

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

Tuesday, July 9, 2024

4:30 PM

**Present:** Roy Sourdif (Pennington County), Anita Locken (Greenbush), Cheryl Matzke (Red Lake Falls), Jean Johnson (Roseau), Keri Youngstrand (Marshall County), Scott Pream (Thief River Falls), Jim Hest (Marshall County), Nathan Guillemeite (Red Lake Falls), Sandra Melby (Middle River)

**Present virtually via Zoom:** Charlie Lindberg (Kittson County), Samantha Winger (Marshall County)

**Others present:** Megan Lysford (Interim Director), Dave Casavan (Mayor of Middle River), Grace Brandon (MR Librarian), 8 members of the public, Bethany Hait (TRF librarian)

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

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

**III. Public Comments:** Public comments moved to New Business item b.

### **IV. Librarians Report**

- **Grace:** Nothing to report as MR has been closed due to mold. Mentioned 4 kids attended James Wedgwood.
- **Bethany:** Presented June stats. Summer reading pamphlet for June, July, and August. 163 kids signed up. Best attended program: Messy Mondays for little kids. St. Bernards' summer day camp brought kids for storytime/MM. June 24: 27 kids; Art Sparks later in the week: 30 kids; Movies on Fridays: June 21st - 25 kids, June 28th - 8 kids.

### **V. Financial Reports**

- Motion by A. Locken to approve checks as presented, seconded by N. Guillemette. Motion carried.

### **VI. Approval of June 2024 Board Meeting Minutes**

- S. Pream/J. Johson moved to approve. Carried.
- K. Youngstrand pointed out the incorrect date after the motion carried.

### **VII. Committee Reports**

- **Personnel:** Annual review of the director and performance awards policy. Motion to accept the amended policy by N. Guillemette/S. Melby. Motion carried.
- **Building:** No report.
- **Joint Powers:** No report.
- **Finance Software Committee:** No report.
- **Budget and Salary Committee:** No report.
- **Legacy Committee:** No report.

## VIII. New Business

### a. Middle River Mold Report

- **Dave Casavan (Mayor of Middle River):** Presented the mold report due to a leaky roof, air samples taken from 30 locations, results pending. The library is moderately affected. Discussion on the future of the library and building safety.
- **S. Melby:** Volunteers have been maintaining the library space.
- **K. Youngstrand:** Raised concerns about potential mold in the book collection. Suggested conservation or preservation companies for testing.
- **C. Lindberg:** Suggested checking with service coops or state education departments.
- **Debra Ness (Middle River City Council):** Emphasized the importance of building safety and ongoing efforts to secure funds for repairs.
- Motion to give Megan authority to make decisions about the books' future before the next board meeting made by S. Melby/K. Youngstrand. Motion carried.
- Volunteers (Cheryl, Roy, Megan, Keri) will assess the books tomorrow at 5 PM.
- **S. Melby:** Read a letter from Arlette Pearson supporting keeping the Middle River LINK site open.

### b. Potential Middle River Alternate Sites

- Discussion on potential alternate sites for the Middle River library.

### c. RLBSS 2025 Application

- Motion by Nathan to approve the RLBSS 2025 application by N. Guillemette/S. Pream. Motion carried.

### d. Bookkeeper Position

- Motion to approve the hiring of Destiny Walker to the Bookkeeper and Office Associate position at the wage of 23.75 by N. Guillemette/S. Melby. Motion carried.

### e. Accept Resignation

- Motion to accept resignation of Sydney Jowski, Thief River Falls Library Associate, by S. Pream/J. Johnson. Motion carried.

#### **f. Post TRF Library Associate Position**

- Motion to post the TRF library associate position by A. Locken/C. Matzke. Motion carried.

#### **g. Accounting Update**

- Brief update on accounting matters.

#### **h. CDs**

- Motion to move the previous CD to a new CD at NSB for 7 months at 4.8% by J. Hest/S. Melby. Motion carried.

#### **i. OCLC CloudLibrary**

- Motion to approve moving Northwest's digital collection from Overdrive to OCLC's CloudLibrary by A. Locken/C. Lindberg. Motion carried.

#### **j. Open Discussion**

- N. Guillemette proposed revamping the mission and vision statements. Motion to work on new statements with librarians by N. Guillemette/S. Melby. N. Guillemette and S. Melby volunteered to help. Motion carried.

### **IX. Old Business**

- No old business discussed.

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

- **Director's Report:** General update.
- **Circulation Report:** Provided to the board.

### **XI. Adjournment**

- Motion to adjourn by J. Hest/A. Locken. Motion carried. Meeting adjourned at 6:14 PM.

#### **Next Meetings:**

- Full board meeting: August 13, 2024 4:30pm

- Full board meeting: September 10, 2024 4:30pm