

Northwest Regional Library Executive Board Meeting Minutes

Tuesday, March 11, 2025

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

Present Virtually via Zoom: None

Others Present: Megan Lysford (Director), Destiny Walker (Bookkeeper/Office Associate), Kelly Benjamin (Warroad Librarian), and Stacey Rusek (Roseau Librarian).

I. Call to Order: Board Chair R. Sourdif called the meeting to order at 4:25 p.m.

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

III. Public Comments: None

IV. Librarians Report:

- K. Benjamin noted that Book Blizzard and the Quilt Show have wrapped up at the Warroad Library and they are now looking ahead to Summer Reading Program.
- S. Rusek discussed recent events at the Roseau Library including Book Blizzard, story time every week, the teddy bear tea party which was done in partnership with the Roseau County Museum, and a puzzle competition which was also partnered with the museum. Also noted that Harry Potter night is coming up and they will soon discontinue their Saturday hours at the end of April.
- S. Rusek also talked about their bilingual patrons finding graphic novels to be a good source of language learning and encouraged other librarians to consider them.

V. Financial Reports

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

VI. Approval of February 2025 Board Meeting Minutes

- J. Hest/C. Matzke moved to approve the February Minutes as submitted. Motion carried.

VII. Committee Reports

- No reports.

VIII. New Business

A. Pay Equity Study

- Motion to approve the Pay Equity Study which is required by the state to be completed every three years made by J. Hest/C. Lindberg. Motion carried.

B. RLTA Priority 2 Funds

- NWRL received about \$55,000 in RLTA Priority 2 funds which M. Lysford recommended to be used on new computers and monitors for the entire library system since the majority of them have old Windows operating systems that will no longer have support available. A quote from ByteSpeed was provided for 59 computers and monitors with smaller memory for use as public computers and 16 computers and monitors with more memory to be used for HQ or circulation.
- A. Locken noted that a purchase of this size needs three quotes. Decision was tabled until the next meeting.

C. Audit Update

- M. Lysford and D. Walker met with the auditors to discuss the 2023 and 2024 audits. The disclaimer audit for 2023 will be issued in April. The auditors went through preliminary reports for 2024 and determined them to be in good standing for moving forward with the audit on time. The 2024 audit was scheduled for May 19th and 20th.

D. Open Discussion

- R. Sourdif expressed the significance of having two board members signing for the CDs, something that will be looked at for the financial policy that is still being worked on.

IX. Old Business

A. Open Discussion

- A. Locken brought to discussion the Hoopla budget cap and the negative affect it has been having on patrons. She expressed the urgency to finding a solution and possibly cutting other budget items down to give more to the Hoopla budget. There was talk of Friends of the Library organizations fundraising for the Hoopla budget to be increased.

X. Director's Report

- The Director has met with the auditors and State Librarian, attended open meeting law webinars, and will be attending the CRPSLA meeting in April.
- The circulation report was discussed and M. Lysford noted that the numbers for CloudLibrary are steadily increasing.

XI. Adjournment

- Motion to adjourn made by A. Locken/J. Hest. Motion carried. Meeting adjourned at 5:17 p.m.