Viking Library System
Governing Board/Annual Meeting
Tuesday, January 21, 2026; 6:00 p.m.

Vice Chair, Pat Lesmeister-Nelson called the Governing Board/Annual Meeting to order at 6:00 PM.

Board members attending were Becky Beyer, Doris Crane (remote -- schedule conflict), LeAnn Dean, Steve Foster, Paul Gremmels (remote -- schedule conflict), Sharon Hintgen, Bob Lahman, Pat Lesmeister-Nelson, Jo Rudnitski, Dave Schultz, Dwight Walvatne and Jeff Way. Staff members attending were Erin Smith, Gail Nordstrom (remote), Julia Johnson, and Jody Lehn. The meeting was held in the meeting room of the Viking Library System.

Annual meeting agenda and Roll Call

Steve Foster made a motion to approve the VLS Governing Board annual meeting agenda with the addition of 3a Recognizing outgoing board member Shane Schmidt. Jo Rudnitski seconded. Motion carried.

Welcome to new Governing Board Members and Recognize outgoing Members.

Pat Lesmeister-Nelson read the Oath of Office with Dwight Walvatne and Jeff Way.

The Resolution for Shane Schmidt

LeAnn Dean made a motion for a resolution recognizing Shane Schmidt for his service to the VLS Board. Sharon Hintgen seconded. Motion carried.

Election of 2026 Viking Library System Board Officers and Executive Committee members-at-large

Chair - Becky Stolee Vice Chair - Pat Lesmeister-Nelson Treasurer – Sharon Hintgen
Members-at-Large - Nina Battistini and Bob Lahman
Steve Foster made a motion to approve the 2026 officers as presented. Becky Beyer seconded. Motion carried.

The annual meeting adjourned at 6:10 p.m.

VLS Governing Board Meeting Agenda

Bob Lahman made a motion to approve the VLS Governing Board agenda. Jo Rudniski seconded. Motion carried.

Minutes

Steve Foster made a motion to approve the minutes of November 18, 2025, VLS Governing Board meeting as presented. Sharon Hintgen seconded. Motion carried.

Authorize Business Services to e-file tax statement on behalf of VLS

Dave Schultz made a motion to authorize Business Services to e-file tax statements on behalf of VLS. Jeff Way seconded. Motion carried.

Annual Financial Designations

A. Designation of Approved Depositories

Bob Lahman made a motion to approve the annual Financial Designations. Sharon Hintgen seconded. Motion carried.

2026 IRS Standard Mileage Rate of 72.5 cents per mile

Jeff Way made a motion to approve the 2026 IRS standard mileage rate of 72.5 cents per mile. Becky Beyer seconded. Motion carried.

Bills

Dwight Walvatne made a motion to approve the list of disbursements as presented. Jo Rudnitski seconded. Motion carried.

Financial Report

Bob Lahman made a motion to approve the financial report as submitted. Steve Foster seconded. Motion carried.

Director's Report

See written report in board packet.

Inclement Weather Meeting Date Proposal

Meeting Date: 01-20-2026
Subject: Inclement weather meeting date proposal
Recommendation:
Approve setting the day after a regularly scheduled Board meeting as the scheduled meeting date, should a Board meeting be canceled due to inclement weather. The back-up meeting time would be the same as the regularly scheduled meetings:

- 6:00 p.m. for Governing Board meetings
- 5:15 p.m. for Executive Committee meetings

Background/Key Points:
The VLS Governing Board has had to cancel meetings in the past due to inclement weather. Setting a regular back-up meeting date and time assists with communication and scheduling should a Board meeting need to be canceled.
This was discussed, and it was believed to be part of the bylaws. Erin will review bylaws and bring the draft to the Executive Committee Meeting.

Public Library Consultant Report

See written report in board packet.

Committee

Budget

2025 Adjusted Budget (informational)

A copy of the adjusted budget (approved in December) was included in the meeting packet.

2025 Budget Year Allocations:
Automation:
6704-00 Vehicle Replacement: $7,806.81 → Transfer to 3531-00 Admin Vehicle Replacement
Bookmobile:
6701-00 Vehicle Replacement: $25,000.00 → Transfer to 3536-00 Bookmobile Replacement
ILL & Delivery:

6702-00 Vehicle Replacement: $10,000.00 → Transfer to 3538-00 Delivery Vehicle Replacement
Member Libraries:
6703-00 Vehicle Replacement: $7,806.82 → Transfer to 3531-00 Admin Vehicle Replacement
TOTAL: $50,613.63

2026 Final Budget Recommendation

Budget Committee Recommendation January 2026

The Viking Library System Budget Committee recommends the following for the 2026 VLS Budget:
Approval of the Comprehensive Fund Balance as presented including the 2025 additional commitments
Approval of a 2% COLA plus steps increase to all salaries effective 01/01/2026, as outlined on the 2026 VLS Salary Schedule (approved by VLS Governing Board 11-18-2025)
Approval of the increases to line-item disbursements as presented
Approval of $42,189.00 in carryover funds to the 2026 VLS Operating Budget
Approval of use of committed fund balance of $75,100.00:

- $9,000.00 from #3591-00 Admin Vehicle Replacement to purchase a new administrative vehicle to expense account #6810-00 Admin Facility Improvement.

- $66,100.00 from #3591-00 Telcom/Technology to fund:
  - the annual circulating wi-fi hotspot subscription ($7,100.00 to expense account #5113-00—ML Telecommunications)
  - 11 Network switches for VLS and member libraries ($44,000.00 to expense account #5113-00—ML Telecommunications)
  - OverDrive content ($15,000.00 to expense account #6582-00 ML Databases)

Jeff Way made a motion to approve the 2026 VLS budget recommendation as presented. Sharon Hintgen seconded. Motion carried.

Unfinished Business - Consent Agenda

Adding a consent agenda to VLS Governing Board and Executive Committee meetings could improve meeting efficiency by consolidating regular items for action with one motion. Any consent agenda item could be removed from the agenda by any Board member for discussion and separate action.

Potential consent agenda items:
• Approval of previous meeting Minutes
• Approval of policies coming before the full Board for a second reading
• Approval of recommendations coming to the full Board from the Executive Committee
• Approval of annual applications for funding: RLBSS, RLTA, ACHF (Legacy
Becky Beyer made a motion to approve adding a consent agenda to the order of business for board meetings as presented. Jo Rudnitski seconded. Motion carried.

Amended VLS Governing Board Bylaws

Dave Schultz made a motion to approve the amended VLS Governing Board Bylaws as presented. Bob Lahman seconded. Motion carried.

Steve Foster made a motion to adjourn.

The meeting was adjourned at 7:30 PM.

Respectfully submitted,

Jody Lehn, Office Coordinator.