

**Northwest Regional Library
Executive Board Minutes
January 20, 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 Nelson. Michelle was welcomed as the new NWRL Office Manager.

Call to Order: Chair D. Tveitbakk called the meeting to order at 4:29 pm.

Public Comments: None.

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

Approval of Minutes: C. Matzke/S. Winger moved to approve the Dec. 2021 NWRL board minutes. Carried.

Approval of the Financial Report: C. Lindberg/C. Matzke moved to approve the December 2021 Financial Reports. Carried.

EFT payments check numbers **xxxxxxx** for a total of \$25,296.07

Check payments numbered **10250 to 10281** for a total of **\$XXXX**

Reports:

Directors Report: Director Trojanowski advised the board that they are continuing to get caught up on the financial records and preparing for the 2020 audit that will take place in January.

Jim stated that he has contacted three cities and two counties again regarding their 2022 funding levels.

Jim has met with Wyatt to discuss a number of technology projects that he would like to have done in 2022.

The delivery van hit a deer in August. The hood is on back order and is expected to arrive in March.

There was a discussion regarding having a more workable petty cash account for the branch libraries.

The regional library directors are meeting to discuss their funding request to the legislature.

We have several board vacancies for 2022 that Jim is working on filling.

An Owl has been purchased. This allows NWRL to hold a combination of in-person and remote meetings. A screen will need to be purchased for the office which will allow those attending meetings both in-person and remotely to see each other.

The executive committee has begun to review the Northwest Regional Library Agreement. The current agreement is dated January 1, 1991 and includes all cities and counties in our region.

Jim has contacted a company to repair the leak in the bathroom.

There have been a number of staff COVID cases in recent weeks. Some libraries in Minnesota have instituted mask policies for staff, reduced services or have had to close due to shortage of staff.

Next Meeting: Full Board Meeting February 17, 2022

Respectfully submitted,

Gracia Nelson, Secretary