

**Northwest Regional Library Minutes**  
**July 15, 2021**

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

**Others present:** NWRL Director Jim Trojanowski.

**Call to Order:** Chair D Tveitbakk called the meeting to order at 4:35 pm.

**Public Comments:** None.

**Approval of Agenda:** Director Trojanowski stated that there was no need for a formal approval of the ARPA Grant Application. Charlie Lindberg would like to add a short report on the NWRL Website. **G. Johnson/M. McCraw moved to approve the agenda. Carried**

**Approval of May Board Minutes:** **C. Matzke/C. Lindgren moved to approve the May Board Minutes with the change of Charlie Lindgren's correct last name. Carried.**

**Approval of June Executive Committee Minutes:** **M. McCraw/D. Swanson moved to approve the June Executive Board Minutes with the change of Charlie Lindgren's correct last name. Carried.**

**Approval of the Financial Report:** **C. Matzke/J. Pulczynski moved to approve the Financial Report. Carried.**

EFT payments numbered 772 to 779 totaling \$9,221.61  
Check payments numbered 10041-10073

**Approval of ARPA Grant Application:** The ARPA Grant does not require a formal board approval. The \$77,980.46 grant is a one time only grant and focuses on technology.

**Approval to request a 1% increase from member cities and counties in 2022.**  
**G. Nelson/C. Moe moved to request a 1% increase from member cities and counties in 2022. Carried.**

**Reports:**

**Directors Report:** Director Trojanowski reported to the board that the budget did not include an increase in RLBSS funds, and at this point, we do not know how much funding we will receive. Currently, NWRL is in good shape financially. All cities and counties have submitted their quarterly funds. Fines, fees and costs are down.

There were three office manager applications. Director Trojanowski and Darryl Tveitbakk will be interviewing a candidate in person on July 27<sup>th</sup>. Tveitbakk will also contact a lady to update NWRL's Quick Book bookkeeping in preparation of the new office manager being hired.

Director Trojanowski will be doing city and county budget presentations in August and September.

The yearly audit with Brady Martz will be conducted in August.

Director Trojanowski reported that he met with a group of people who are interested in starting a library at the Middle River Legacy Center

**Circulation Report:** Circulation is increasing with all branches open to the public. The summer reading program began June 1<sup>st</sup>.

Charlie Lindgren reported that while reviewing the NWRL website, she found several problems. She has made improvement suggestions to Wyatt, and will continue to review the website. She also suggested that training should be made available for branch librarians on all that that the NWRL website has to offer.

**Next Meeting:** Executive board meeting on August 19, 2021 at 4:30 pm  
Full board meeting on September 16, 2021 at 4:30 pm

**Meeting Adjourned at 5:45 pm**

**Respectfully submitted.**

**Gracia Nelson, Secretary**