

Northwest Regional Library Board of Trustees Meeting Minutes

Tuesday, January 14, 2025

Present: Roy Sourdif (Pennington County), Anita Locken (Greenbush), Samantha Winger (Marshall County), Jim Hest (Marshall County), Keri Youngstrand (Marshall County), Nathan Guillemette (Red Lake County), Cheryl Matzke (Red Lake Falls), Jean Johnson (Roseau), Scott Pream (Thief River Falls), Sandra Melby (Warren).

Present Virtually via Zoom: Kathy Jenson (Roseau County), Charlie Lindberg (Hallock)

Others Present: Destiny Walker (Bookkeeper/Office Associate), Janae Hoffer (Automation Coordinator), Jodi Gulden (Warren Librarian), Peggy Pearson (Hallock/Karlstad Librarian), and Briana Greer (public).

I. Call to Order: Board Chair R. Sourdif called the meeting to order at 4:30 p.m.

II. Approval of Agenda: The Agenda was amended to move Restructuring until after Old Business Open Discussion. J. Hest/S. Pream moved to approve the amended Agenda. Motion carried.

III. Public Comments: B. Greer, a member of the public and daughter to the late Barb Greer whom the Middle River LINK Site was named after, expressed her interest in reopening the Middle River LINK site. She noted support from the community in regards to fundraising and implored the board to do what they can to reopen the site.

IV. Librarians Report: J. Gulden and P. Pearson gave reports about activities at their respective libraries, including what they are doing for Winter Reading Program and the prizes they are giving out for participation. They stated there isn't much happening for Legacy activities during this time of the year.

V. Financial Reports

- J. Hest/C. Matzke moved to accept the financial reports as submitted. Motion carried.

VI. Approval of November 2024 Board Meeting Minutes

- N. Guillemette/S.Pream moved to approve the November Minutes. Motion carried.

VII. Committee Reports

- **Personnel:** Met to discuss policy clarifications regarding PTO, Weather Absences, Holiday Pay, and Longevity Pay. Changes to the Personnel Policy were discussed in New Business.
- **Building:** No report.
- **Joint Powers:** No report.
- **Budget and Salary Committee:** No Report.

- **Legacy Committee:** No Report.

VIII. New Business

A. RLTA Priority 2 Application

- Motion to approve the RLTA Priority 2 Application made by S. Pream/A. Locken. Motion carried.

B. Policy Updates

- Motion to amend the Personnel Policy with changes noted made by K. Youngstrand/C. Matzke. Motion carried.
- Motion to table the Request for Reconsideration Policy made by A. Locken/N. Guillemette. Motion carried.
- The Donation Policy was presented. It was stated that it should become part of the Financial Policy which will be presented at a later meeting. No action was taken on it at this time.
- Motion to table the Collection Development Policy made by J. Hest/S. Winger. Motion carried.

C. Middle River LINK Site

- S. Melby discussed the actions being taken at the old Middle River LINK Site location in regards to mold remediation. She presented letters from the Mayor and City Council expressing their support in reopening the LINK Site. S. Melby stated they just need to do duct cleaning and certification and the building could be ready in a few weeks. S. Melby will bring this certification to the Board for approval once its ready. S. Melby also discussed her regrets regarding the disposal of materials in the library. The Board was in agreement that they will not be keeping those materials due to the potential hazard of spreading mold to other branches or patron homes.

D. Audit Update

- Members of the Board were invited by the Board Chair to attend a meeting with Brady Martz on Thursday, January 16th at 9:30 a.m. to discuss how to move forward with the 2023 Audit that still was unable to be completed as planned.

E. CD Expiration/Renewal

- Motion to move the \$115,244.92 that was previously cashed out from an expiring CD in December into a new CD at Northern State Bank for 7 Months at 4.8% APY made by S. Melby/S. Pream. Motion carried.
- Motion to pull the \$250,000 CD from Citizens Bank the week of its expiration in April 2025 and bring back to the Board for reinvestment made by C. Lindberg/S. Melby. Motion carried.

F. 2025 Budget

- Motion to accept the 2025 Budget as presented made by S. Pream/N. Guillemette. Motion carried.
- Motion to approve the Proposed 2025 Step Scale with a 2% COLA made by A. Locken/C. Matzke. Motion carried.

G. Open Discussion

- S. Pream asked about a bonus that was given out to an employee in December without prior approval from the Board. A. Locken noted that employees should have a review before a bonus can occur, as well as it should be brought to the Board first. R. Sourdif responded that the employee was given a review by the Director and was determined to be deserving of the bonus. A. Locken expressed it was unfair to other employees.
- C. Lindberg noted that the Personnel Committee had agreed that the employee deserved a bonus for coming into the disastrous financial situation at NWRL and bringing clarity and structure to the current bookkeeping process. The committee decided to ask the board for their approval of a one-time \$2,000.00 bonus for her at the December board meeting. However, that meeting was canceled. The board chair unfortunately authorized the bonus without board approval. C. Lindberg noted this was a mistake, but to get through this difficult situation without worse consequences, she asked for a motion to approve the bonus and get on with the NWRL's mission.
- Motion to approve a one-time \$2,000.00 bonus for the Bookkeeper/Office Associate was made by J. Johnson/S. Winger. A. Locken, N. Guillemette, and K. Jenson were opposed. Motion carried.
- Discussion took place regarding the cancellation of the December meeting, and that notice was given too late. The Board has asked that all future cancellations occur before noon on the day of the meeting and that all Board members receive a call from the Director that the meeting has been cancelled.

IX. Old Business

- C. Lindberg gave her gratitude and said that everyone on the Board deserves a pat on the back for working through all the messes and making the difficult decisions.

X. Restructuring – Executive Board

- The 2025 Executive Board is as follows:
 - President: R. Sourdif
 - Vice President: J. Hest
 - Treasurer: A. Locken
 - Secretary: C. Lindberg
 - At-Large: C. Matzke

- Appointed to the Personnel Committee were: C. Matzke, A. Locken, N. Guillemette, C. Lindberg, and R. Sourdif.
- Appointed to the Finance Committee (formerly Budget and Salary Committee) were: R. Sourdif, A. Locken, C. Lindberg, N. Guillemette, and K. Jenson.

XI. Director's Report

- Noted meetings attended in November and December, as well as observed holidays during those months and into January.
- Upcoming activities include the RLTA Priority 2 application due, a meeting with Brady Martz regarding the Audit, being closed for Martin Luther King Jr Day, and an upcoming CRPSLA meeting online.
- Circulation reports for October-December as well as year-end were provided.

XII. Adjournment

- Motion to adjourn made by N. Guillemette/S. Pream. Motion carried. Meeting adjourned at 6:31 p.m.