

**Northwest Regional Library Minutes
September 26, 2019**

Present: Laura Brickson, Connie Moe, Gracia Nelson, Deland Swanson, Jerald Brown, Judy Pulczynski, Linda Pavek, Samantha Winger, Cheryl Matzke, and Glenice Johnson

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: C. Matzke/C. Moe moved to approve the agenda with the addition of Crisis Planning for Libraries in New Business. Carried.

Approval of Minutes: G. Johnson/D. Swanson moved to approve the August 26, 2019 minutes with the name correction of Glenice Rugland to Glenice Johnson. Carried.

Financial Report: L. Pavek/J. Pulczynski moved to approve the financial reports. Carried.

EFT payments check numbers 593 to 600 for a total of \$8,020.55
Check payments numbered 9269 to 9313 for a total of \$17,835.91

Reports:

- A. Directors Report: See Old and New Business
- B. Circulation: August Circulation increased in several libraries.

Old Business:

- A. **Website:** Director Trojanowski reported that Website problems have been fixed other than librarians still are unable to update their calendars. They are continuing to look at other options to find a solution.
- B. **City and county budget meetings:** Director Trojanowski reported that he has completed county and city budget meetings. The officials asked good questions about how costs are shared among counties and cities. Director Trojanowski has been researching how circulation, population, staff, hours, programs, attendance, funding, and maintenance of effort support the budget requests.
- C. **Staffing updates:** Alice Sather will resign her position effective October 11th. Her job posting will be done later this week.

New Business:

- A. **Visits with Branch Librarians:** Director Trojanowski reported that he has completed meetings with branch librarians and staff and will use their suggestions to compile a list of priorities to be discussed at the librarian's September meeting.
- B. **Joint Powers Agreement:** Director Trojanowski is reviewing the current Joint Powers Agreement and will email copies to the board with suggested changes.

C. 2019 RLTA Final Report: L Pavek/S. Winger moved to approve the 2019 Regional Library Telecommunications Aid Final Report. Carried.

D. Crisis Planning for libraries: Chair Brickson questioned whether libraries have a Crisis Plan and are the librarians provided training. Director Trojanowski will research and get back to us at the October meeting.

Motion by C. Moe/D. Swanson to adjourn the meeting. Carried.

Next Meeting: Thursday, October 17, 2019

Respectfully submitted,

Gracia Nelson, Secretary.