

Northwest Regional Library Board Minutes
May 17, 2018

Present: Sara Kenfield, Gracia Nelson, Judy Pulczynski, Connie Moe, Elvera Cullen, Marjorie LaCoursiere, Laura Brickson, Heidi Timm, Jerald Brown, Linda Pavek, Kim Johnson, Charlie Lindberg,

Others present: Kristi Hanson, Kerri Costello

Call to Order: Vice President Charlie Lindberg called the meeting to order at 4:30 pm.

Approval of the Agenda: Pulczynski/Moe moved to approve the agenda. Carried.

Approval of April Minutes: Brickson/Cullen moved to approve the April 19, 2018 minutes. Carried.

Financial Report: Nelson/Johnson moved to approve the financial reports. Carried.

EFT payments check numbers 465 to 472 for the total of \$7,917.65

Check payments numbered 8485 to 8524 for the total of \$18,391.70

Reports:

- A. Directors Report:** Kristi is working on resurrecting the old DNR Park Pass check out program, will be asking librarians if they would like to attend the Minnesota Library Association conference in St Cloud and will be attending the MINITEX policy committee meeting on June 1 in Minneapolis.
- B. Circulation:** Circulation is down but is expected to improve greatly with the summer reading program starting in June.

Old Business:

- A.** Update on filling open positions: The Thief River Falls Librarian position is open as she has taken another offer. Advertising is being done for this position. Pauline Helgeland has agreed to stay on until the position is filled. The computer position has been filled. The Greenbush Librarian will be going on a 12-week maternity leave and Ryan Korczak will be subbing for her.
- B.** Repair estimates: The headquarters building has received a bid from Hjelle Roofing for \$13,559.00 to remove and replace the rubber. New drains will also be installed. This project has a 10-year warranty and should be completed by the end of the summer. Pavek/Cullen moved to approve the bid. Carried.

New Business:

- A.** Walt Whitman program: Kristi is looking for a location for a Walt Whitman program to be held in September. The program has received good reviews.
- B.** Legacy funding: NWRL will be receiving \$65,000 in 2019 Legacy funding.
- C.** Northern State Bank CD Rollover: Johnson/Moe moved to approve the CD Rollover. Carried.
- D.** Office furniture – tech services: Kristi will be ordering a new desk for Tech services. The back door to the building also needs to be replaced.

- E. Records Destruction: Staff are going through old records that need to be shredded. Cost of shredding depends upon the weight per pound.
- F. Other: Jerry Brown reported that the bathrooms at the Thief River Falls Library must be replaced. Kristi offered to start the grant process through the state to help with funding the project.

Next Meeting: June 21, 2018