

**Northwest Regional Library Minutes**  
**August 25, 2021**

**Present:** Samantha Winger, Gracia Nelson, Darryl Tveitbakk, Heni Lindberg, Michele McCraw, Glenice Johnson, Charlie Lindgren, Cheryl Matzke, and Judy Pulczynski

**Others present:** None

**Call to Order:** Chair D Tveitbakk called the meeting to order at 4:00 pm.

**Public Comments:** None.

**Approval of the Financial Report:** R. Burkel/M. McCraw moved to approve the Financial Report as submitted. Carried.

**Discussion items:**

- Director Trojanowski is on a 30-day medical leave. Staff has requested that they handle the day-to-day office matters for the 30 days, but, if it is necessary, an intern director could be hired.
- Board members were asked to visit with their libraries regarding any problems they may be having and report to Chairman Darryl Tveitbakk.
- Librarians with questions should contact the regional office and speak to Heather or Tammy.

Newly hired office manager, Claire Koland, has been working with a trainer this week. All payroll and bills have been paid as of today. In the near future, Claire, the trainer, and a Brady Martz representative will meet and go over bookkeeping.

Librarians who purchased supplies for summer reading should submit the bills to the regional office for reimbursement.

Claire has been handling Jim/s email.

At this time, we have received no new guidance on COVID.

Darryl has visited the regional office several times this past week and will continue to do so.

R. Burkel/C. Lindgren moved to adjourn the meeting at 4:32 pm. Carried

**Respectfully submitted.**

**Gracia Nelson, Secretary**

