

Northwest Regional Library Board of Trustees
Tuesday, May 14, 2024
4:30 PM

Present: Roy Sourdiffe (Pennington County), Anita Locken (Greenbush), Cheryl Matzke (Red Lake Falls), Jean Johnson (Roseau), Kathy Jenson (Roseau County), Keri Youngstrand (Marshall County), Scott Pream (Thief River Falls), Jim Hest (Marshall County)

Present virtually via Zoom: Charlie Lindberg (Kittson County)

Others present: Megan Lysford (Interim Director), Peggy Pearson (Hallock Public Library/Karlstad LINK), Laura Schafer (Red Lake Falls Public Library)

Others present virtually via Zoom: Jodi Gulden (Godel Memorial Library)

I. Call to Order: Board Chair Roy Sourdiffe called the meeting to order at 4:30pm.

II. Approval of Agenda: J. Hest/S. Pream moved to approve the Agenda. Carried.

III. Public Comments:

None

IV. Librarians Report

Peggy from Hallock talked about the Summer Reading Program, which is running smoothly despite a few changes in the format.

Laura from Red Lake Falls spoke about Legacy programs, hoping to have a large region-wide program in the fall.

Both spoke about Legacy and getting clarification on the budget, as well as the Collection Development committee and changes that could be made to ensure a smoother ordering process.

V. Financial Reports

A. Locken moved to approve the checks paid, and not the full financials. C. Matzke seconded. Carried.

VI. Approval of May 2024 Board Meeting Minutes

S. Pream/J. Johnson moved to approve. Carried.

VII. Committee reports

None

VIII. New Business

a. Accounting Firm bid for cleanup

Motion: The Board approve the hiring of Asmus Tax & Accounting out of Roseau to clean up the books from 2023-present.

C. Matzke/S. Pream moved to approve. Carried.

b. Accounting firm bid for payroll/bookkeeping

Motion: Review and accept bid from Crystal Clean Accounting in Thief River Falls at the rate of \$50/hour to provide payroll and AP/AR services until a new Bookkeeper and Office Associate is hired.

K. Youngstrand/C. Lindberg moved. Carried.

c. Job description/wages

Motion: Allow personnel committee to update the job description from Office Assistant to Bookkeeper and Office Associate.

A. Locken/C. Matzke moved. Carried.

Motion: Accept the updated wage scale for the new Bookkeeper and Office Associate position.

S. Pream/J. Hest moved. Carried.

Motion: Allow Megan to post the position.

A. Locken/C. Matzke moved. Carried.

d. Resignations

Motion: Accept the resignation of Grace Brandon, branch librarian at Middle River. Megan will send her a thank you card thanking her for her service.

C. Matzke/S. Pream moved. Carried.

Motion: Accept the resignation of Michelle Nelson, HQ Office Manager.

A. Locken/C. Lindberg moved. Carried.

e. CDs

Motion: Allow the CD that was due in June to be cashed out.

S. Pream/C. Matzke moved. Carried.

Motion: Open an account at Wings Financial, with 5 signers total and needing 2 signers to withdraw. Signers: A. Locken, C. Lindberg, R. Sourdiff, S. Winger, M. Lysford.

S. Pream/J. Hest moved. Carried.

Motion: Open an account at Border State Bank, with 5 signers total and needing 2 signers to withdraw. Signers: A. Locken, C. Lindberg, R. Sourdiff, S. Winger, M. Lysford.

C. Lindberg/S. Pream moved. Carried.

Motion: Put a minimum of up to \$5,000 in accounts opened.

A. Locken/C. Matzke moved. Carried.

J. Hest will investigate money market accounts to see if that is a better deal, interest-wise, than keeping our money in CDs.

f. CD interest for delivery vehicle

Tabled.

g. Safety deposit box

Motion: Set up a safety deposit box at Northern State Bank at the rate of \$14/year for our valuables (including CDs), with only one signer needed to open the box.

Signers: R. Sourdiff, A. Locken, S. Winger, C. Lindberg, M. Lysford

S. Pream/C. Matzke moved. Carried.

h. Vision and mission statement

Tabled. A. Locken/C. Matzke moved. Carried.

i. Open discussion

Charlie would like the librarians to know that we're not sure if any of the budget numbers are correct, but we will update them once we work with the accounting firms.

Anita mentions our 2025 budget needs to be worked on soon, but recommends we do a blanket 3% increase as a placeholder until we have a better understanding of our financial position.

Roy, Megan, and Cheryl will be going to the Middle River LINK site to check on potential water damage.

Keri Youngstrand has been asked to be an alternate board member for the Northern Lights Library Network, representing Northwest Regional Library.

Motion: Allow K. Youngstrand to be the alternate representative for NWRL at NLLN.
A. Locken/C. Matzke moved. Carried.

IX. Old Business

None

X. Director's report

a) Director's report

- i. Megan gave an update on the new Automation Coordinator and talked about meeting with accounting firms to get bids for cleanup. Our RLBSS application is due to the state by the end of June.

b) Circulation report

XI. Adjourned: J. Hest/S. Pream moved to adjourn. Carried. Meeting adjourned at 5:40pm.

Next meeting: Full board, July 9, 2024