assessed on the basis of percentage of total system patron registration.

All residents and property of non-participating municipalities shall be excluded from any formula calculations. For all purposes relevant to population, the population shall be determined by the most recent published estimates provided by the Minnesota State Demographer's Office. For all purposes relevant to net tax capacity, the net tax capacity shall be determined by the most recent figures determined by the Minnesota State Department of Revenue. For all purposes relevant to system patron registration, registered borrowers shall be determined by the figures from January 1st of the current year.

(c) For purposes of setting the contribution of each party for the 1995 GRRL Operating and Capital Budgets, the formula shall be as specified as in Section 3.232 (b) except that four-ninths shall be assessed on a per capita basis, one-ninth on a net tax capacity basis and four-ninths on the basis of system patron registration. For purposes of setting the contribution of each party for the 1996 GRRL Operating and Capital Budgets, the formula shall be as specified as in Section 3.232 (b) except that seven-eighths shall be assessed on a per capita basis, four-eighths on a net tax capacity basis and seven-eighths on the basis of system patron registration.

The formula for setting the contribution of each party in Section 3.232 (c) shall expire on January 1, 1997 and shall revert to the method as specified in Section 3.232 (b).

3.24 Each party's contributions to the operating fund of the Library shall be made in quarterly installments on or before January 2, April 1, July 1 and October 1, for each calendar year.

3.25 The parties shall agree to meet whatever requirements are established in statute and rules for participation in state and federal grant programs.

4. DISBURSEMENT OF FUNDS

4.1 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 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.

4.2 The Finance Manager shall present comprehensive monthly financial and budget reports to the board.

The board shall have a comprehensive audit of the account of the Library made annually. Such audits shall be made by a certified public accountant and the report of such audits shall be rendered to the board and copies of such report shall be filed with the county auditor of each participating county.

4.3 The library board may, by resolution, adopt rules and regulations concerning accounting methods and disbursement of funds, not inconsistent herewith.

5. NEW MEMBERS

Any eligible municipality or governmental entity may join Great River Regional Library, with the approval of the board of trustees, upon accepting all the terms and conditions of the Agreement. The board of trustees shall establish such special provisions as are appropriate for integration of the new participating unit into its services and budget. New members must agree to a three-year commitment of membership.

6. TERMINATION

6.1 Voluntary Termination

A party may withdraw from the Library as follows:

(a) A party may withdraw by giving written notice of its withdrawal to all other parties and to the director, or acting director, of the Library, said notice of withdrawal to be delivered before the start of a calendar year with said withdrawal to take effect at the end of such calendar year.

(b) Upon delivery of such notice, trustees who are appointees of such party shall no longer vote on any matter which shall relate to the operation or maintenance of the Library from and after the effective date of such withdrawal. Such trustees shall not be counted in the quorum for voting on any matters effective after the date of such withdrawal.

(c) If the Library terminated on or sooner than the end of such final year, said party shall share in the distribution of the assets of the Library in accordance with the following provisions on termination.

(d) If Section 6.3 below does not apply, then following the withdrawal of said party at the end of such final year, said party shall be entitled to receive the following full satisfaction of any rights it has as a party to this Agreement.

(1) If said party has one or more facilities which have operated as a party of the Library during such final year and it is the intent of said party to continue to operate such facilities as public libraries, the library shall transfer to said party a collection of books and other library materials which is representative of the kind of collection which such facilities have had on hand during such final year in an amount equal to the parties' capital account for library materials. This transfer of assets to said party shall be subject to a claim of a portion of such assets by the Minnesota Department of Children, Families and Learning as a revision of state and federal grants arising on the withdrawal of said party. The Library shall retain title to such collections until it receives a release from the Minnesota Department of Children, Families and Learning in respect to its revision claim.

(2) All furniture and other tangible personal property (other than books and other

library materials) which were originally owned by such party (or any political subdivision within the geographical territory of such said party) or which was directly paid for by such party other than through its contribution to the general revenue fund of the Library shall be transferred from the Library to such party.

6.2 Re-joining the Regional Library

A party which has withdrawn from the Library may seek to again become a party to this Agreement, but it may not do so unless all of the then parties to this Agreement agree in writing to the amendment of this Agreement to allow for the re-entry of such former party and to provide the terms and conditions upon which such former party may re-enter this Agreement as a party. One of the conditions which may apply to such former party's re-entry as a party to this Agreement may be that such party pay a re-entry fee to the Library to assist the Library in the development of its materials collection. The amount of this fee, if any, shall be determined by all of the then parties to this Agreement and it shall be in such amount as the then members deem appropriate. Members who re-join must agree to a three-year commitment of membership.

6.3 Total Termination

The Library shall continue until termination by mutual consent of the parties. Any party which has delivered written notice of its withdrawal as provided in Section 6.1, subdivision (1) shall be deemed to have consented to termination for purposes of the preceding sentence. Upon the termination of the Library, the assets of the Library shall be distributed or applied in the following order:

- (a) Payment of Library debts;
- (b) Delivery to each party of a collection of library materials equal to the amount of its capital accounts;
- (c) Distribution of the balance of assets in proportion to each party's total contribution to the general revenue fund of the Library from the commencement of the Library to its termination.

The board shall appoint a committee to make a distribution of the assets of the Library and such committee may make such distribution wholly or partly in kind by allotting and transferring specific assets as a part of a whole of any one distributive payment or share at current values.

6.4 Capital Shares

Upon entering this Agreement, each party agrees to contribute to the Library its collection of library materials owned by it and devoted to use for library purposes. If a party to this Agreement has formerly been a party of the Great River Regional Library, the initial valuation of its collection of library materials shall be carried forward to this Agreement. The 1969 capital account or the capital account on the date of initial membership of each party, whichever date is later, is as follows:

Benton County	\$.00
Morrison County	\$9,585.00
Sherburne County	\$17,081.00
Stearns County	\$149,945.00
Todd County	\$.00

Wright County	\$35,512.00
St. Cloud	\$268,599.00

At the conclusion of the annual accounting, the parties' capital accounts shall be adjusted as follows:

- (a) Increased by the percentage of the annual increase in the Library's collection of library materials which corresponds to that party's contribution to the annual Library budget; and,
- (b) Decreased by the percentage of any decreases in the Library's collection of library materials caused by theft, loss, destruction or removal from circulation which corresponds to that party's contribution to the annual Library budget.
- (c) Increased by the stated or appraised value of any gift of library materials exceeding \$300 to a library located within the geographical territory of a party herein. Notwithstanding the language above, any such donation shall remain part of the permanent collection of that library, subject to circulation as permitted by the Rules and Regulations of the Library. In the event of withdrawal from the Library or termination of the Library system, such gifts shall be first applied to reduce the party's capital share.

Each party shall retain title to all other assets, including equipment, building and fixtures, that it had at the time of joining in this Agreement or any prior agreement respecting the Great River Regional Library system. In the event of withdrawal from the Library or termination of the Library system, all assets owned by a party shall continue to be their property.

Any non-collection assets owned by the Library at the time of this Agreement, or acquired thereafter, shall be and remain the property of the Library. The capital accounts of the parties shall not be adjusted to reflect the increase or decrease in the amount of such assets. Any such property owned by the Library shall be distributed to the parties only upon the total termination of the Library as provided in paragraph 6.3.

7. OTHER

7.1 Agreements with Other Bodies

The library board shall have authority to enter into agreements with other libraries or regional library systems or with other agencies or providers of library services as will in its opinion provide for efficient and economical library services in areas served by the Great River Regional Library.

7.2 Any amendment to the Agreement shall require the concurrence of at least all but two (2) of the parties to this Agreement at the time the proposed amendment is voted on with the following exception. Amendments to Article 3 will require unanimous consent.

7.3 The effective date of this Agreement shall be upon ratification provided, however, that 2.1 shall become effective on the next January 1st following ratification.

7.4 Default

In the event any party to this Agreement is in default under the terms of this Agreement, including but not limited to a failure to make payments when due, the library board may, in addition to any other remedies available to it, bring an action for specific performance to compel the performance

by the defaulting party of its obligations according to this Agreement. In the event the library board brings an action to enforce any provision of this Agreement and prevails, it shall be entitled to all its costs, disbursements and attorney's fees incurred as a result of said action.

If any party fails or refuses to contribute its allocated share of required funds, when and as the funds are required as herein set forth, time being of the essence of this requirement, the defaulting party may not exercise its voting rights pursuant to this Agreement while they are in default. If a member is more than (30) days in default, a penalty fee may be assessed. The penalty fee shall be a percentage of the amount due calculated at the treasury bill discount rate in effect on the 30th day of default. If any party is in default for a period of six (6) months, the library board may vote to terminate the defaulting party's membership in the Library. Such termination shall be treated as a voluntary termination of the defaulting party as of the date the payment was due.

BENTON COUNTY

By _____

Chairperson

By _____

Auditor

STEARNS COUNTY

By _____

Chairperson

By _____

Auditor

MORRISON COUNTY

By _____

Chairperson

By _____

Auditor

TODD COUNTY

By _____

Chairperson

By _____

Auditor

SHERBURNE COUNTY

By _____

Chairperson

By _____

Auditor

WRIGHT COUNTY

By _____

Chairperson

By _____

Auditor



GRRL Board of Trustees Bylaws Review

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

RECOMMENDATION

Review GRRL Board of Trustees Bylaws. If revisions are recommended, they will be presented for final review at a future regular GRRL Board meeting.

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.

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. 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 XII. 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



GRRR Board Member & Fund Development Committee Member Job Descriptions Review

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information
 Discussion
 Approve/Accept

RECOMMENDATION

Review the GRRR Board of Trustees member and Fund Development Committee member job descriptions and recommend changes for final review at future regular GRRR Board meeting.

BACKGROUND INFORMATION

Supporting Documents Attached

- GRRR Board of Trustees member job description
- Fund Development Committee member job description

FINANCIAL IMPLICATIONS

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

ACTION

Passed
 Failed
 Tabled

March 16, 2021



- Job Title:** Member of the Great River Regional Library Board of Trustees
- Approved:** May 10, 2011; reviewed April 18, 2017
- Authority:** Minnesota Revised Statutes section 134.20
- Summary:** Members of the Great River Regional Library Board of Trustees provide direction and vision for the organization.

This job description is a guide outlining the responsibilities of GRRL Board of Trustees members. The GRRL Board reserves the right to revise job responsibilities as needed to conform to Minnesota law and the most current version of the GRRL Bylaws.

Basic Responsibilities of GRRL Board of Trustees:

- Determine mission, vision and purpose. Also periodically review the mission and vision statements to ensure they accurately reflect the library's goals and purposes given the demands of the patrons served.
- Adopt bylaws and policies as appropriate to fulfill the regional library purpose.
- Work to ensure adequate financial resources are secured for the organization to fulfill its mission, vision and purpose.
- Protect assets and provide proper financial oversight by developing the annual budget and ensuring that proper financial controls are in place.
- Select, support and evaluate the director. The board should employ the best qualified person for the position of director. The board should ensure that the director has the moral and professional support he or she needs to further the goals of the organization.
- Ensure effective planning by actively participating in overall strategic plan process and monitoring the plan's goals.
- Ensure legal compliance and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
- Enhance the organization's public standing. The board should clearly articulate the organization's accomplishments to the public and work to garner support from the community.

- Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

Individual GRRL Board Member Responsibilities:

- Attend board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on board committees and offer to take on special assignments or appointments.
- Make a personal financial contribution to the organization as personal situations allow.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on significant developments in the library field.
- Follow conflict-of-interest and confidentiality policies.
- Refrain from making special or burdensome individual requests of the staff except through the director. Adhere to appropriate board member/staff roles.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Personal characteristics desired for GRRL Board Members:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, and evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, and learn more about the substantive program areas of the library.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, and a sense of humor.



FUND DEVELOPMENT COMMITTEE MEMBER

Date Approved: 1/15/19

Date of Last Revision:

SUMMARY

Members of the Fund Development Committee advance fundraising for Great River Regional Library and help build increased financial support from external resources.

PRIMARY RESPONSIBILITIES

The following is a guide outlining responsibilities of Fund Development Committee members. GRRL reserves the right to revise and assign responsibilities as needed.

1. Prepares for and participates in committee meetings.
2. Monitors and supports implementation of the Fund Development Plan and works with other committee members and staff to make changes as necessary to meet objectives.
3. Keeps abreast of GRRL's services and policies, as well as trends and challenges that impact library services throughout the region.
4. Identifies new prospects and individuals who have the potential for a major gift.
5. Assists with donor solicitation by making personal contacts.
6. Assists with donor recognition by making personal contacts to express appreciation, such as personal telephone calls or thank you notes.
7. Assists with cultivating and fostering mutually supportive fundraising partnerships with local community groups and organizations, including Friends of the Library.
8. Helps plan and implement fundraising events.
9. Acts as an ambassador for the organization at fundraising events.
10. Maintains confidential information and abides by conflict of interest policies.

QUALIFICATIONS

- Has an interest in fund development and community outreach
- Is enthusiastic and willing to take initiative and be creative
- Has a passion for the role of libraries in our communities
- Has the ability to analyze data to measure effectiveness of fundraising efforts to make recommendations
- Is willing and able to take on assigned volunteer tasks

COMMITMENT

The Fund Development Committee will meet approximately once per quarter. Members will serve a one year, renewable term.

March 16, 2021



GRRL Board Code of Conduct

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

Information Discussion Action Requested

RECOMMENDATION

Discuss whether to develop and adopt a code of conduct for GRRL Board meetings.

BACKGROUND INFORMATION

- Supporting Documents Attached
- Stearns County Code of Conduct
 - Morrison County Code of Conduct

FINANCIAL IMPLICATIONS

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

ACTION

Passed Failed Tabled

Code of Conduct for Stearns County Board and all Stearns County Boards, Commissions and Committees

The County Board appoints individuals to various boards, committees or commissions, (hereinafter referred to as Committees) which have been established by the County Board or pursuant to Minnesota Statute. Examples of these committees (this list is not exhaustive) are the Planning Commission, the Board of Adjustment, the Dairy Advisory Committee, the Park Commission, the Feedlot Review Committee, the Human Services Advisory Committee, the Community Corrections Advisory Board, and the Mental Health Task Force.

Each Committee serves a statutory, policy, or operational purpose within Stearns County. Each committee has specific staff assigned and designated to support its function. The function and reporting relationship to the Board will vary from committee to committee.

Committees are established to serve a variety of functions. The fundamental purposes for utilizing Committees in support of County government are:

1. To ensure the citizens of Stearns County, in its diversity, are represented in the County decision making processes.
2. To ask residents to help define community standards and norms.
3. To provide technical expertise in certain areas.
4. To provide an independent sounding board for issues, ideas, and policy matters.
5. To make recommendations to the County Board and County staff.
6. To meet requirements of state law.

Stearns County embraces the following values:

Professional: *We are ethical, reliable, accountable for our actions, and strive for continuous improvement.*

Approachable: *We are eager to serve, friendly, helpful, and treat everyone with respect and dignity.*

Responsive: *We serve our clients and customers with a keen awareness of their needs.*

Collaborative: *We serve the public best with teamwork and community partnerships.*

Fair & Equitable: *We strive to eliminate disparities and provide impartial assistance to our employees and the people we serve.*

In alignment with these values, the Stearns County Board expects committee members to maintain a respectful work and public service environment. Members of the Stearns County Board of Commissioners and all Stearns County Committees shall act in a professional, respectful and lawful manner at all times while performing their duties and any time they are representing Stearns County. The Stearns County Board of Commissioners will not tolerate disrespectful or unprofessional behavior towards constituents, members of the public, employees, or other elected officials. The following rules of conduct shall apply to all County Board meetings and Board appointed committee meetings:

Committee Operation

- Adopt Robert's Rules of Order for the conduct of committee business. Assemble an agenda to guide the business of the committee.
- The Chairperson of each committee is responsible, along with the Members, with ensuring these rules of conduct are adhered to by the committee members. This includes the holding of a conversation with any committee members not adhering to the Code of Conduct. If inappropriate behaviors are not resolved, then the member may be subject to removal by the County Board.
- Chairpersons shall be consistent with process.

Committee Decorum

- Members respect the majority vote of body, and do not undermine or sabotage implementation of ordinances, policies, and rules passed the majority.
- Members respect, and do not belittle, the minority opinions and votes of Members who are not part of the majority vote on key issues.
- Members respect the dignity of all individuals.
- Members allow citizens, staff, and colleagues sufficient opportunity to present their views. Be tolerant, respectful and attentive. Avoid comments, body language or distracting activity that conveys disrespect for presentations from citizens, staff or colleagues.
- Members are respectful when there are differences of opinion and listen openly to all members points of view.
- Members refrain from using profane, threatening or abusive language.
- Members are courteous in their dealings, and do not interrupt other Members, the Staff, or Citizens when they are speaking.
- Members focus on issues, not personalities and avoid questioning motives.
- Members recognize the interdependency of the Committee and the professional staff.
- Members praise in public and critique in private.

Approved by the Stearns County Board of Commissioners on July 13, 2020.

RESOLUTION

**Code of Conduct
Morrison County Board of Commissioners**

WHEREAS, The Morrison County Board functions within the statutory framework of Minnesota law. General powers and responsibilities are found in Minnesota Statutes, especially but not exclusively Chapters 370, 373, 375. Minnesota Statutes supersedes all bylaws, rules and policies established by the Board.

WHEREAS, It is the policy of the Morrison County Board to maintain a respectful work and public service environment free from violence, discrimination, harassment, and other offensive or degrading remarks or conduct.

WHEREAS, All members of the Morrison County Board of Commissioners shall act in a professional, respectful and lawful manner at all times while performing their duties and representing the organization.

WHEREAS, The Morrison County Board of Commissioners will not tolerate disrespectful or unprofessional behavior towards constituents, members of the public, employees, or other Elected Officials.

WHEREAS, The following meeting conduct rules shall apply to all County Board meetings, Board appointed committee meetings, advisory meetings or any other interaction a Morrison County Commissioner may have with the each other, the public or employees:

1. Respect the dignity of all individuals.
2. Respect one another’s facts, opinions and right to speak.
3. Refrain from using profane, threatening or abusive language.
4. Treat people with respect and dignity in all interactions related to County Government.
5. Allow citizens, staff or colleagues sufficient opportunity to present their views in a respectful, tolerant and attentive manner.

NOW THEREFORE BE IT RESOLVED, If a Morrison County Commissioner is made aware of another Commissioner’s not behaving in a professional, respectful or lawful manner, it is their responsibility to bring the matter to the attention of the entire County Board to be addressed as deemed necessary.

Adopted this _____ day of _____, 2020.

_____ Mike LeMieur, Morrison County Commissioner

_____ Mike Wilson, Morrison County Commissioner

_____ Greg Blaine, Morrison County Commissioner

_____ Jeff Jelinski, Morrison County Commissioner

_____ Randy Winscher, Morrison County Commissioner