

Northwest Regional Library Board of Trustees

Tuesday, January 9, 2024

4:30 PM

Present: Roy Sourdiff (Pennington County), Charlie Lindberg (Kittson County), Cheryl Matzke (Red Lake Falls), Nathan Guillemette (Red Lake County), Anita Locken (Greenbush), Scott Pream (Thief River Falls), Loren Younggren (Kittson County), Rob Burkel (Pennington County), Keri Youngstrand (Marshall County)

Absent: Heni Lindberg (Warroad), Jean Johnson (Roseau), Sandy Melby (Warren), Samantha Winger (Marshall County), Ryan Richardson (Thief River Falls)

Others Present: Michelle Nelson (Staff), Peggy Pearson (Hallock Public Library), Jodi Gulden (Godel Memorial Library, Warren)

I. Call to order Board Chair Roy called meeting to order at 4:30 pm.

II. Approval of agenda

Motion to approve the agenda: Charlie/Scott: carried.

III. Public Comments none

IV. Librarians Report Jodi and Peggy showed pictures of a display in Red Lake Falls showing the books that had been purchased with the \$2000.00 appropriation approved by the board. All libraries in the region received the same allocation. Book Blizzard, the winter activities and events, were introduced and explained. The current book ordering procedure was discussed, with the board deciding to explore changes with an advisory committee of librarians. Results will be discussed at the first extension meeting with librarians in the spring. A personnel/extension meeting is being planned for January 19th or the following Friday.

V. Financial reports - There seems to be a shortfall in the 2023 revenue expected from cities. Michelle will check into this and get back to the board.

Motion to approve the financial report: Nathan/Cheryl, carried.

VI. Approval of December 2023 Board Meeting Minutes Anita requested a correction to the minutes.

Motion to approve December 2023 minutes as corrected: Anita, Nathan: carried.

VII. Committee reports

a. Personnel Committee Roy asked that the board give the committee full permission to explore, set guidelines and temporarily assign select duties of the director position.

Motion to give permission to the Personnel Committee: Rob/Loren, carried.

Motion to allow Michelle to be able to temporarily work up to 40 hours a week due to the expected extra workload: Nathan/Scott, carried.

b. Building Committee Due to health and safety concerns, the following decisions were made.

Motion to change the locks on the headquarters building: Nathan/Scott, carried.

Motion to arrange for duct cleaning: Charlie/Cheryl, carried.

Motion to have carpets and tile cleaned: Scott/ Rob, carried.

Motion to have Sandra, Scott and Roy receive quotes and have the authority to accept and hire: Anita/ Cheryl, carried.

c. Joint Powers Committee No report

d. Technology Policy Review Committee No report

e. Finance Software Committee No report

f. Budget and Salary Committee A meeting set is for Thursday, January 18th at 5pm. Members are Anita, Rob, Roy, Charlie and Cheryl.

g. Legacy Committee The Legacy program will be discussed at the next extension meeting.

VIII. New Business

a. FY24 RLTA Priority 2 application

Motion to approve the application: Nathan/Charlie, carried.

b. 2024 meeting dates are set for the 2nd Tuesday of each month.

c. Discussion of OverDrive selections

Motion to table discussion of Overdrive until February:Charlie/ Anita, carried.

IX. Open Discussion

a. Michelle will work with Charlie to standardize a format for the minutes

b. Dana is asked to bring recommendations for an updated delivery vehicle to the board

c. Automation Coordinator

Motion to hire Megan Lysford for the automation coordinator at \$21.51 per hour 40 hours per week to start January 19, 2024: Cheryl/ Charlie, carried.

d. Resignation Mr. Trojanowski has submitted a resignation letter effective January 3, 2024 as part of a separation agreement which he signed on January 3, 2024. In summary, the separation agreement provides that he will be paid the following: \$50,000 in wages, \$5,000 for health and hospitalization premium coverage. Pursuant to updated 2024 personnel policies, Mr. Trojanowski will be paid unused and accrued PTO benefits. Mr. Trojanowski has 15 days to exercise his right to rescind the agreement. If he does not rescind the agreement, payment of these amounts will be made through payroll and subject to customary tax withholdings.

Motion to approve the separation agreement: Nathan/Scott, carried.

X. Old Business

a. Budget A budget committee meeting is scheduled for Thursday, January 18th at 5pm.

Motion to accept preliminary 2024 budget as presented at November 2023 board meeting:
Anita/Cheryl, carried.

b. Update on use of Legacy funds

Motion to table update: Loren/Nathan, carried.

c. Substitute pay

Motion to move substitute pay to the library associate pay at step 1 beginning January 7, 2024: Anita/Nathan, carried.

d. Discussion of Collection Development Policy Keri and Charlie will do research and bring information to the board.

e. Open Discussion

XI. Director's Report

a. Director's report No report

b. Circulation report

XII. Motion to adjourn: Rob/Scott, carried.

*Tuesday, February 13, 2024 Board Meeting, Executive Committee 4:30

*Tuesday, March 12, 2024 Full Board Meeting 4:30