

**Northwest Regional Library Minutes  
December 19, 2019**

**Present:** Connie Moe, Gracia Nelson, Deland Swanson, Jerald Brown, Judy Pulczynski, Darryl Tveitbakk, Darlene Bates, Hennie Lindberg, Marjorie LaCoursiere, Cheryl Matzke, and Glenice Johnson

**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:** J. Pulczynski/D. Bates moved to approve the agenda. Carried.

**Approval of Minutes:** J. Pulczynski/G. Johnson moved to approve the November 21, 2019 minutes. Carried.

**Financial Report:** D. Swanson/C. Matzke moved to approve the financial reports. Carried.

EFT payments check numbers 619 to 624 for a total of \$10,591.56  
Check payments numbered 9412 to 9454 for a total of \$29,588.78

**Reports:**

- A. **Directors Report:** NWRL will rollout the upgrade to Evergreen in January. Not all counties/cities have made decisions on the 3% budget increase to NWRL. Rollout of the new G Suite functions begins in January and will continue branch by branch. Branch WAP hardware is being updated using available funds through NW Links and desktops using Windows 7 are being replaced.
- B. **Circulation:** Director Trojanowski will be simplifying the circulation data that we have been receiving in January. Circulation continues to trend lower. However, OverDrive Circulation (ebook and e-audio) in Warroad, Thief River Falls and Roseau increased in 2019.

**Old Business:**

- A. **Budget:** Director Trojanowski informed the Board of his goals and budget highlights for 2020. There will be one extra payroll in 2020. Funding for this payroll can be used from our reserve funds. He suggested that we alternate between full Board meetings and meetings of the Finance Committee every other month. This will save about \$1000 a year. Other budget highlights were minor reallocation of staffing hours to provide equity in work hours when a branch is closed, shift of funds from video to digital collections, looking at a different company for digital collections, eliminate a page position at Godel, and reduce page hours at Thief River Falls C. Matzke/J. Pulczynski moved to approve the 2020 Budget. Carried.

- B. **Joint Powers Agreement:** Board members reviewed the January 1, 1991 Joint Powers Agreement between NWRL and counties/cities in our region. Director Trojanowski will be drafting a new document with changes and this will be addressed again at the January 16, 2020 meeting.

**IV. New Business:**

- A. **2020 Meeting Schedule:** The full board meets every other month starting with January with the Executive Committee meeting alternate months.

**Meeting adjourned.**

**Next Meeting:** Thursday, January 16, 2020

Respectfully submitted,

Gracia Nelson, Secretary.