

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

Present: Sara Kenfield, Gracia Nelson, Connie Moe, Elvera Cullen, Marjorie LaCoursiere, Heidi Timm, Charlie Lindberg, Judy Pulczynski, Kim Johnson, Bruce Lawrence, and Ralph Swendseid

Others present: Kristi Hanson, Kerri Costello, Mary Cullen, and Faye Auchenpaugh

Mary Cullen addressed concerns the TRF Advisory Board had regarding the TRF Library.

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

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

Approval of April Minutes: Swendseid/LaCoursiere moved to approve the June 21, 2018 minutes. Carried.

Financial Report: Lindberg/Cullen moved to approve the financial reports. Carried.
EFT payments check numbers 481 to 488 for the total of \$8,325.85
Check payments numbered 8581 to 8629 for the total of \$30,997.65

Reports:

- A. Directors Report:** Libraries are wrapping up their summer reading program.
- B. Circulation:** Circulation has been busy and going well.

Old Business:

- A.** Update on filling open positions: Sara Villanueva has been hired as the Thief River Falls Librarian and will begin training under Pauline on Monday, June 25th. Johnson/Pulczynski moved to follow the Northwest Regional Library By-Laws regarding librarian hiring. Motion carried.

New Business:

- A. Strategic Plan 2019-2023:** The Strategic Plan 2019-2023 is being updated and will be completed by the end of this year. Suggestions were to send out a survey of future goals and to have each library staff/patrons prioritize their goals.
- B. TRF Open House for Pauline Helgeland** will be held on August 17th following the librarian extension meeting.
- C. Quote on new phone system: Garden Valley:** The NW Regional Libraries phone system is out of date with all libraries being on different systems. Kristi received a set up quote of \$5,600.22 from Garden Valley that would allow all libraries to be on the same system. Several training sessions for employees are included on the set-up. Cost per month will always stay the same at \$533.27. Johnson/Lindberg moved to proceed and not spend more than \$5,600.22 on the set-up fee. Motion carried.

- D. Grant application for lighting in TRF and HQ buildings:** Kristi will contact the Department of Energy for an estimate on what it would cost to have LED lighting in the TRF Library and the Headquarters buildings. Once the grant process opens she will submit a grant to cover the costs.
- E. Material Selection: Everyone participates:** Baker and Taylor on line catalog is working out well for the libraries to use their own log-in for ordering books. There is a larger and better selection of new books, is better for tracking and helps with budgeting.

Next meeting: Thursday, August 16, 2018