

# **Northwest Regional Library Board of Trustees Meeting Minutes**

Tuesday, April 8, 2025

**Present:** Roy Sourdif (Pennington County), Jim Hest (Marshall County), Anita Locken (Greenbush), Charlie Lindberg (Hallock), Mary Cooney (Kittson County), Nathan Guillemette (Red Lake County), Jan Klatt (Roseau County), Cheryl Matzke (Red Lake Falls), Scott Pream (Thief River Falls), Sandra Melby (Warren).

**Present Virtually via Zoom:** Samantha Winger (Marshall County).

**Others Present:** Megan Lysford (Director), Destiny Walker (Bookkeeper/Office Associate), Janae Hoffer (Automation Coordinator), Kelly Benjamin (Warroad Librarian), Jodi Gulden (Warren Librarian), Stacey Rusek (Roseau Librarian), and Lori Schiable (member of the public).

**I. Call to Order:** Board Chair R. Sourdif called the meeting to order at 4:30 p.m.

**II. Approval of Agenda:** J. Hest/S. Pream moved to approve the Agenda as submitted. A roll-call vote was taken due to virtual attendance with the result as follows: M. Cooney, aye; N. Guillemette, aye; J. Hest, aye; J. Klatt, aye; A. Locken, aye; C. Lindberg, aye; C. Matzke, aye; S. Melby, aye; S. Pream, aye; S. Winger, aye; and R. Sourdif, aye. Motion carried.

**III. Public Comments:** Introductions of new board members M. Cooney and J. Klatt.

## **IV. Librarians Report:**

- J. Gulden reported that the Godel Memorial Library completed the winter reading program and is working on the summer reading program.
- S. Rusek reported on summer reading program for the Roseau library and discussed how long it takes to put together programming for it. S. Rusek also made note of unhappy patrons calling about the Hoopla limits.

## **V. Financial Reports**

- J. Hest/C. Matzke moved to accept the financial reports as submitted. A roll-call vote was taken due to virtual attendance with the result as follows: M. Cooney, aye; N. Guillemette, aye; J. Hest, aye; J. Klatt, aye; A. Locken, aye; C. Lindberg, aye; C. Matzke, aye; S. Melby, aye; S. Pream, aye; S. Winger, aye; and R. Sourdif, aye. Motion carried.

## **VI. Approval of March 2025 Executive Committee Meeting Minutes**

- J. Hest/C. Matzke moved to approve the February Minutes as submitted. A roll-call vote was taken due to virtual attendance with the result as follows: M. Cooney, aye; N. Guillemette, aye; J. Hest, aye; J. Klatt, aye; A. Locken, aye; C. Lindberg, aye; C. Matzke, aye; S. Melby, aye; S. Pream, aye; S. Winger, aye; and R. Sourdif, aye. Motion carried.

## **VII. Committee Reports**

- **Personnel:** No report.
- **Building:** No report.
- **Joint Powers:** No report.
- **Budget and Salary Committee:** No Report.
- **Legacy Committee:** No Report.

## **VIII. New Business**

### **A. MNPLAR**

- For Board information, we recently submitted the 2024 report to the State Library.

### **B. Pay Equity Report**

- For Board information, we recently submitted the Pay Equity Study, which is required by the state to be completed every three years. The report was approved by the state and we were deemed to be in compliance.

### **C. CDs**

- Motion was made by M. Cooney/N. Guillemette to take the following actions on our CDs: to take the \$174,902.51 previously cashed out and reinvest it into a CD at Northern State Bank for 7 months at a current interest rate of 4.2% APY; and to cash out the CD at Citizens Bank at maturity and reinvest it at Border Bank by placing \$5,000 into a savings account and splitting the remainder equally between two CDs for 7 months at a current interest rate of 4.1% APY. A roll-call vote was taken due to virtual attendance with the result as follows: M. Cooney, aye; N. Guillemette, aye; J. Hest, aye; J. Klatt, aye; A. Locken, aye; C. Lindberg, aye; C. Matzke, aye; S. Melby, aye; S. Pream, aye; S. Winger, aye; and R. Sourdif, aye. Motion carried.

#### **D. Open Meeting Law**

- M. Lysford and D. Walker attended a four-part webinar with MCIT regarding the Open Meeting Law. Information from the webinars was presented to the board with emphasis on areas to improve upon so we are in compliance with the law.

#### **E. Funding – Federal/State**

- M. Lysford presented information to the board regarding Federal funding concerns specifically regarding the closing of ILMS and how it affects Minitex and our Inter-Library Loan system. The state funding was also discussed, noting our RLBSS and RLTA funds from the State Library comprise about half of our budget, and that is what would be at risk if funding was cut.

#### **F. Minitex Resolution**

- C. Lindberg/C. Matzke moved to approve and adopt a resolution showing support for Minitex and all of the services it provides. A roll-call vote was taken due to virtual attendance with the result as follows: M. Cooney, aye; N. Guillemette, aye; J. Hest, aye; J. Klatt, aye; A. Locken, aye; C. Lindberg, aye; C. Matzke, aye; S. Melby, aye; S. Pream, aye; S. Winger, aye; and R. Sourdif, aye. Motion carried.

#### **G. Computer Quotes**

- J. Hoffer presented quotes for new computers for the entire library system. They are needed due to the ending of support for Windows 10. We have set aside a budget from our RLTA Priority 2 funds to pay for the new computers and monitors.
- A. Locken/C. Matzke moved to allow J. Hoffer to purchase computers, monitors, and UPSs from ByteSpeed up to the amount of our RLTA budget plus up to \$5,000 from the general fund. A roll-call vote was taken due to virtual attendance with the result as follows: M. Cooney, aye; N. Guillemette, aye; J. Hest, aye; J. Klatt, aye; A. Locken, aye; C. Lindberg, aye; C. Matzke, aye; S. Melby, aye; S. Pream, aye; S. Winger, aye; and R. Sourdif, aye. Motion carried.

#### **H. Summer Intern - Roseau**

- A proposal was presented to the board regarding hiring an intern for the Roseau Public Library to help out during the summer months. J. Hest noted this could be a good pilot project that may be able to be expanded to other libraries later on. M. Lysford noted that the payroll budget is calculated based on current staff only.
- J. Hest/A. Locken moved to approve the proposal and allow the Roseau Public Library to hire an intern at approximately \$13/hour for 14 weeks and to utilize the general fund to pay for it. A roll-call vote was taken due to virtual attendance with the result as follows: M. Cooney, aye; N. Guillemette, aye; J. Hest, aye; J. Klatt, aye; A. Locken, aye; C. Lindberg, aye; C. Matzke, aye; S. Melby, aye; S. Pream, aye; S. Winger, aye; and R. Sourdif, aye. Motion carried.

**I. Standards for Associate Hiring**

- M. Lysford requested that the board clarify what are disqualifiers in the background check during the hiring process. The board said it would be at the Director's discretion but that violations directly related to duties should be of immediate concern.

**J. Mary Casavan Retirement**

- A. Locken/N. Guillemette made the motion to accept the retirement of Mary Casavan, Branch Librarian at the Red Lake Falls Public Library effective April 30, 2025. A roll-call vote was taken due to virtual attendance with the result as follows: M. Cooney, aye; N. Guillemette, aye; J. Hest, aye; J. Klatt, aye; A. Locken, aye; C. Lindberg, aye; C. Matzke, aye; S. Melby, aye; S. Pream, aye; S. Winger, aye; and R. Sourdif, aye. Motion carried.
- The board thanked Mary for her many years of service to Northwest Regional Library.

**K. 2025 Budget Changes**

- An updated 2025 Budget was presented to the board. It was tabled in order to be sent to the budget committee for review.

**L. Open Discussion**

- A. Locken brought up that NWRL should be able to prioritize their patrons over LARL patrons. A motion was made by J. Hest/J. Klatt to increase the amount of time new books stay in NWRL from 3 months to 6 months. A roll-call vote was taken due to virtual attendance with the result as follows: M. Cooney, aye; N. Guillemette, aye; J. Hest, aye; J. Klatt, aye; A. Locken, aye; C. Lindberg, aye; C. Matzke, aye; S. Melby, aye; S. Pream, aye; S. Winger, aye; and R. Sourdif, aye. Motion carried.
- A. Locken noted that the percentage of increase for salary steps for the Bookkeeper position does not match the same percentage as all other positions. A. Locken/S. Melby moved to adjust the Bookkeeper salary steps to match the percentage increases of other positions. A roll-call vote was taken due to virtual attendance with the result as follows: M. Cooney, aye; N. Guillemette, aye; J. Hest, aye; J. Klatt, aye; A. Locken, aye; C. Lindberg, aye; C. Matzke, aye; S. Melby, aye; S. Pream, aye; S. Winger, aye; and R. Sourdif, aye. Motion carried.
- J. Hoffer/D. Walker attended the Home Show April 4<sup>th</sup> and 5<sup>th</sup>. They handed out brochures with information about NWRL, as well as CloudLibrary bookmarks. They also discussed with attendees the potential funding cuts from the state and federal governments and asked for help in reaching out to their elected officials to show their support for the library and all its services.
- J. Hoffer expressed concern over the Middle River Friends of the Library selling the books from the Middle River LINK site that were weeded out due to the potential for mold exposure.

## **IX. Old Business**

### **A. Open Discussion**

- None

## **X. Director's Report**

- The Director attended a CRPSLA meeting where funding cuts was the biggest topic of discussion.
- MCIT is conducting an appraisal of all of our libraries and headquarters location.
- The circulation report was presented and discussed.

## **XI. Adjournment**

- Motion to adjourn made by S. Pream/J. Hest. A roll-call vote was taken due to virtual attendance with the result as follows: M. Cooney, aye; N. Guillemette, aye; J. Hest, aye; J. Klatt, aye; A. Locken, aye; C. Lindberg, aye; C. Matzke, aye; S. Melby, aye; S. Pream, aye; S. Winger, aye; and R. Sourdif, aye. Motion carried. Meeting adjourned at 6:38 p.m.