

Northwest Regional Library Board of Trustees Meeting Minutes

Tuesday, October 8, 2024

Present: Roy Sourdif (Pennington County), Charlie Lindberg (Kittson County), Keri Youngstrand (Marshall County), Sandra Melby (Middle River), Nathan Guillemette (Red Lake Falls), Cheryl Matzke (Red Lake Falls), Kathy Jensen (Roseau County), Anita Locken (Greenbush), Jim Hest (Marshall County), Scott Pream (Thief River Falls).

Present Virtually via Zoom: Samantha Winger (Marshall County)

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

I. Call to Order: Board Chair R. Sourdif called the meeting to order at 4:32 p.m.

II. Approval of Agenda: J. Hest/S. Pream moved to approve the Agenda. Motion carried.

III. Public Comments: None

IV. Librarians Report: None

V. Financial Reports

- The audit of 2023 financials will be conducted in November.
- C. Matzke/N. Guillemette moved to approve the financial reports. Motion carried.

VI. Approval of August 2024 Board Meeting Minutes

- N. Guillemette/C. Lindberg moved to approve the August Minutes. Motion carried.
- There was no meeting in September.

VII. Committee Reports

- **Personnel:** Met and went through applications for the Director position. It was narrowed down to three candidates, one of which decided to drop out of the running. Interviews for the remaining two candidates will be held on October 15th.
- **Building:** No report.
- **Joint Powers:** No report.
- **Budget and Salary Committee:** No report.
- **Legacy Committee:** No report.

VIII. New Business

A. Health Insurance Renewal

- Discussion on increasing the percentage of premium paid by NWRL for Health and Dental Insurance.
- Motion to correct Dental Insurance percentage to 85% paid by NWRL by S. Melby/C. Lindberg. Motion carried.
- Motion to stop Dental Insurance charges for employee that had overpaid due to amount paid not matching premium charged by C. Lindberg/S. Melby. Motion carried.
- Motion to have all Health Insurance plans be at 85% paid by NWRL by J. Hest/A. Locken. Motion carried.

B. Vehicle Purchase

- A new vehicle for NWRL was purchased. The 2024 Chevrolet Suburban was purchased for \$58,636 from Thibert's Chevrolet in Red Lake Falls.
- Several other bids were received before the purchase but Thibert's was well below the other bids.
- The vehicle will be branded later, likely with some decal on the back window.
- Discussion of what to do with old van, parking is an issue. No action was taken.

C. Safety Deposit Box

- Motion to approve adding Cheryl Matzke and Destiny Walker as signers on the safety deposit box held at Northern State Bank by S. Pream/K. Youngstrand. Motion carried.

D. Laptop for Bookkeeper

- Motion to approve the purchase of a laptop not to exceed \$1,800 for use by the Bookkeeper/Office Associate for work from home as necessary by J. Hest/C. Lindberg. Motion carried.

E. RLTA Priority 1 Application

- Motion to approve the submittal of the FY2025 RLTA Priority 1 application by S. Pream/N. Guillemette. Motion carried.

F. RLBSS FY 2024 Report

- Motion to approve the submittal of the FY2024 RLBSS report by C. Matzke/S. Melby. Motion carried.

G. Director Position Interviews

- Interviews for the position of Director will be conducted on October 15th. Two candidates will be interviewed by K. Youngstrand, N. Guillemette, C. Lindberg, and R. Sourdif. They will then discuss the candidates with the Personnel Committee which will then bring its recommendation to the Board for approval.

H. Middle River Update

- The Middle River LINK site will reopen this week on Wednesday, October 9th. Katie Andersen (branch librarian in Greenbush) will be taking over. The hours will be 4-8 pm on Wednesdays to begin with. This opening is in a temporary space.
- R. Sourdif gave a statement from the board to thank Katie and the Friends of Library for their hard work. He also made it known that the board supports Katie in her decision to change the hours as needed to fit her schedule and what works best for the patrons.

I. 2025 Draft Budget

- Discussion of the 2025 draft budget. It was noted that \$5,000 had been moved from Video to Books. The budget is still a work in progress. All action was tabled until the next meeting.

J. Open Discussion

- Discussion of the construction project going on at the Thief River Falls Public Library. The project has been slowed down due to material shortages.
- Discussion regarding the Arts & Cultural Heritage Fund (Legacy). It was noted that FY21 funds were returned to the state due to them not being utilized before the expiration date.
- Noted that the librarians and HQ staff will be going to Barnes and Noble in Fargo on October 14th. Each library was given a budget of \$1,000 and each LINK site a budget of \$500 to purchase new materials.

IX. Old Business

- Noted that November 6th is the go-live date for Cloud Library.

X. Director's Report

- Has met with most City and County Boards to get budget approval.
- Attending Barnes & Noble trip with librarians and staff.
- Attending CRPSLA & MLA meetings in October.
- **Circulation Report:** Provided to the board. Noted that Hallock/Karlstad has almost as many check outs as TRF on this report.

XII. Adjournment

- Motion to adjourn by C. Matzke/S. Pream. Motion carried. Meeting adjourned at 5:45 p.m.