

Northwest Regional Library Minutes
May 21, 2020

Due to the worldwide coronavirus spread, the Northwest Regional Library Board met by using web conferencing Zoom. All votes during the meeting were submitted by board members answering aye or nay.

Present: Connie Moe, Gracia Nelson, Darryl Tveitbakk, Darlene Bates, Samantha Winger, Cheryl Matzke, Glenice Johnson, Rob Burkel and Linda Pavek.

Others present: NWRL Director Jim Trojanowski and Tracy Bruggeman with Brady-Martz

Call to Order: Chair C. Moe called the meeting to order at 4:35 pm.

Public Comments: None.

Brady-Martz Audit Report: Tracy Bruggeman with Brady-Martz reviewed the Audited Financial Statements for the year ending December 31, 2019. Brady-Martz found that NWRL does not have the internal expertise needed to handle all aspects of the external financial reporting and recommended that NWRL review its current training system to determine if it is cost effective for NWRL to obtain this knowledge internally. NWRL continues to have deficit spending. **Approval of 2019 Audit: L. Pavek/G. Nelson moved to approve the 2019 Audit. Carried.**

Approval of the Agenda: G. Johnson/D. Bates moved to approve the agenda. Carried.

Approval of Minutes: Tveitbakk/C. Matzke moved to approve the April 16, 2020 minutes. Carried.

Financial Report: R. Burkel/G. Nelson moved to approve the April 16, 2020 financial Report. Carried.

EFT payments check numbers 657 to 664 for a total of \$8,258.29
Check payments numbered 9601 to 9636 for a total of \$29,055.90

Reports:

A. Directors Report and Old Business: Director Trojanowski informed the board that he is ordering wireless hotspots and is working with the schools to identify the best locations to install them for students who do not have computer access at home. He has also met with Northwest Service Agency for their assistance in determining hotspot locations.

NWRL has received the technology grant, and Director Trojanowski has purchased Brainfuse, an online tutoring service that is focused on students for K through under grad. There will also be help with forms for Veterans and forms for job seekers.

Director Trojanowski stated that he has been receiving written plans from the libraries regarding expanding their curbside pickup. This service will start next week. They are also working on plans to reopen their libraries on a limited basis. Plans will include cleaning, distancing, protective shields at the staff desk, wearing masks, and possibly eliminating some of the computers to provide distancing.

Director Trojanowski reported that he is concerned with future budgets as a result of the Coronavirus Pandemic.

Kerri Gackle will be going on maternity leave the middle of June but will come in to do payroll and bills. There will be a partial financial report in June and bills for June and July will be approved at the July meeting.

- B. **Circulation:** Circulation is down but digital circulation and the use of Hoopla in the branch libraries continues to see an increase. The cost of Hoopla is \$1.93 per use and there is a limit of 5 uses per patron per month. Hoopla provides 1100 free items per month. All book due dates have been extended. Statewide delivery hasn't started yet.

New Business:

- A. Approval of Cat 3 Grant Application: D.Tveitbakk/R. Burkel moved to approve the Cat 3 Grant Application. Carried.**

Next Meeting: There will be a full meeting of the board on Thursday, June 18, 2020.

Meeting Adjourned: 5:48 pm

Respectfully submitted,

Gracia Nelson, Secretary