

## Northwest Regional Library Minutes

### Executive Committee

July 20, 2023

4:00 pm

Members of the Executive Committee (Roy Sourdif, Sam Winger, Charlie Lindgren, Cheryl Matzke, and Gracia Nelson) met with Director Jim Trojanowski and Office Manager Michelle Nelson at 4:00 pm to review the financial reports. **C. Lindgren/C. Matzke moved to approve sending the financial report to the Full Board for their consideration. Carried.**

### Full Board Meeting

July 20, 2023

4:30 pm

**Present:** Roy Sourdif, Charlie Lindberg, Samantha Winger, Jean Johnson, Anita Locken, Cheryl Matzke, Scott Pream, Keri Youngstrand, Nathan Guillemette, and Gracia Nelson

**Missing:** Rob Burkel, Sandy Melby, Ryan Richardson, Loren Younggren, and Heni Lindberg

**Others present:** NWRL Director Jim Trojanowski, Michelle Nelson, Office Manager, Greenbush Branch Librarian Katie Andersen, Warroad Branch Librarian Kelly Benjamin

**Call to Order:** Chairman R. Sourdif called the meeting to order at 4:30.

**Chair Comments:** Chairman Roy Sourdif apologized to Director Jim Trojanowski for conducting a closed board meeting in June without the proper notification. There was a discussion on the board secretary position as Gracia Nelson's board member term is up in December.

**Public Comments:** None

**Approval of Agenda:** **S. Pream/A. Locken moved to approve the agenda. Carried**

**Approval of June 2023 Board Minutes:** **A. Locken/C. Lindberg moved to approve the amended June 2023 Board Minutes with the correct spelling of Keri Youngstrand's name. Carried.**

### Approval of June 2023 Financial Reports:

Checks #11186 through 11256	\$61,852.49
Liability Checks & EFT's 061523#1 through 071323#3	\$92,475.70
Void Ck#11213 and 11215	\$ 7,469.86

**Approval of 2024 NWRL budget and city/county funding requests:** Director Trojanowski reviewed the 2024 goals that were considered in the draft budget along with a spreadsheet of 2023 Insurance Rates, Step Increase Schedules for all employees for 2024, and budget information for 0,1,2, and 3 % increase to cities and counties. **G. Nelson/S. Pream moved to ask for a 3% increase in funding from cities and counties for 2024. Carried.**

### **Committee Reports:**

1. **Website:** Board members reviewed the progress on the new NWRL Website.
2. **Personnel:** A meeting of the personnel committee will be scheduled in the near future.
3. **Building:** No report.
4. **Joint Powers:** A meeting of the Joint Powers Agreement committee will be scheduled.
5. **Technology Policy Review:** No report.

### **Old Business:**

1. **ConCon Grant:** A ConCon Grant through Marshall County is being proposed for new shelving at the Grygla library.
2. **Open Discussion:** A. Locken/S. Winger moved to change the Moose Tracks publication to 1 time per month instead of the existing 2 times per month. Carried.

### **New Business:**

1. **Fair Parade Policies:** N.Guillemette/G. Nelson moved to pay staff time and mileage when staff participates in county fairs. Carried.
2. **Board meeting day and time:** Trojanowski will research dates bills must be paid and checks signed. The board will address this again at an upcoming meeting
3. **Open discussion:** None

### **Reports:**

**Directors Report:** Director Trojanowski advised the board that he will be meeting with other Minnesota librarians to develop a possible professional development summit. He will be attending webinars on some of the new laws that may affect libraries. A 2024 City/County Budget meeting schedule was distributed to board members.

**Circulation:** Circulation records were provided in the board packet. There was a discussion on Overdrive and Hoopla usage. Trojanowski will run a circulation customer user data base. Hoopla is less expensive and provides more books than Overdrive so is much more cost effective

**Meeting Adjourned:** Motion by A. Locken/J. Johnson to adjourn the meeting at 7.00. Carried.

**Next meetings:** August 17, 2023 Full Board Meeting  
September 21, 2023 Executive Committee Meeting

**Respectfully Submitted:** Gracia Nelson, Secretary