

Minutes
Northwest Regional Library Board of Trustees
Tuesday, February 13, 2024

Present: Roy Sourdif (Pennington County), Nathan Guillemette (Red Lake County), Charlie Lindberg (Hallock), Anita Locken (Greenbush), Cheryl Matzke (Red Lake Falls), Scott Pream (Thief River Falls), Ryan Richardson (Thief River Falls), Samantha Winger (Marshall County) and Terry Hest (Marshall County)

Absent: Rob Burkel (Pennington County), Jean Johnson (Roseau County), Heni Lindberg (Warroad), Sandra Melby (Warren), Loren Younggren (Kittson County) and Keri Youngstrand (Marshall County)

New board member: Terry Hest, new member representing Marshall County, was welcomed .

1. **Call to order:** The meeting was called to order at 4:30 p.m. by chair Roy Sourdif
2. **Public Comments:** none
3. **Librarians Report:** none
4. **Approval of January 2024 Board Meeting Minutes:** Motion by Nathan, Anita 2nd, approved.
5. **Financial Report:** Motion to approve financial report by Nathan , Anita 2nd, approved. The bookkeeper reported a possible deficit in payments from cities from 2023 or a mistake in the budget. She will check into this and get back to the board.
6. **Committee reports**
 - a. **Personnel:** Motion to give authority, as of 02/13/2024, to the branch librarians to hire new substitutes. After successful background checks, they will be added as employees. Motion by Scott, Sam 2nd, approved. This policy will be added to the Personnel Policy with the next update.
 - b. **Building:** The board reviewed carpet and tile cleaning estimates. The bookkeeper was directed to ask Kilen's Custom Cleaners to submit pne bid for carpet cleaning and one for tile cleaning. The bids must also certify that cleaning materials are scent free.
 - c. **Joint Powers:** no report
 - d. **Technology Policy Review:** no report
 - e. **Finance Software:** The bookkeeper will be training with Banyon on Wednesday, February 14. Librarians will be notified that the office will be closed during the training.
 - f. **Budget and Salary Committee:** The updated pay scale for all employees was presented for approval. Wages will be in effect beginning with the first payroll prepared using the Banyon system, estimated to be February 18th.

7. New Business

- a. **CSB CD:** Executive board members (Roy Sourdif (Board Chair), Samantha Winger (Vice Chair), Anita Locken (Treasurer), Charlie Lindberg (Secretary) and Cheryl Matzke (At-large)) will be added to the Citizens State Bank CD and will be updated as needed. Motion by Scott, Cheryl 2nd, approved.
- b. **NSB CD:** Executive board members (Roy Sourdif (Board Chair), Samantha Winger (Vice Chair), Anita Locken (Treasurer), Charlie Lindberg (Secretary) and Cheryl Matzke (At-large)) will be added to the Northern State Bank CDs numbered 2001209885 and 2001237269 and will be updated as needed. Motion by Nathan, 2nd by Scott, approved.
- c. **Signature on bank accounts:** Charlie Lindberg (Secretary) will be added as a signatory on the NWRL accounts at Northern State Bank. Motion by Anita, Scott 2nd, approved.
- d. **Safety Deposit Box:** The bookkeeper will rent a safety deposit box at Northern State Bank to store the CD originals and other items per board direction. Motion by Scott, Cheryl 2nd, approved
- e. **Open Discussion:** Charlie offered to attend the March 15, 2024 librarian's meeting to introduce the American Library Association selection policy for public libraries.

8. Old Business

- a. **Open Discussion:** Nathan brought forward a report from the Legacy Committee which was discussed by the board. The committee of librarians who will be planning Legacy programming are encouraged to plan programs and expend funds to meet upcoming Legacy deadlines.

9. Adjourn: Motion by Cheryl, Anita 2nd, approved.

Next meeting: March 12th, 2024 4:30 pm, Full Board (need quorum)