**Northwest Regional Library Minutes**

**Executive Committee**

**July 20, 2023**

**4:00 pm**

Members of the Executive Committee (Roy Sourdiff, Sam Winger, Charlie Lindgren, Cheryl Matzke, and Gracia Nelson) met with Director Jim Trojanowski and Office Manager Michelle Nelson at 4:00 pm to review the financial reports**. C. Lindgren/C. Matzke moved to approve sending the financial report to the Full Board for their consideration. Carried.**

**Full Board Meeting**

**July 20, 2023**

**4:30 pm**

**Present:** Roy Sourdiff, Charlie Lindberg, Samantha Winger, Jean Johnson, Anita Locken, Cheryl Matzke, Scott Pream, Keri Youngstrand, Nathan Guillemette, and Gracia Nelson

**Missing:** Rob Burkel, Sandy Melby, Ryan Richardson, Loren Younggren, and Heni Lindberg

**Others present:** NWRL Director Jim Trojanowski, Michelle Nelson, Office Manager, Greenbush Branch Librarian Katie Andersen, Warroad Branch Librarian Kelly Benjamin

**Call to Order:** Chairman R. Sourdiff called the meeting to order at 4:30.

**Chair Comments:** Chairman Roy Sourdiff apologized to Director Jim Trojanowski for conducting a closed board meeting in June without the proper notification. There was a discussion on the board secretary position as Gracia Nelson’s board member term is up in December.

**Public Comments:** None

**Approval of Agenda: S. Pream/A. Locken moved to approve the agenda. Carried**

**Approval of June 2023 Board Minutes: A. Locken/C. Lindberg moved to approve the amended June 2023 Board Minutes with the correct spelling of Keri Youngstrand’s name. Carried.**

**Approval of June 2023 Financial Reports:**

Checks #11186 through 11256 $61,852.49

 Liability Checks & EFT’s 061523#1 through 071323#3 $92,475.70

 Void Ck#11213 and 11215 $ 7,469.86

**Approval of 2024 NWRL budget and city/county funding requests:** Director

Trojanowski reviewed the 2024 goals that were considered in the draft budget along with a spreadsheet of 2023 Insurance Rates, Step Increase Schedules for all employees for 2024, and budget information for 0,1,2, and 3 % increase to cities and counties. **G. Nelson/S. Pream moved to ask for a 3% increase in funding from cities and counties for 2024. Carried.**

**Committee Reports**:

1. **Website:** Board members reviewed the progress on the new NWRL Website.
2. **Personnel:**  A meeting of the personnel committee will be scheduled in the near future.
3. **Building**: No report.
4. **Joint Powers**: A meeting of the Joint Powers Agreement committee will be scheduled.
5. **Technology Policy Review:** No report.

**Old Business:**

1. **ConCon Grant**: A ConCon Grant through Marshall County is being proposed for new shelving at the Grygla library.
2. **Open Discussion**: **A. Locken/S. Winger moved to change the Moose Tracks publication to 1 time per month instead of the existing 2 times per month. Carried.**

**New Business:**

1. **Fair Parade Policies: N.Guillemette/G. Nelson moved to pay staff time and mileage when staff participates in county fairs. Carried.**
2. **Board meeting day and time:** Trojanowski will research dates bills must be paid and checks signed. The board will address this again at an upcoming meeting
3. **Open discussion: None**

**Reports:**

**Directors Report:** Director Trojanowski advised the board that he will be meeting with other Minnesota librarians to develop a possible professional development summit. He will be attending webinars on some of the new laws that may affect libraries. A 2024 City/County Budget meeting schedule was distributed to board members.

**Circulation:**  Circulation records were provided in the board packet. There was a discussion on Overdrive and Hoopla usage. Trojanowski will run a circulation customer user data base. Hoopla is less expensive and provides more books than Overdrive so is much more cost effective

**Meeting Adjourned: Motion by A. Locken/J. Johnson to adjourn the meeting at 7.00. Carried.**

**Next meetings:** August 17, 2023 Full Board Meeting

 September 21, 2023 Executive Committee Meeting

**Respectfully Submitted**: Gracia Nelson, Secretary