

**Northwest Regional Library Minutes
Board Meeting
June 15, 2023**

Present: Roy Sourdiff, Charlie Lindberg, Samantha Winger, Rob Burkel, Jean Johnson, Anita Locken, Cheryl Matzke, Sandy Melby, Keri Youngstrand, Scott Pream, Ryan Richardson, Loren Younggren, Jean Johnson, and Gracia Nelson

Missing: Nathan Guillemette and Heni Lindberg

Others present: NWRL Director Jim Trojanowski, Michelle Nelson, Office Manager

- I. **Call to Order:** Chairman R. Sourdiff called the meeting to order at 4:02
- II. **Introductions:** Kerry Youngstrand, Marshall County representative and Loren Younggren, Kittson County representative were welcomed to the NW Library Board.
- III. **Public Comments:** None
- IV. **Approval of Agenda:** C. Matzke/S. Pream moved to approve the agenda. Carried
- V. **Approval of February 2023 Board Minutes:** R. Burkel/A. Locken moved to approve the February 2023 Board Minutes. Carried.

Approval of the May 2023 Executive Committee Minutes: C. Lindberg/J. Johnson moved to approve the May 2023 Executive Committee Minutes. Carried.

- VI. **Approval of March 2023 Financial Reports:** R. Burkel/S. Pream moved to approve the March 2023 Financial Reports. Carried.

Checks #10963 through 11019	\$51,420.68
Liability Checks & EFT's 022323#1 through 022323#3	\$90,983.48
Void Ck#11003 and 11032	\$ 2,809.76

Approval of April 2023 Financial Reports: A. Locken/R. Burkel moved to approve the April 2023 Financial Report. Carried.

Checks #10963 through 11019	\$55,811.20
Liability Checks & EFT's 030923#1 through 0332323#4	\$73,712.10
Void Ck11024	\$ 700.00

Approval of May 2023 Financial Reports: S. Pream/C. Matzke moved to approve the May 2023 Financial Reports. Carried.

Checks #11081 through 11152	\$78,186.55
Liability Checks & EFT's 0309231 through 032323#4	\$59,517.70
ACH Payments ACH042023, ACH050823, EFT0425#1	\$14,600.18

Approval of the June 2023 Financial Reports: C. Matzke/C. Lindberg moved to approve the June 2023 Financial Reports. Carried.

Checks # 11153 through 111206	\$52,624.37
Liability checks & EFT's 051823 through 060123#3	\$38,155.29
ACH Payments	0

Motion by C. Lindberg/C. Matzke to eliminate the Check Detail for Board in the future monthly financial reports. Carried.

- VII. **Approval of 2022 NWRL Annual Report: G. Nelson/S. Winger moved to approve the 2022 NWRL Annual Report. Carried.**
- VIII. **Approval of FY2024 RLBSS application: C. Lindberg/S. Melby moved to approve the FY2024 RLBSS application. Carried. This will need to be amended as we will be receiving additional funding.**
- IX. **Approval to eliminate Fax Policy and amend Printing Policy: S. Pream/C. Matzke moved to approve eliminating the Fax Policy and amending the Printing Policy. Carried.**
- X. **Review of draft 2024 NWRL Budget.:** Jim provided proposed 2024 Budget financial information for increasing sub wages, increasing page wages, adding additional hours for branch and LINK site staff and the total cost of the proposed changes. Budget discussion and approval was continued till the July 20th full board meeting.
- XI. **Approval to add Juneteenth as an NWRL holiday for 2023: S. Pream/R. Burkel moved to add Juneteenth as an NWRL holiday for 2023. Carried.**
- XII. **Approval for Director to send letter of support to TRF Building Committee for restroom renovations: C. Lindberg/J. Johnson moved to approve the director to send letter of support to TRF Building to restroom renovations. Carried.**
- XIII. **Create/review board committee structure:**
- I. Executive Committee Members: Roy Sourdiff, Charlie Lindberg, Sam Winger, Cheryl Matzke and Gracia Nelson
 - II. Joint Power Agreement (ad hoc) Rob Burkel, Charlie Lindberg, Gracia Nelson, and new member Roy Sourdiff
 - III. Personnel (standing) Charlie Lindberg, Gracia Nelson, and new members Roy Sourdiff and Anita Locken
 - IV. Building (standing) New: Sandy Melby and S. Pream
 - V. Technology policy review ad hoc: Jim Trojanowski, Charlie Lindberg and new members Kerri Youngstrand and Cheryl Matzke
- XIV. **Discussion on Pets/animals in NWRL HQ and libraries:** Jim stated that he would not bring his dogs to the NWRL headquarters.

XV. Discussion of Meeting dates and times. Chair Roy asked members to consider having the board meeting on a different day of the week.

XV1. Reports:

A. Directors Report: Jim reported that the following new state laws may affect libraries:

1. NWRL is researching whether mandated reporter law applies for paid staff when working at a library program for children.
2. A payroll tax of .7% goes into effect on January 1, 2006 under a new family and medical leave law and
3. A new law requiring public restrooms to have an adult changing table.

The audit showed that NWRL under-budgeted health insurance by \$35,000 in the 2023 budget.

B. Circulation: The Circulation records were provided in the board packet.

Meeting Adjourned: Motion by C. Lindberg/C. Matzke to adjourn the meeting at 6:42 and have a closed board meeting following. Carried.

Next meetings:

July 20, 2023	Full board Meeting
August 17, 2023	Full Board Meeting

Respectfully Submitted: Gracia Nelson, Secretary