

**Northwest Regional Library Board of Trustees**

**Meeting Minutes**

**April 9, 2024**

**4:30PM**

**Present:** Roy Sourdif (Pennington County), Nathan Guillemette (Red Lake County), Cheryl Matzke (Red Lake Falls), Samantha Winger (Marshall County), Jean Johnson (Roseau), Kathy Jenson (Roseau County), Sandra Melby (Warren), Keri Youngstrand (Marshall County), Scott Pream (Thief River Falls), Charlie Lindberg (Kittson County), Jim Hest (Marshall County), Heni Lindberg (Warroad)

**Present virtually via Zoom:** Anita Locken

**Others present:** NWRL Interim Director Megan Lysford, Kelly Benjamin (Warroad Public Library), Sam Pulczinski (Greenbush Public Library)

- I. Call to Order:** Board Chair Roy Sourdif called the meeting to order at 4:30 pm.
- II. Approval of Agenda:** C. Matzke/S. Pream moved to approve the Agenda. Carried.
- III. Public Comments**

Introductions were made around the table.
- IV. Librarians Report**

Legacy Committee update.  
Programs and summer reading discussed.  
Financial updates and Legacy Fund usage clarified.  
STEM program collaboration with UMC Crookston mentioned.  
Emphasis on using Legacy Funds for wages on relevant projects reiterated.
- V. Financial Reports**

Discussion on petty cash management and procedures.  
C. Lindberg/C. Matzke moved to accept the financials. Carried.
- VI. Approval of March 2024 Board Meeting Minutes:**

N. Guillemette/J. Hest moved to approve. Carried.  
Query on packet distribution clarified.
- VII. Committee Reports**

Personnel and Budget committees to set the next meeting date.  
Executive committee meeting proposed for next month.  
N. Guillemette/S. Pream moved to give authority to the personnel committee to post jobs.  
Carried.
- VIII. New business**
  - a. Automation Coordinator Position Posting**

Motion: the Board approve the provided job description for posting to job boards.  
N. Guillemette/S. Pream moved to approve. Carried.
  - b. Approval of using funds from Marshall County Con Con grant for Grygla**

Motion: the Board approve the cashing of the check from Marshall County and approve the purchase of shelving and materials for Grygla.

J. Hest/C. Matzke moved to approve. Carried.

**c. Thank Marshall County Commissioners for the Con Con grant**

C. Matzke/N. Guillemette moved. Carried.

**d. Purchasing electronic resources through OverDrive**

Motion: the Board confirm that the Director is to purchase electronic resources through OverDrive.

S. Melby/C. Lindberg moved. Carried.

Budget committee tasked with deciding purchase amount.

**e. Credit card account**

Motion: the Board approve the closing of the current account, and authorize Megan to open a new account.

J. Johnson/S. Pream moved. Carried.

**f. RLBSS 2025:**

Discussed.

**IX. Old Business**

None

**X. Director's report**

**a. Director's report**

- i. Megan gave an update on meetings she had attended, including an in-person CRPSLA meeting in St. Paul, grants that some of the libraries are applying for, and an update on the implementation of the new Aspen catalog.

**b. Circulation report**

**XI. Adjourned:** S. Pream/N. Guillemette moved. Carried. Meeting adjourned at 5:57pm.

Next meeting: May 14th at 4:30pm Board Meeting