

Northwest Regional Library Board
Tuesday, November 14, 2023
4:30 PM

Present: Roy Sourdiffe (Pennington County), Charlie Lindberg (Kittson County), Cheryl Matzke (Red Lake Falls), Jean Johnson (Roseau), Nathan Guillemette (Red Lake County), Anita Locken (Greenbush), Scott Pream (Thief River Falls), Keri Youngstrand (Marshall County), Sandy Melby (Warren), Gracia Nelson (Roseau County), Loren Younggren (Kittson County)

Absent: Heni Lindberg (Warroad), Ryan Richardson (Thief River Falls), Rob Burkel (Pennington County), Samantha Winger (Marshall County)

Others Present: Jim Trojanowski, Michelle Nelson, Kelly Benjamin, Peggy Pearson

1. **Call to order:** Board Chair Roy called meeting to order at 4:30pm.
2. **Chair Comments:** None
3. **Public Comments:** Peggy Pearson and Kelly Benjamin gave a report on the programs and activities they've had going on in their libraries
4. **Approval of Agenda:** Motion to approve the agenda by Cheryl, 2nd by Scott, approved.
5. **Financial report:** Discussion on state monies (Legacy and RLBSS payment schedule). Motion made by Anita to approve the financials, 2nd by Charlie, approved. Motion by Anita to allow each library \$2,000.00 and each link \$500.00 for materials to be spent by December 10th, 2nd by Charlie, discussion, motion approved.
6. **October Minutes:** Motion made to approve the October 2023 board minutes by Anita, 2nd by Cheryl, motion approved.
7. **Committee reports**
 1. **Personnel**, new policy will be discussed at the December mtg as well as a personnel meeting to discuss the changes.
 2. **Building**, no report
 3. **Joint Powers**, no report
 4. **Technology Policy Review**, discussion on password security and use of private equipment for company purposes.
 5. **Finance Software Committee will set a date for a meeting.** Roy, Nathan, Anita, Sam, Michelle and Jim

New Business

1. **Directors report and how the board conducts its business:** change the directors report and how it's addressed to the board. Charlie is asking that Jim change his report to report accomplishments or something that needs to be accomplished and not the continuing list of things not being addressed. Seeing the same issues with no progress and no plan.
2. **Approval of Drug and Alcohol Testing in the Workplace Policy,** motion made by Gracia, 2nd by Jean, motion approved.
3. **Open Discussion,** next meeting date December 7th motion made by Anita, 2nd by Cheryl, motion approved.

Old Business

1. **Search for Automation Coordinator,** job opening has been published in The Watch and posted on several job boards along with our website.
2. **Budget,** increase the number of hours librarians are allowed, increased the subs to assistants, travel will be increased for board mileage and adjusted as needed. New software can come out of RLTA funds.
3. **Open Discussion,** Beito funds and TRF funds. Discussed turning over the control and responsibility to the FOL.
4. **Director's Report**
5. **Circulation report**
6. **Adjourn,** motion to adjourn made by Gracia, 2nd by Charlie, motion approved

Next meeting: December 7, 2023 Board Committee Meeting 4:30
January 9, 2024 Executive Committee Meeting