

**Northwest Regional Library Minutes
Board Meeting
February 16, 2023**

Present: Rob Burkel, Nathan Guillemette, Jean Johnson, Charlie Lindberg, Anita Locken, Cheryl Matzke, Gracia Nelson, Scott Pream, Roy Sourdif

Others present: NWRL Director Jim Trojanowski, Michelle Nelson, Tracy Bruggeman representing BradyMartz, Kelly Benjamin representing the Warroad Library and Peggy Pearson, representing the Karlstad Library

Call to Order: Rob called the meeting to order

Approval of Agenda: C. Matzke/G. Nelson moved to approve the Agenda. Carried.

Public Comments: None

Introductions: Introductions were made and Scott Pream, representative for the City of Thief River Falls, and Roy Sourdif, representative for Pennington County were welcomed to the board.

Approval of 2021 NWRL Audit: Tracy Bruggeman with BradyMartz reviewed the Audited Financial Statements for the year ending December 2021. The following are recommendations by BradyMartz:

1. **Criteria:** An appropriate system of internal control requires the Library to prepare financial statements in accordance with accounting principles generally accepted in the United States of America.
Recommendation: We recommend the Library consider the additional risk of having the auditors assist in the preparation of the financial statements and note disclosures and consider preparing them in the future. As a compensating control, the Library should establish an internal control policy to document the annual review of the financial statements and schedules and to review the financial statement disclosure checklist.
2. **Criteria:** Generally, a system of internal control contemplates separation of duties that no individual has responsibility to execute a transaction, have physical access to the related assets, and have responsibility or authority to record the transaction.
Recommendation: The areas should be reviewed periodically and consideration given to improving segregation of duties.
 - Bank reconciliations should be completed within a few weeks of the month end and bank statements and reconciliations should be reviewed and approved monthly.
 - Outstanding deposits that have not cleared the bank within one month should be reviewed.
 - The Library should have a receipt book to record revenue received and should retain supporting documentation for that revenue.
 - The Director should review and approve all journal entries monthly.
 - The Board should review and approve all disbursements monthly.
 - All Invoices and supporting documentation should be retained.
 - The Library should review their policies and procedures to ensure that terminated employees are no longer included within the Library.

3. **Criteria:** A good system of internal accounting control includes an adequate system designed to reconcile balance sheet accounts such as compensated absences.
Recommendation: Library should review their personnel policies and develop controls to ensure the liability can be calculated.

C. Lindberg/C. Matzke moved to approve the NWRL 2021 Audit. Carried.

Approval of Financial Reports: S. Pream/R. Sourdiffe moved to approve the Financial Report. Carried.

Checks # 10922 through 10962 for a total of	\$47,067.88
Liability checks & EFT's: 012623eft#1 through 020923eft#3	\$61,449.60

Approval of December 2022 Board Minutes: J. Johnson /N. Guillemette moved to approve the December Board Minutes, Carried.

Election of 2023 officers: S. Pream/A. Locken moved to appoint Roy Sourdiffe as chair. Carried. A. Locken/C. Matzke moved to appoint C. Lindberg as Member at Large. Carried.

The following officers were appointed at the December meeting:

Vice-Chair: Samantha Winger
Secretary: Gracia Nelson
Treasurer: Cheryl Matzke

Approval of 2023 NWRL Budget: N. Guillemette/C. Lindberg moved to approve the 2023 NWRL Budget. Carried.

Approval to hire Zac Lundstrom to develop a new NWRL website (\$7,450): R. Sourdiffe/N. Guillemette moved to approve hiring Zac Lundstrom to develop a new NWRL website. Carried.

Approval to purchase computer voice control equipment and software for Director (\$1,090): C. Lindberg/C. Matzke moved to approve the purchase of computer voice control equipment and software. Carried.

Anita offered to assist Jim in setting up a compensated absence program for NWRL.

Reports:

A. Directors Report:

- Jim stated that the Region will be receiving \$67,540 in RLTA Priority 2 funding for 2023. The funds will be spent on a new website, connectivity for wireless hotspots and for downloadable materials (Hoopla and Overdrive).
- Grace Brandon has been hired as the Branch Librarian for Middle River

B. Circulation:

Meeting Adjourned:

Next meetings: March 16, 2023 Executive Committee
April 20, 2023 Full Board Meeting

Respectfully Submitted: Gracia Nelson, Secretary