

**Northwest Regional Library Minutes  
November 19, 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, Judy Pulczynski, Darryl Tveitbakk, Cheryl Matzke, Deland Swanson, and Charlie Lindberg

**Others present:** NWRL Director Jim Trojanowski and Kerri Gackle

**Call to Order:** Chair C. Moe called the meeting to order at 4:33pm.

**Public Comments:** None.

**Approval of the Agenda:** Matzke/Lindberg moved to approve the agenda. Carried.

**Approval of Minutes:** Lindberg/Matzke moved to approve the October 15, 2020 minutes. Carried.

**Approval of the Financial Report:** Nelson/Lindberg moved to approve the October 15, 2020 Financial Report. Carried.

EFT payments check numbers 705 to 712 for a total of \$7,560.20  
Check payments numbered 9770 to 9800 for a total of \$31,580.69

**Reports:**

**A. Directors Report:**

Red Lake Falls Library staff have requested to change their open hours to 12:00–6:00 Tuesday – Friday. This change will be advertised and will begin in January.

Roseau, Thief River Falls, and Warroad libraries are being considered as computer designation sites for people who need legal assistance and making other resources available per the request of Legal Services of Northwest Minnesota. Roseau and Thief River Falls libraries will have private access so patrons will be able to talk to their attorneys. The Warroad computer will be located in a public space. Legal Services will cover the cost of the computers. These computers will not be available for use other than for the legal resources provided by LSNM..

Board terms are up in December for Connie Moe, Jerald Brown, and Gracia Nelson. Connie Moe and Gracia Nelson expressed interest in staying on for another 3 years.

NWRL has a subscription for Brainfuse that is not getting much use. It focuses on tutoring K- college, veteran's assistance, and job seeking. The program will be demonstrated at the next Extension meeting.

Director Trojanowski reported that the current headquarters telephone system is outdated. He is considering changing to Grasshopper, which allows calls to be sent directly to extensions such as cell phones. The system would be less expensive

than the current telephone system and would only be applied to headquarters phones.

- B. Circulation:** Circulation is continuing to be down. Overdrive usage is up. Hoopla usage is not currently included in Overdrive numbers. Some libraries have had to suspend inter-library lending when staff are out sick with Covid.

**Old Business:**

- A. Budget update and discussion:** Mr. Trojanowski reviewed the draft Budget for 2021 with the board. Discussion on the cost of living line item will be continued to the December 17<sup>th</sup> board meeting. The 2021 Budget will be finalized in January following notification of the counties/cities funding to the libraries.
- B. COVID-19 Update:** Director Trojanowski informed the board that he met with the Branch Librarians and discussed face mask issues, COVID-19 policy regarding use of meeting rooms, limits of time in the library and on computers, and quarantined periods for returned materials. They agreed to permit use of meeting rooms for government, education, and job-related purposes as long as masks are worn and they follow social distancing. They also agreed, at their discretion, to extend the time on computers for the same purposes.

**New Business:**

- A. Approval of resolution establishing Northern State Bank as the designated depository for Northwest Regional Library: Tveitbakk/Nelson moved to approve the Resolution establishing Northern State Bank as the designated depository for Northwest Regional Library.**
- B. Approval of RLBSS final report: Lindberg/Pulczynski moved to approve the Regional Library Basic System Support final report.**

**Next Meeting:** December 17, 2020 at 4:30 pm

**Meeting Adjourned at 5:17 pm**

**Respectfully submitted.**

**Gracia Nelson, Secretary**