

# **Northwest Regional Library Board of Trustees Meeting Minutes**

Tuesday, February 11, 2025

**Present:** Roy Sourdif (Pennington County), Jim Hest (Marshall County), Anita Locken (Greenbush), Charlie Lindberg (Hallock), Nathan Guillemette (Red Lake County), Cheryl Matzke (Red Lake Falls), Jean Johnson (Roseau), Scott Pream (Thief River Falls).

**Present Virtually via Zoom:** Sandra Melby (Warren) and Megan Lysford (Director)

**Others Present:** Destiny Walker (Bookkeeper/Office Associate), Samantha Pulczinski (Greenbush Librarian), and Amanda Kingsley (public).

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

**II. Approval of Agenda:** J. Hest/C. Lindberg moved to approve the Agenda as submitted. Motion carried.

**III. Public Comments:** Amanda Kingsley was introduced as a student working toward a Master's Degree in Library Science attending the meeting as part of their studies and interest in library work.

**IV. Librarians Report:** S. Pulczinski gave an update on the Greenbush library including happenings for the winter reading program and a potential fire scare that ended up being a furnace causing smoke smell in the building. It was evaluated by the fire department and necessary repairs will be taken care of. Greenbush also hosted a well-attended children's art class. Of concern to S. Pulczinski was the Hoopla budget causing patrons not to be able to complete the borrowing process.

**V. Chair Comments:** R. Sourdif pointed out that the email that was circulated regarding Longevity Pay for one of the Branch Librarians was not in accordance with the Open Meeting Law (OML), since action was taken on it. R. Sourdif cautioned the Board to follow the OML. It was also noted that M. Lysford and D. Walker are in the process of taking a 4-part webinar from Minnesota Counties Intergovernmental Trust regarding OML and will provide a board update at a later time.

## **VI. Financial Reports**

- S. Pream/C. Matzke moved to accept the financial reports as submitted. Motion carried.

## **VII. Approval of January 2025 Board Meeting Minutes**

- It was noted that Kathy Jenson was also in opposition regarding the one-time bonus given to the Bookkeeper/Office Associate.
- J. Hest/S.Pream moved to approve the January Minutes as amended. Motion carried.

## **VIII. Committee Reports**

- **Personnel:** No report.
- **Building:** No report.
- **Joint Powers:** No report.
- **Budget and Salary Committee:** No Report.
- **Legacy Committee:** No Report.

## **IX. New Business**

### **A. CD Expiration**

- Motion to cash in the CDs reaching maturity in February and April, respectively, and place them in the safety deposit box until the Board can decide on their directive made by J. Hest/A. Locken. Motion carried.
- Motion to allow M. Lysford to accompany a Board member to cash out the CD from Northern State Bank reaching maturity on February 18<sup>th</sup>, 2025 and place it in the safety deposit box made by N. Guillemette/S. Pream. Motion carried.
- Motion to allow J. Hest to cash out the CD from Citizens Bank reaching maturity on April 22<sup>nd</sup>, 2025 and place it in the safety deposit box made by C. Matzke/N. Guillemette. Motion carried.

### **B. Hoopla Budget Limit**

- Discussion took place regarding the Hoopla usage budget being restricted to \$4,000 a month to prevent it from going over the annual budget. The budget for electronic materials for 2025 was set at \$60k, with the idea that \$48k would be designated for Hoopla and \$12k for CloudLibrary.
- Hoopla splits the monthly budget into a daily limit, which has caused some patrons to experience delays in getting their borrows when they want them. Since NWRL does not have the funds to increase the Hoopla budget, it was suggested to encourage patrons to use CloudLibrary, including its functionality of requesting purchases. It was also noted the library system should evaluate if more of the budget should be allocated to electronic materials over physical books.

### **C. Audit Update**

- The Director, Board Chair, Bookkeeper, and additional Board members met with representatives from Brady Martz on January 16<sup>th</sup> to discuss how to move forward with the 2023 audit. One of the possibilities presented by Brady Martz staff was the ability to take a disclaimer audit. They cautioned this could potentially cause issues from some of the entities that provide funding to NWRL.
- M. Lysford discussed the potential disclaimer audit with the State Librarian and State Auditor, and discovered there would be no financial repercussions for taking a disclaimer audit for 2023.

- C. Matzke/C. Lindberg motioned to file a disclaimer audit for 2023. Motion carried.
- It was noted that D. Walker is working toward preparing the 2024 audit, which is going well and is expected to be completed on time.

#### **D. Bylaws**

- Request was made to change the Bylaws Article VI to require two board members to be signers on all Certificates of Deposits held by NWRL. This was tabled to be re-evaluated as part of the Financial Policy.

#### **E. Policies**

- Three new policies were presented to the Board, some of which are required by the state. M. Lysford prepared the policies using information from other libraries and adjusting for our system as needed.
- Motion to approve the Request for Reconsideration policy with the amendment that the person making the request must have read the material made by S. Melby/J. Johnson. Motion carried.
- Motion to approve the Collection Development policy made by S. Pream/J. Hest. Motion carried.
- The Code of Conduct Policy was tabled as it was noted there is an existing policy that should be integrated with the new one.

#### **F. Update on Federal Funding Freeze**

- With the potential Federal funding freeze, M. Lysford has been in talks with the State Librarian regarding the affect on NWRL. We receive most of our funding from the state level (RLBSS) or local county and city allocations. Our RLTA funding, which is for technology and internet, is funded Federally and passed through the state. We receive around \$100k per year in this form of funding. The State Librarian informed M. Lysford that the state has enough RLTA funding to last until at least September, if the Federal funds are frozen.

#### **G. Open Discussion**

- None.

### **X. Old Business**

#### **A. Open Discussion**

- To rectify an email that went out where Board action was taken outside of a meeting, J. Hest/N. Guillemette made the motion to approve updating Laura Schafer's years of service and to provide her with an additional \$200.00 in Longevity Pay. Motion carried.
- Motion made by C. Matzke/N. Guillemette to request that administration review all personnel files and make necessary updates to employee start dates. Motion carried.

#### **XI. Director's Report**

- The Director has met with the State Librarian and CRPSLA to discuss the implications of the potential Federal funding freeze.
- State Park Passes for libraries are getting updated and we may receive more passes in the future.
- The Director will be attending Open Meeting Law webinars from MCIT.
- We will be receiving additional funds from Northern Lights in the amount of \$5,000.00

#### **XII. Adjournment**

- Motion to adjourn made by S. Pream/J. Hest. Motion carried. Meeting adjourned at 5:49 p.m.