

**Northwest Regional Library Minutes
October 15, 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, Darlene Bates, Judy Pulczynski, Glenice Johnson, Rob Burkel, 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 4:37 pm.

Public Comments: None.

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

Approval of Minutes: Pulczynski/Matzke moved to approve the September 17, 2020 minutes. Carried.

Approval of the Financial Report: Nelson/Matzke moved to approve the September 17, 2020 Financial Report. Carried.

EFT payments check numbers 697 to 704 for a total of \$7,519.01
Check payments numbered 9739 to 9769 for a total of \$60,391.35

Reports:

- A. **Directors Report:** Director Trojanowski made a budget presentation to the Karlstad Council. They will review the information that he gave them before finalizing their 2021 budget.

Kerri has prepared a year-end budget projection. Due to COVID there was a financial savings in line items travel and staff time. There was also savings due to no deliveries for a month, spending less on materials, some major supply lines were down, and less programming during the COVID crisis.

Director Trojanowski has been working on collection development, ordering and weeding out collection. A good-sized order was placed this week

- B. **Circulation:** Circulation is increasing with the physical opening of the libraries. Greenbush reports to be close to normal use. Thief River Falls and Warroad continue to be open by appointment only. Many people walk in and get their reading material and leave without spending any length of time in the library

Old Business:

- A. Budget Update:** Mr. Trojanowski reviewed the draft Budget for 2021 with the board. The board discussed adding a cost of living line item and this will be discussed more at the November meeting. The 2021 Budget will be finalized in January following notification of the counties/cities funding to the libraries.
- B. COVID-19 Update:** Masks must be worn in the libraries. Computer use may be extended for ½ hour. Staff will be discussing partial opening of library meeting space at the next Extension meeting. Director Trojanowski stated that staff comfort level is most important in allowing people in the meeting rooms. There is some discussion on whether to make the desk barriers permanent at the end of the COVID crisis.

New Business:

- A. Approval of RLBS final report:** The RLBS final report will be approved at the November 19, 2020 meeting

Next Meeting: November 19, 2020 at 4:30 pm

Meeting Adjourned at 6:11 pm

Respectfully submitted.

Gracia Nelson, Secretary