## Northwest Regional Library Board of Trustees Meeting Minutes

### Tuesday, August 20, 2024

**Present:** Roy Sourdiff (Pennington County), Charlie Lindberg (Kittson County), Keri Youngstrand (Marshall County), Sandra Melby (Middle River), Jean Johnson (Roseau), Nathan Guillemette (Red Lake Falls), Cheryl Matzke (Red Lake Falls).

#### Present Virtually via Zoom: None

**Others Present:** Megan Lysford (Interim Director), Destiny Walker (Bookkeeper/Office Associate)

1. **Call to Order:** Board Chair Roy Sourdiff called the meeting to order at 5:00 p.m.
2. **Approval of Agenda:** C. Lindberg/C. Matzke moved to approve the Agenda. Motion carried.
3. **Public Comments:** R. Sourdiff introduced the new Bookkeeper/Office Associate Destiny Walker to the members of the board.

#### Librarians Report: None

1. **Financial Reports**
   * The audit of PTO by Crystal Clear Accounting was discussed.

#### Approval of July 2024 Board Meeting Minutes

* + C. Matzke/N. Guillemette moved to approve the July Minutes. Motion carried.
  + K. Youngstrand pointed out the incorrect date after motion carried.

#### Committee Reports

* + **Personnel:** Hiring of Library Associate in New Business item.
  + **Building:** No report.
  + **Joint Powers:** No report.
  + **Finance Software Committee:** It was noted this committee is dissolved and should be removed from the Agenda.
  + **Budget and Salary Committee:** Presentation of draft 2025 Budget in New Business item.
  + **Legacy Committee:** No report.

#### New Business

1. **New Vehicle Purchase**
   * Discussion on status of current vehicle used for deliveries within the NWRL system. Noted the age and mileage of vehicle and potential hazards that presents to employees.
   * Discussion on state pricing availability and calling for bids.
   * Motion to authorize the usage of interest funds earned on CDs to purchase a new delivery vehicle up to $60,000 by K. Youngstrand/C. Matzke. Motion carried.

#### Clarification of CD

* + Motion to clarify that two signers are needed on any CD that the library holds by C. Matzke/N. Guillemette. Motion carried.

#### Approve LINK Agreement with City of Middle River

* + Motion to approve the LINK agreement with the City of Middle River to reopen the LINK site in a new building by N. Guillemette/C. Lindberg. S. Melby abstained. Motion carried.

#### Minnesota Library Association Annual Conference

* + Motion to approve the director and two librarians’ attendance at the annual state library conference being held in Rochester this year by N. Guillemette/J. Johnson. Motion carried.

#### Thief River Falls Associate Hiring

* + Motion to approve the hiring of Ryan Richardson as the new Library Associate at the Thief River Falls branch at the rate of $15.63/hr by C. Matzke/K. Youngstrand. Motion carried.

#### Quote for New Office Furniture

* + M. Lysford received a quote from Norby’s in Grand Forks for a new office furniture set up that is ergonomic and fits the needs of that office. This will include an L-shaped desk, hutch with cabinets, and a new chair.
  + Motion to approve purchase of new furniture for the director’s office up to $8,000 by C. Lindberg/C. Matzke. Motion carried.

#### Board Furniture and Removal of Island

* + Discussion on removal of the kitchen island and the purchasing of more tables for board meetings in order to better utilize conference room space.
  + Motion to refer removal of island and purchasing of more tables to the Building Committee at their discretion by C. Matzke/C. Lindberg. Motion carried.

#### Director Position Posting

* + Motion to give Personnel Committee authority to prepare and post the permanent director position with their chosen deadline by S. Melby/K. Youngstrand. Motion carried.
  + Motion to present M. Lysford with a bonus after board evaluations were conducted by

C. Matzke/N. Guillemette. Motion carried.

#### 2025 Draft Budget

* + Presentation of the 2025 draft budget. Highlights noted include a 2% increase for all staff wages, additional budget items for automobile repairs and computer and technology replacements, and the request for a 3% increase from all counties and cities.
  + Following discussion, action was tabled until the next meeting.

#### Old Business

* + Discussion regarding Board Meeting dates to increase attendance. Action tabled.

#### Director’s Report

* + Worked with State Library Services and the City of Middle River to get the LINK site agreement in place.
  + A new business credit card has been set up.
  + Traveled to Mankato for a CRPLSA meeting.
  + Finalized details with CloudLibrary for content migration with a projected go-live date of November 1, 2024. Marketing for this will begin in October.
  + Roseau auditors are hoping to finalize 2023 books by the end of the month.
  + Attended Roseau County and TRF City Council meetings to present budget requests.
  + Karlstad and Hallock approved budget requests.
  + Our new bookkeeper, Destiny, has started.
  + **Circulation Report:** Provided to the board.

#### Discussion

* + R. Sourdiff led a discussion regarding CDs and made the suggestion to have them included in the financial report.

#### Adjournment

* + Motion to adjourn by C. Matzke/J. Johnson. Motion carried. Meeting adjourned at 6:30 p.m.