

Northwest Regional Library Board Meeting Minutes
August 17, 2023
4:30 pm

Present: Roy Sourdiffe (Pennington County), Samantha Winger (Marshall County), Gracia Nelson (Roseau County), , Cheryl Matzke (Red Lake Falls), Nathan Guillemette (Red Lake County), Anita Locken (Greenbush), Scott Pream (Thief River Falls), Ryan Richardson (Thief River Falls), Keri Youngstrand (Marshall County)

Missing: Rob Burkel (Pennington County), Jean Johnson (Roseau City), Charlie Lindberg (Kittson County), Heni Lindberg (Warroad), Sandra Melby (Warren), Loren Younggren (Kittson County)

Others present: Jim Trojanowski (NWLR Director), Michelle Nelson (Business Office Manager)

Call to order: Board Chair Roy Sourdiffe called mtg to order at 4:30.

Chair Comments: None

Public Comments: None

Approval of Agenda: Amendment to the agenda on item #5 (Approval of August 2023 Board Meeting Minutes) to reflect correctly as July 2023. **Motion made to approve agenda made by Scott Pream, 2nd by Cheryl Matzke, all approved, motion carried.**

Financial Reports: **Motion to approve by Anita Locken, 2nd by Cheryl Matzke, all approved, motion carried.**

Checks #11257 through 11317	\$53,689.74
Liability Checks & EFT's 072723#1 through 081023#3	\$62,991.79
Void Checks #11298	\$ 249.38

Approval of July 2023 Board Minutes: Correct county fair policies to state "parade policies"
Motion made to approve agenda made by Gracia Nelson, 2nd by Scott Pream, all approved, motion carried.

Approval of FY 2023 RLTA final report. **Motion made to approve by Cheryl Matzke, 2nd by Scott Pream, all approved, motion carried.**

Approval of FY 2023 RLBSS final report. **Motion made to approve by Anita Locken, 2nd by Gracia Nelson, all approved, motion carried.**

Motion to change all board and executive committee meetings to the 2nd Thursday of each month beginning at 4:30pm with no Executive Committee meeting on full board meeting dates. **Motion made by Anita Locken, 2nd by Sam Winger, all approved, motion carried.**

Motion to accept the revised job description for the Automation Support Coordinator position. Motion made by Nathan Guillemette, 2nd by Anita Locken, all approved, motion carried. Job description attached.

Motion to keep Automation Coordinator Wyatt Kormick as a one time exception to policies allowing him to work remotely, with all benefits being prorated except for his current health/dental policy, which will be paid in full through the end of the year and be revisited for fiscal year 2024. Position to be posted upon further research at a later date. Motion made by Cheryl Matzke, 2nd by Gracia Nelson, all approved, motion carried.

Motion made by Anita Locken, 2nd by Scott Pream to extend the Office Manager's hours to allow him/her time to attend the board meetings and take the minutes. All approved, motion carried.

Committee Reports

1. Website

The new website is up and running. There are still some ongoing changes and tweaking. A discovery layer, Aspen, will be added to Evergreen in November and will make the catalog and NWRL services more accessible.

2. Personnel

Motion made by Anita Locken to have the director and 2 members of the personnel committee involved in the process of hiring and terminating employees. The recommendations will go to the full board to make the final decision on these matters and will replace the current policy and be refined in a new personnel policy. 2nd by Nathan Guillemette, all approved, motion carried. The next personnel committee meeting will be held on August 29th, 5:00pm.

3. Building: None

4. Joint Powers: None. Jim will email the committee members to set a meeting.

5. Technology Policy Review: Bring your own device is a concern of Jim's and he will be addressing the committee at a later date.

Open Discussion: None

Reports

1. Director: Jim gave a brief summary of his CRPSLA meeting.

2. Circulation: Jim explained the reports and gave a few highlights.

Motion made to adjourn by Nathan Guillemette, 2nd by Scott Pream, all approved, motion carried. Meeting ended at 5:59pm.

Next meeting: September 14, 2023 Executive Committee Meeting, October 12, 2023 Board Meeting.

Respectfully submitted,

Michelle Nelson