

Northwest Regional Library Minutes
August 15, 2019

Present: Connie Moe, Gracia Nelson, Deland Swanson, Jerald Brown, Judy Pulczynski, Marjorie LaCoursiere, Samantha Winger and Glenice Rugland

Others present: NWRL Director Jim Trojanowski

Call to Order: Vice Chair C. Moe called the meeting to order at 4:32 pm

Public Comments: None.

Approval of the Agenda: G. Nelson/J. Pulczynski moved to approve the agenda. Carried.

Approval of July Minutes: D. Swanson/S. Winger moved to approve the July 18, 2019 minutes. Carried.

Financial Report: M. LaCoursiere/H. Pulczynski moved to approve the financial reports. Carried.

EFT payments check numbers 585 to 592 for a total of \$7,113.89
Check payments numbered 9219 to 9268 for a total of \$34,915.66

Reports:

- A. Directors Report: Director Trojanowski reported that Regional Directors recently met and discussed their next budget cycle request. Director Trojanowski also reported on contacts with NWRL's website manager, WordHerd, and meetings with Branch Librarians.
- B. Circulation: Circulation trends continue to go down in libraries.

Old Business:

- A. Website: Director Trojanowski reported that he is receiving poor response (up to 13 days) to attempts he has made to contact WordHerd regarding problems with the NWRL website. The website still does not work well on mobile devices and Director Trojanowski has requested that it be repaired by next week. Director Trojanowski will continue to work with WordHerd to get the website problems fixed. NWRL has a prepaid service contract with WordHerd for one year. NWRL staff are exploring other options to improve the website library calendars.
- B. **City and county budget meetings:** Director Trojanowski reported that he has completed about half of the meetings and expects to be finished on the 10th of September.
- C. **Staffing updates:** Melissa Wilson has been hired for the Roseau Library

New Business:

A. **Visits with Branch Librarians:** Director Trojanowski reported that the visits with Branch Librarians have gone well and that it has been a good way for him to get acquainted with the librarians and their libraries. He is planning individual meetings with staff at a later date.

B. Set date for September meeting:

Motion by J. Pulczynski/Swanson to adjourn the meeting. Carried.

Next Meeting: Thursday, September 26, 2019