

Northwest Regional Library Minutes
March 19, 2020

Due to the worldwide coronavirus spread, the Northwest Regional Library Board met by using web conferencing Zoom. All votes were by roll call.

Present: Connie Moe, Gracia Nelson, Darryl Tveitbakk, Darlene Bates, Judy Pulczynski, Rob Burkel, Heni Lindberg, Cheryl Matzke

Others present: NWRL Director Jim Trojanowski

Call to Order: Chair C. Moe called the meeting to order at 4:30pm

Public Comments: None.

Approval of the Agenda: D.Tveitbakk/C.Matzke moved to approve the agenda. Carried unanimously.

Approval of Minutes: R.Burkel/J.Pulczynski moved to approve the February 20, 2020 minutes. Carried unanimously.

Financial Report: C.Matzke/R.Burkel moved to approve the March 2020 financial Report. Carried unanimously.

EFT payments check numbers 641 to 648 for a total of \$4,514.60
Check payments numbered 9533 to 9573 for a total of \$30,262.44

Reports:

A. Directors Report: Director Trojanowski informed the board of NWRL's response to Covid-19. Branch librarians were being asked to consider ways they could still serve their customers by possibly having curbside pickup of materials, online story hours, virtual field trips, wellness check-ins with regular patrons via phone call, delivery of materials, extending Wi-Fi availability beyond library hours and issuing card via phone so that patrons without them may use digital services. Board members requested that curbside pickup be placed on hold until further research is done.

NWRL is unsure how the Summer Reading Program will be conducted this year.

As of March 19, the Hoopa digital service is up and running.

Director Trojanowski will be giving weekly updates to board members.

B. Circulation: Digital circulation in the branch libraries increased dramatically during the past month.

New Business:

A. Approval of 2019 Annual Report: C.Matzke/G.Nelson moved to approve the 2019 Annual Report. Carried unanimously.

B. Approval of 2018 Legacy Completion Report: G.Nelson/D.Tveitbakk moved to approve the 2018 Legacy Completion report. Carried unanimously.

C. Temporary Changes to Leave Policies: Director Trojanowski stated that in view of Covid-19 issues and libraries being closed to the public, employees who are able to may work from their residences. He would like to pay regular scheduled staff for their normal working hours for now. NWRL will continue to monitor state and federal legislation regarding sick leave and paid time while social distancing is in place. Board members questioned what other regions were doing regarding use of vacation time. As the coronavirus spreads changes may be made to current policies.

C. Shifting Budget Funds from Physical Collections to Electronic Collections: Director Trojanowski may shifting fund from Physical Collections to Electronic Collections due to anticipated increase in usage of Electronic Collections.

D. Add Darryl Tveitbakk as Authorized Signer: R.Burkel/C.Matzke moved to approve Darryl Tveitbakk as Authorized Signer. Carried unanimously.

D.Tveitbakk/R.Burkel moved to adjourn the meeting at 5:36 pm. Carried unanimously.

Next Meeting: There will be a full meeting of the board on Thursday, April 16, 2020.

Respectfully submitted,

Gracia Nelson, Secretary