

Northwest Regional Library Minutes
April 16, 2020

Due to the worldwide coronavirus spread, the Northwest Regional Library Board met by using web conferencing Zoom. All votes were made by roll call, with board members answering aye or nay.

Present: Connie Moe, Gracia Nelson, Darryl Tveitbakk, Darlene Bates, Judy Pulczynski, Cheryl Matzke, Glenice Johnson and Linda Pavek.

Others present: NWRL Director Jim Trojanowski

Call to Order: Chair C. Moe called the meeting to order at 4:31pm

Public Comments: None.

Approval of the Agenda: L. Pavek/C. Matzke moved to approve the agenda. Carried unanimously.

Approval of Minutes: Tveitbakk/G. Johnson moved to approve the March 19, 2020 minutes. Carried unanimously.

Financial Report: G. Nelson/J. Pulczynski moved to approve the March 2020 financial Report. Carried unanimously.

EFT payments check numbers 649 to 656 for a total of \$6,390

Check payments numbered 9574 to 9600 for a total of \$20,338.93

Reports:

- A. Directors Report and Old Business:** Director Trojanowski informed the board of NWRL's response to Covid-19. All libraries have been closed since March 19th. He continues to do weeding and work ahead on paperwork and projects.

Director Trojanowski has requested staff send weekly reports to him on what they are doing to still serve their customers. Some branch librarians have reported that they have been cleaning and painting their libraries; others have been doing telephone wellness outreach to their regular customers, and on-line story hours. Three branch libraries have opened their book returns. The Roseau Library is closed to staff, so they are only able to work from home. Curb side service will need to be approved by the city councils before this service can be provided. Trojanowski stated that he intends to have on-line meetings with the branch librarians every two weeks.

Board members discussed other programming options such as arts and crafts kits for children. Jen Anfinson has a children's art class kit that includes all materials and U-tube instructions for \$30.00. If NWRL decides to do this, kits could be picked up at the local libraries. This program is provided through Legacy funding. It was

mentioned that during the coronavirus shutdown, school art teachers have provided crafts for the students.

Director Trojanowski has attended on line meetings with the Coalition of Minnesota Cities and also Regional Library Directors. Discussion has been on staffing, working with unions, and some regions are getting prepared to do curbside service

NWRL will be receiving a mobile device grant in the amount of \$5,700 that can be used for mobile hot spots, laptops, tablets, and a Grasshopper virtual phone system that allows staff to manage phone calls from home. Director Trojanowski is continuing to seek other grants that can provide additional technology aids.

NWRL is unsure of what will happen to the Summer Reading Program. Jim has asked branch librarians to not schedule anything until late July/early August.

New books have been ordered and should be arriving this week to be delivered to the libraries.

Because of Winn-Dixie by Minnesota Author Kate DiCamillo is the first book being offer by the Friends of the St Paul Library operating as the Minnesota Center for the Book Statewide book discussion. This is in partnership with the State Library Services and is being hosted by the First Lady of Minnesota.

Artist Alex Conwell will be performing via Facebook this evening. This is being provided through Legacy funding.

Director Trojanowski will continue sending weekly updates to board members.

- B. **Circulation:** Digital circulation in the branch libraries has seen an increase of 66.5% over the past four weeks since libraries have been closed. This includes the use of Hoopla service (402 circulations) and OverDrive (up 381 items).

New Business:

A. Approval of 2021 RLBSS application: L. Pavek/C. Matzke moved to approve the 2021 RLBSS application. Carried unanimously.

G. Nelson/J. Pulczynski moved to adjourn the meeting at 5:26 pm. Carried unanimously.

Next Meeting: There will be a full meeting of the board on Thursday, May 21, 2020.

Respectfully submitted,

Gracia Nelson, Secretary

