

Northwest Regional Library Minutes
July 18, 2019

Present: Laura Brickson, Connie Moe, Gracia Nelson, Deland Swanson, Jerald Brown, Judy Pulczynski, Linda Pavek, Marjorie LaCoursiere, Darryl Tveitbakk, and Cheryl Matzke

Others present: NWRL Director Jim Trojanowski

Call to Order: Chair L Brickson called the meeting to order at 4:30 pm

Public Comments: None.

Approval of the Agenda: D. Tveitbakk/M. LaCoursiere moved to approve the agenda. Carried.

Approval of June Minutes: L. Pavek/C. Moe moved to approve the June 20, 2019 minutes. Carried.

Financial Report: G. Nelson/D. Swanson moved to approve the financial reports. Carried.

EFT payments check numbers 577 to 584 for a total of \$7,931.93

Check payments numbered 9160 to 9218 for a total of \$44,871.51

Reports:

- A. **Directors Report:** Director Trojanowski reported that he has been familiarizing himself with our library region, visiting with staff from each of our branch libraries. He challenged staff to find ways to do better in their communities. Kerry will be attending a meeting with other regional legacy coordinators. Director Trojanowski will be participating on three library panels at the state convention in September.
- B. **Circulation:** Circulation trends continue to go down in libraries. However, the use of electronic materials is seeing an increase.

Old Business:

- A. **Website:** The website does not display completely on mobile devices. Work also needs to be done on the website library calendars. Director Trojanowski has decided not to file a claim against Design Angler in Small Claims Court for reimbursement of the \$1,000 as the filing and hearing would have to take place in Bemidji and he feels there is a slim chance we would receive reimbursement.
- B. **RLBSS Funding:** Director Trojanowski advised the board that the 2019 legislature did not appropriate additional funding for libraries.
- C. **City and county budget meetings:** Budget meetings have been scheduled for cities and counties in the region. Director Trojanowski has invited board members to attend the meetings in their city/county.

D. Staffing updates: Godel librarian Jodi Gulden is on staff. The Roseau librarian position is being advertised as a part-time position share with Stacey Rusek.

New Business:

- A. 2020 budget request:** Due to not receiving an increase in funding from the state, Director Trojanowski will be requesting a 3% increase in funding from the cities and counties for year 2020.
- B. Approval of 2020 Legacy Application:** L Pavek/J. Pulczynski moved to approve the 2020 Legacy Application. Carried.
- C. Approval of 2018 Audit:** Tracy Bruggeman with Brady-Martz reviewed the Audited Financial Statements for the year ending December 31, 2017. The NWRL does not have the internal expertise needed to handle all aspects of the external financial reporting, and the recommendation was that due to Northwest Regional Library's size, it is not practical to obtain the internal expertise needed to handle all aspects of the external financial reporting. In addition, Tracy commented that for the past four years NWRL has had deficit spending. C. Moe/L. Pavek moved to approve the 2018 Audit. Carried.

Motion by L Pavek/M. LaCoursiere to adjourn the meeting. Carried.

Next Meeting: Thursday, August 15, 2019