

**Northwest Regional Library Board Minutes**  
**April 19, 2018**

**Present:** Sara Kenfield, Judy Pulczinski, Elvera Cullen, Bruce Lawrence, Charlie Lindberg, Linda Pavek, Connie Moe, Kim Johnson

**Others present:** Kristi Hanson, Kerri Costello

**Call to Order:** President Sara Kenfield called the meeting to order at 4:30 pm.

**Approval of the Agenda:** Cullen/Pulczinski moved to approve the agenda. Carried.

**Public Comments:** No public comments.

**Approval of January Minutes:** Lawrence/Pavek moved to approve the March minutes. Carried.

**Financial Report:** Pavek/Cullen moved to approve the financial reports. Carried.

EFT payments check numbers 457-464 for the total of \$11,883.75

Check payments numbered 8433-8484 for the total of \$58,628.57

**Reports:**

**A. Directors Report:** April CRPLSA meeting in St. Paul, library positions filled, LEGACY funding.

**B. Circulation**

**Old Business:**

**A.** Kristi reported that all of the open positions are now filled and that new employees will be starting in May and June. We will still be hiring subs in all branches, as we need more subs in the summer to help with programs and cover for vacations.

**B.** The 2017 audit is complete. Everything went smoothly, with no issues. We will have a presentation from Brady-Martz at a board meeting once the report is filed.

**New Business:**

**A.** Pauline Helgeland will be retiring. Her last day will be on June 15, 2018. Pauline has worked for NWRL for almost twelve years. She will attend the May NWRL board meeting so that she can be thanked and recognized for her years of service.

**B.** The NWRL staff is going to receive training on the ELM databases and the MN Writes MN Reads program. The ELM training is done by the State Library staff and will be scheduled at several locations near our region. The MN Writes/Reads training will be online and presented at the April Extension meeting and then again through a webinar. Once we have sufficient training, we will launch the program.

**C.** The HQ building needs roof replacement. We have had the roof patched many times over the years and it still leaks every spring. Hjelle Roofing will examine the roof and provide an estimate for replacement. We will also need a new back door and frame and a ramp. Kargel Brothers Construction from Red Lake Falls will look at these projects.

**D.** The Dodge van needs to be replaced. We have funding set aside for this. We need a 4X4 vehicle that can fit into the garage along with the red van, making it easier to access the van in winter months. The Dodge van has to sit behind the HQ building, making it necessary to clear large amounts of snow and ice from the vehicle before it can be driven.

**E.** The 2017 State Library Annual Report is complete.

- F. Librarians will meet on Friday, April 20, 2018 at the HQ office for our monthly Extension meeting. This meeting will also include a potluck luncheon for Pauline's retirement.

**Next Meeting: May 17, 2018**