

Northwest Regional Library Board
Tuesday, December 14, 2023
5:00 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), Sandy Melby (Warren), Gracia Nelson (Roseau County), Loren Younggren (Kittson County), Ryan Richardson (Thief River Falls), Sam Winger (Marshall County), Rob Burkel (Pennington County)

Absent: Keri Youngstrand (Marshall County)

Others Present: Jim Trojanowski, Michelle Nelson, Bethany Hait (TRF Library), Stacey Rusek (Roseau Library), Tracee Bruggeman (Brady Martz)

1. **Call to order:** Board Chair Roy called meeting to order at 5:00pm.
2. **Chair Comments:** None
3. **Public Comments:** None
4. **Approval of Agenda:** Motion to approve the agenda by Charlie, 2nd by Scott, approved.
5. **2022 Audit Presentation:** Tracee presented the audit
6. **Financial report:** Motion made by Anita to approve, 2nd by Cheryl, approved.
7. **November Minutes:** Motion made to approve the October 2023 board minutes by Cheryl, 2nd by Nathan, approved.

7. Committee reports

1. Roy acknowledged Gracia for her 9 years on the board
2. **Personnel** – None
3. **Building** - None
4. **Joint Powers** - None
5. **Technology Policy Review** - None
6. **Finance Software Committee** – Michelle presented the cost of the Banyon software being \$11,250 for approval by the board. Motion Nathan, Gracia 2nd for purchase. Carried.

New Business

1. **Approval of FY24 RLTA application** – motion made by Scott, 2nd by Jean, motion approved.
2. Table priority 2 to January due by January 15.

3. **Approval of amended FY24 RLBSS application** – motion made by Charlie, 2nd by Sam, motion carried.
4. **Update on use of Legacy funds** – motion made by Nathan, 2nd by Anita to create a legacy committee/task force. Motion carried. To be discussed at the January meeting.
5. **Election of officers for 2024**
 - a. **Board chair** – Roy Sourdiff for Board Chair, motion by Charlie, Sam 2nd. Anita Locken for Board Chair by Nathan and 2nd by Rob. Roy remains chair.
 - b. **Vice president** – Sam Winger for for Vice Chair , Charlie made a motion for Sam, 2nd by Jean. Unanimous ballot.
 - c. **Treasurer** – Anita Locken for Treasurer, Sandra nominated Anita, 2nd by Charlie, unanimous ballot.
 - d. **Secretary** – Charlie Lindberg for Secretary, Anita nominated Charlie, 2nd by Nathan, unanimous ballot.
 - e. **At large** – Nathan Guillemette for At Large, Cheryl nominated Nathan, 2nd by Charlie, unanimous ballot.
6. **Approval of Personnel Policy Manual** – motion made by Scott, 2nd by Gracia, motion carried with 2 corrections (typos).

Old Business

1. **Search for Automation Coordinator** - – applicant would like to work remote, Jim gave a review of her references. Discussion regarding working remotely. Motion to pay mileage by Nathan, 2nd by Rob for a 2nd interview. Carried.

Wage step 22.87 personnel committee will negotiate wages. Motion to give full permission to the personnel committee to hire with wages up to the ceiling of the automation coordinator pay scale and hire. Motion made by Scott, 2nd by Nathan, motion approved.

Along with a work from home policy to be approved by the board. Motion made by Gracia, 2nd by Nathan, motion approved.

Wyatt, motion to discontinue benefits as of first of year and continue on as a part time employee. Motion by Nathan, 2nd by Scott. Motion approved. Jim will email Wyatt and let him know.

2. **Budget** - Charlie recommends a committee to work on the budget and wages Anita, Roy, Charlie, Rob, Cheryl. Discussion on not giving a COLA increase in January until the wages can be looked into.
3. **Open Discussion** – Bathrooms at the Thief River Falls Library are in the city budget for 2024. Nathan spoke on Lake Agassiz art classes.
4. **Director's Report** - Provided
5. **Circulation report** - Provided
6. **Adjourn**, motion to adjourn made by Gracia, 2nd by Scott, motion approved

Next meeting: January 9, 2024 Board Committee Meeting
February 13, 2024 Board Committee Meeting