**Northwest Regional Library Minutes**

**Board Meeting**

**February 16, 2023**

**Present:** Rob Burkel, Nathan Guillemette, Jean Johnson, Charlie Lindberg, Anita Locken, Cheryl Matzke, Gracia Nelson, Scott Pream, Roy Sourdiff

**Others present:** NWRL Director Jim Trojanowski, Michelle Nelson, Tracy Bruggeman representing BradyMartz, Kelly Benjamin representing the Warroad Library and Peggy Pearson, representing the Karlstad Library

**Call to Order:** Rob called the meeting to order

**Approval of Agenda: C. Matzke/G. Nelson moved to approve the Agenda. Carried.**

**Public Comments:** None

**Introductions**: Introductions were made and Scott Pream, representative for the City of Thief River Falls, and Roy Sourdiff, representative for Pennington County were welcomed to the board.

**Approval of 2021 NWRL Audit:** Tracy Bruggeman with BradyMartz reviewed the Audited Financial Statements for the year ending December 2021. The following are recommendations by BradyMartz:

1. **Criteria**: An appropriate system of internal control requires the Library to prepare financial statements in accordance with accounting principles generally accepted in the United States of America.

**Recommendation**: We recommend the Library consider the additional risk of having the auditors assist in the preparation of the financial statements and note disclosures and consider preparing them in the future. As a compensating control, the Library should establish an internal control policy to document the annual review of the financial statements and schedules and to review the financial statement disclosure checklist.

1. **Criteria:** Generally, a system of internal control contemplates separation of duties that no individual has responsibility to execute a transaction, have physical access to the related assets, and have responsibility or authority to record the transaction.

**Recommendation:** The areas should be reviewed periodically and consideration given to improving segregation of duties.

* Bank reconciliations should be completed within a few weeks of the month end and bank statements and reconciliations should be reviewed and approved monthly.
* Outstanding deposits that have not cleared the bank within one month should be reviewed.
* The Library should have a receipt book to record revenue received and should retain supporting documentation for that revenue.
* The Director should review and approve all journal entries monthly.
* The Board should review and approve all disbursements monthly.
* All Invoices and supporting documentation should be retained.
* The Library should review their policies and procedures to ensure that terminated employees are no longer included within the Library.

1. **Criteria:** A good system of internal accounting control includes an adequate system designed to reconcile balance sheet accounts such as compensated absences.

**Recommendation:** Library should review their personnel policies and develop controls to ensure the liability can be calculated.

**C. Lindberg/C .Matzke moved to approve the NWRL 2021 Audit. Carried.**

**Approval of Financial Reports: S. Pream/R. Sourdiff moved to approve the Financial Report. Carried.**

Checks # 10922 through 10962 for a total of $47,067.88

Liability checks & EFT’s: 012623eft#1 through 020923eft#3 $61,449.60

**Approval of December 2022 Board Minutes: J. Johnson /N. Guillemette moved to approve the December Board Minutes, Carried.**

**Election of 2023 officers: S. Pream/A. Locken moved to appoint Roy Sourdiff as chair. Carried. A. Locken/C. Matzke moved to appoint C. Lindberg as Member at Large. Carried.**

The following officers were appointed at the December meeting:

Vice-Chair: Samantha Winger

Secretary: Gracia Nelson

Treasurer: Cheryl Matzke

**Approval of 2023 NWRL Budget: N. Guillemette/C. Lindberg moved to approve the 2023 NWRL Budget. Carried.**

**Approval to hire Zac Lundstrom to develop a new NWRL website ($7,450): R. Sourdiff/N. Guillemette moved to approve hiring Zac Lundstrom to develop a new NWRL website. Carried.**

**Approval to purchase computer voice control equipment and software for Director ($1,090): C. Lindberg/C. Matzke moved to approve the purchase of computer voice control equipment and software. Carried.**

Anita offered to assist Jim in setting up a compensated absence programfor NWRL.

**Reports:**

1. **Directors Report:**

* Jim stated that the Region will be receiving $67,540 in RLTA Priority 2 funding for 2023. The funds will be spent on a new website, connectivity for wireless hotspots and for downloadable materials (Hoopla and Overdrive).
* Grace Brandon has been hired as the Branch Librarian for Middle River

1. **Circulation**:

**Meeting Adjourned:**

**Next meetings:** March 16, 2023 Executive Committee

April 20, 2023 Full Board Meeting

**Respectfully Submitted**: Gracia Nelson, Secretary