

**Northwest Regional Library
Board Minutes
February 17, 2022**

The Northwest Regional Library Executive Board met by using web conferencing Zoom. All votes during the meeting were submitted by board members answering aye or nay.

Present: Darryl Tveitbakk, Cheryl Matzke, Gracia Nelson, Charlie Lindberg, and Sam Winger

Others present: NWRL Director Jim Trojanowski and Office Manager Michelle Johnson.

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

Public Comments: None.

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

Approval of the Financial Report: C. Lindberg/C. Matzke moved to approve the February Financial Report. Carried.

EFT payments check numbers 0222.1 to 222.5 for a total of \$11,270.13
Check payments numbered 10287 to 10321 for a total of \$29,528.05

Reports:

Directors Report: Director Trojanowski advised the board on the following issues.

- He would like Tracee from Brady Martz to meet with the full board at the March 17th meeting to review the 2020 audit. Jim and Michelle intend to start gathering information for the 2021 audit in March or April.
- There are three openings on the NWRL Board: City of Roseau, City of Thief River Falls, City of Warren. The TRF Board has forwarded a name to the city for their appointment.
- Bethany Hait was hired as the librarian at the Thief River Falls Library and Michelle Nelson as the NWR Office Manager in January 2022.
- Northwest Roofing is expected to repair the roof next week. Because of the volume of the snow on the flat roof, it may be hard to determine where the leak is.
- The Northwest Regional Library Agreement will continue to be reviewed. The current agreement is dated January 1, 1991 and includes all cities and counties in our region.
- NWRL is still working on the Amazon accounting problem.

- NWRL has approximately \$70,000 of one-time ARPA funds designated for technology that must be spent by June. The money could be used for updating the NWRL website.
- Jim and Michelle will prepare a 2022 Budget for the board approval at the March meeting.
- The circulation report is being reduced.
- Jim is finalizing the NWRL credit card application.
- When a previous employee left NWRL, there was unaccounted extra cash in the office. They are exploring where the funds should be applied.
- Jim and Michelle are working on making the board financial reports less cumbersome. In addition, there is a new numbering system for the EFT's.
- Jim is continuing to work with Middle River on opening a link site library.
- Owl has been purchased to assist with hybrid meetings. They are researching how many hybrid meetings per year can legally be held for libraries.
- Jim is continuing to work with Wyatt on improving password security.
- The library petty cash reimbursement will be discussed at the March Extension meeting.
- After the Audit is complete, Jim will meet with Tracee at Brady Martz to discuss a better way of handling step increases and vacation accrual.
- CRPLSA is working with the legislature for increases to RLBSS and library bonding.
- Michelle will be recreating the Thief River Falls financial reports that had been lost.
- Jim is meeting with Bethany at the Thief River Falls library to discuss maintenance and cleaning issues.

. Respectfully submitted,

Gracia Nelson, Secretary