

**Northwest Regional Library
Executive Committee Meeting Minutes
November 18, 2021**

Several members of the Northwest Regional Library Board met by using web conferencing Zoom. Their votes during the meeting were submitted by board members answering aye or nay.

Present: Darryl Tveitbakk and Charlie Lindberg attended in person and Gracia Nelson attended the meeting by Zoom

Others present: NWRL Director Jim Trojanowski and Stephanie Johnson

Call to Order: Chair D Tveitbakk called the meeting to order at 2:30 pm.

Public Comments: Lindberg asked that board members be given a copy of all board members telephone numbers and email addresses.

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

Approval of the October Board meeting minutes: Lindberg/Nelson approved the October Board Meeting minutes. Carried.

Approval of the Financial Report: Nelson/Lindberg moved to approve the Financial Report. Carried.

EFT payments check numbers 5001 to 5206 for a total of \$6331.34
Check payments numbered 10152 to 10,192 for a total of \$69,610.71

Reports:

Directors Report: Trojanowski reported that all bills are up to date and NWRL is in good financial shape. They are working on reconciling the accounts. They are continuing to work on getting an office credit card. Meanwhile, Jim has had to use his personnel credit card for office expenses.

The audit with Brady-Martz is scheduled for January 15, 2022.

Back ground investigations are being done on applicants for the Thief River Falls Librarian position and the NWRL Office Manager position. Linda Gilbertson is serving as the Thief River Falls interim librarian.

Two delivery substitutes have resigned and their positions have been advertised.

Jim met with the Middle River City Council regarding opening a Link site at the Heritage Center and they voted to continue to looking into this. The location of the library would be at the closed Middle River School. Children's books are still there.

In lieu of several staff members having to COVID quarantine, there will be no Extension meeting tomorrow.

Circulation: Jim advised the Thief River Falls Library staff that it was no longer necessary to quarantine the incoming books for two days or wipe down the returned books.

Approval of RLBS Final Report: Lindberg/Nelson moved to approve the 2021 RLBS Final Report. Carried.

Next Meeting: Full board meeting on December 16, 2021 4:30 pm

Meeting Adjourned at 3:12 pm

Respectfully submitted.

Gracia Nelson, Secretary