

Minutes

Northwest Regional Library Board of Trustees

Tuesday, March 12, 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), Rob Burkel (Pennington County), Samantha Winger (Marshall County), Sandra Melby (Warren), Jim Hest (Marshall County), and Keri Youngstrand (Marshall County).

Absent: Ryan Richardson (Thief River Falls), Jean Johnson (Roseau County), Heni Lindberg (Warroad), and Loren Younggren (Kittson County)

1. **Call to order:** The meeting was called to order at 4:30 p.m. by chair Roy Sourdif
2. **Agenda Motion** to approve the agenda by Keri, Scott 2nd, approved.
3. **Public Comments:** Dana Klos, NWRL delivery driver, reported on his research into replacing the current 2016 delivery van. He emphasized the need for 4wd and a lower profile vehicle, suggesting a ½ ton pickup with a topper, a Tahoe or a Yukon as options. There was discussion about looking into ordering through the state contract to save money. Dana stated that the van would be good through fall weather.
4. **Librarians Report:** Peggy Pearson (Hallock) and Tess Zimney (Roseau): Peggy, who is on the Legacy Committee, reported that events are on track with the budget allocated through June 30. Librarians enjoy having the freedom to plan a variety of activities for their own libraries and for groups of sites. Tessa spoke to the new book ordering protocol and that it is going well.
5. **Approval of February 2024 Board Meeting Minutes:** Motion by Scott, Rob 2nd, approved.
6. **Financial Report:** Motion to approve financial report by Nathan, Charlie 2nd, approved.
7. **Committee Reports**
 - a. **Personnel:**
 - a Motion to approve the new job description for the next NWRL director by Rob, Scott 2nd, approved.
 - b Motion to post the new Library Director position with the stipulation to keep the cost under \$550.00 made by Charlie, Nathan 2nd, approved.
 - c Motion to give the board chair authority to hire an interim director internally at the lowest hourly director salary made by Nathan, Sam 2nd, approved.
 - b. **Building:** The board again reviewed carpet and tile cleaning estimates. The Kilen bid needs to be re-submitted to certify that the cleaning materials will be scent free
 - c. **Joint Powers:** no report

- d. Finance Software Committee:** Motion that financial reports will run monthly rather than from board meeting date to the next meeting date beginning with the April financial report made by Anita, Sam 2nd, approved.
- d. Technology Policy Review:** no report
- e. Budget and Salary Committee:** no report; needs to meet before the April board meeting.

7. New Business

8. Old Business

- 9. Adjourn:** Motion by Scott, Rob 2nd, approved.

Next meeting: April 9th, 2024 4:30 pm, Full Board (need quorum)