

**Northwest Regional Library Minutes
October 21, 2021**

Present: Michele McCraw, Rob Burkel Gracia Nelson, Darryl Tveitbakk, Glenice Johnson, Charlie Lindberg, Cheryl Matzke,

Others present: Director Jim Trojanowski and Stephanie Johnson

Call to Order: Chair D Tveitbakk called the meeting to order at 4:32 pm.

Public Comments: None.

Stephanie Johnson was introduced to the board.

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

Approval of August and September Board minutes with an addition of adding Rob Burkel to the attendance record for the month of August 2021, and the correct spelling of Charlie Lindgren's name in both the August and September board minutes.

M. McCraw/G. Johnson moved to approve the August and September Board Minutes with said changes. Carried.

Approval of Financial Report: R. Burkel/G. Johnson moved to approve Financial Report as submitted. Carried.

Approval of amended 2022 RLBSS Application: C. Lindberg/G. Nelson moved to approve the amended 2022 RLBSS Application. Carried.

Approval of 2022 RLTA Category 1 Application: G. Johnson/C. Matzke moved to approve the 2022 RLTA Category 1 application. Carried

Approval of 2021 RLTA Category 1 Final Report: G. Johnson/C. Matzke moved to approve the 2021 RLTA Category 1 Final Report. Carried.

Approval of 2021 RLTA Category 3 Final Report: G. Johnson/C. Lindberg moved to approve the 2021 RLTA Category 3 Final Report. Carried

Approval of the ACHF (Arts, Cultural Heritage Fund) Application: R. Burkel/M. McCraw moved to approve the ACHF Application. Carried.

Directors Report: Jim reported that he was happy to be back at work and appreciated that Stephanie was willing to step in and help things move smoothly. She has offered to continue with us until the Office Manager position has been filled. Jim is working on the budget.

Job ads for the Office Manager position have been placed in the Thief River Falls newspaper and will also be added to the Metronet job line and Indeed. Sarah Villanueva, Branch Librarian at the Thief River Falls Library has accepted a position with the Duluth Public library. Her

position is also being advertised. Stephanie will be meeting with Sara to talk about an interim plan for her position. The pay scale, which was adopted in 2014, was discussed.

The annual audit will be scheduled after all paperwork is up to date.

Tammy Lee is the new State Librarian and head of Minnesota Department of Education.

The Extension meeting meets on Friday. Jim has asked them to come up with a list of immediate needs.

Judy Pulczynski has resigned as the Greenbush Rep, and in her place, Marita Becker has agreed to be the Greenbush rep starting December 2021.

Friends of the Library in Middle River are working on plans to have a library link in Middle River.

Circulation: Hoopla may be doing a change in structure. Jim is running an estimate to see what it would cost to borrow 10 books within the 30-day period.

Charlie showed pictures of an outside permanent medal art project by Ann Klefstad that has been completed in the City of Hallock. Funding for this art project was made available to all the libraries in our region. Red Lake Falls also used the art funding to have four seasonal pictures painted.

Board members would like to have a list of board members, email addresses and telephone numbers.

Meeting adjourned.

Respectfully submitted.

Gracia Nelson, Secretary