

Northwest Regional Library Board of Trustees Meeting Minutes

Tuesday, November 12, 2024

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

Present Virtually via Zoom: Jodi Gulden (Warren Librarian)

Others Present: Megan Lysford (Interim Director), Destiny Walker (Bookkeeper/Office Associate), Janae Hoffer (Automation Coordinator), Katie Andersen (Greenbush/Middle River Librarian), Laura Schafer (Red Lake Falls Librarian).

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

II. Approval of Agenda: C. Matzke/N. Guillemette moved to approve the Agenda. Motion carried.

III. Public Comments: None

IV. Librarians Report: L. Schafer thanked the board for the Barnes & Noble trip as well as expressed praise for new staff at headquarters. K. Andersen and J. Gulden attended MLA with M. Lysford. They spoke about how informative and interesting it was, and thanked the board for providing them the opportunity to attend.

V. Financial Reports

- Discussion of changes to the financials. New business item.

VI. Approval of October 2024 Board Meeting Minutes

- J. Hest/S.Pream moved to approve the October Minutes. Motion carried.

VII. Committee Reports

- **Personnel:** Interviewed two for the director position. New business item.
- **Building:** No report.
- **Joint Powers:** No report.
- **Budget and Salary Committee:** Met to discuss changes to the financials. New business item.
- **Legacy Committee:** Met to discuss funding and programming ideas.

VIII. New Business

A. Financial Reports Change

- Discussion
- Motion to approve the change in how the financials are presented in the board packet.

B. Policy Updates

- NWRL has a need to update many outdated or nonexistent policies including a Collection Development Policy (needed by state law), a Donation Policy, and a Patron Data Privacy Policy, among others.
- Board requested that the Director provide some recommendations to the Personnel Committee and then bring it back to the board for approval.

C. Northern State Bank Pledging

- Motion to approve the signing of the biannual notice regarding pledging on our Northern State Bank account by A. Locken/C. Matzke. Motion carried.

D. Director Position

- The Personnel Committee interviewed two candidates for the position of Director. A total of 5 candidates applied for the position. Two were deemed unqualified and another dropped out of the running.
- The Personnel Committee made a recommendation to the board to offer the Director position to Interim Director Megan Lysford, noting her abilities to get things done and to repair trust in relationships.
- It was noted the other candidate was also well qualified but there was concern over inconsistency of employment and having to relocate for the position, as well as the majority of experience was in academic libraries.
- Discussion of what level to start M. Lysford's salary at ended with a split vote, the majority of which were in favor of Step 4.
- M. Lysford was asked to return to the meeting and was offered the position of Director at Step 4 salary with 1 Work from Home (WFH) day per week. M. Lysford countered with 2 WFH days per week. The board agreed. M. Lysford accepted the position as offered.
- N. Guillemette/J. Hest moved to approve hiring M. Lysford as Director of NWRL at Step 4 salary with 2 WFH days per week. Motion carried.

E. Automation Position

- Motion to move Automation Coordinator J. Hoffer into a full-time position by J. Hest/S. Pream. Motion Carried.
- J. Hoffer requested they allow some WFH hours each day. The board agreed.
- It was noted that the Automation Coordinator should utilize company vehicles when possible.

F. Middle River

- The Middle River LINK site was recently moved into a new, temporary location due to mold in the old facility. It was discovered that there is also mold in the new facility.
- C. Lindberg/C. Matzke moved to shut down the Middle River LINK site until a suitable replacement facility can be obtained. This would require mold remediation and certification of safety by an environmental services firm. Motion carried.
- Next steps are to grab salvageable books and remove them from the location. The remaining books are to be weeded from the collection and donated or disposed of.

G. 2025 Draft Budget

- Discussion on 2025 Draft Budget. Still a work in progress. Needs to be finalized in December.

H. Open Discussion

- N. Guillemette requested a revisit to the mission and vision statement to be discussed at the March Extension Meeting.
- CloudLibrary has had some hiccups for patrons to get signed in but everyone is excited about the new content available.
- J. Hoffer made a suggestion that NWRL set up a centralized Facebook page for happenings that cover the entire system. The board agreed this was a good idea.

IX. Old Business

- Important tasks are upcoming for the board including passing of the Budget in December, deciding on executive positions in January, and getting policies updated as soon as possible.

X. Director's Report

- Reopened the Middle River LINK site in October.
- Branch Librarians went on a trip to the Fargo Barnes & Noble for a fun way to spend their book budgets.
- Attended CRPLSA & MLA (with K. Andersen and J. Gulden).
- Audit of 2023 will be conducted on November 18th.
- Closed for Veteran's Day. Will be closed for Thanksgiving and the day after.

XII. Adjournment

- Motion to adjourn by J. Hest/N. Guillemette. Motion carried. Meeting adjourned at 5:57 p.m.