

Northwest Regional Library Board of Trustees Meeting Minutes

Tuesday, August 20, 2024

Present: Roy Sourdiff (Pennington County), Charlie Lindberg (Kittson County), Keri Youngstrand (Marshall County), Sandra Melby (Middle River), Jean Johnson (Roseau), Nathan Guillemette (Red Lake Falls), Cheryl Matzke (Red Lake Falls).

Present Virtually via Zoom: None

Others Present: Megan Lysford (Interim Director), Destiny Walker (Bookkeeper/Office Associate)

I. Call to Order: Board Chair Roy Sourdiff called the meeting to order at 5:00 p.m.

II. Approval of Agenda: C. Lindberg/C. Matzke moved to approve the Agenda. Motion carried.

III. Public Comments: R. Sourdiff introduced the new Bookkeeper/Office Associate Destiny Walker to the members of the board.

IV. Librarians Report: None

V. Financial Reports

- The audit of PTO by Crystal Clear Accounting was discussed.

VI. Approval of July 2024 Board Meeting Minutes

- C. Matzke/N. Guillemette moved to approve the July Minutes. Motion carried.
- K. Youngstrand pointed out the incorrect date after motion carried.

VII. Committee Reports

- **Personnel:** Hiring of Library Associate in New Business item.
- **Building:** No report.
- **Joint Powers:** No report.
- **Finance Software Committee:** It was noted this committee is dissolved and should be removed from the Agenda.
- **Budget and Salary Committee:** Presentation of draft 2025 Budget in New Business item.
- **Legacy Committee:** No report.

VIII. New Business

A. New Vehicle Purchase

- Discussion on status of current vehicle used for deliveries within the NWRL system. Noted the age and mileage of vehicle and potential hazards that presents to employees.
- Discussion on state pricing availability and calling for bids.
- Motion to authorize the usage of interest funds earned on CDs to purchase a new delivery vehicle up to \$60,000 by K. Youngstrand/C. Matzke. Motion carried.

B. Clarification of CD

- Motion to clarify that two signers are needed on any CD that the library holds by C. Matzke/N. Guillemette. Motion carried.

C. Approve LINK Agreement with City of Middle River

- Motion to approve the LINK agreement with the City of Middle River to reopen the LINK site in a new building by N. Guillemette/C. Lindberg. S. Melby abstained. Motion carried.

D. Minnesota Library Association Annual Conference

- Motion to approve the director and two librarians' attendance at the annual state library conference being held in Rochester this year by N. Guillemette/J. Johnson. Motion carried.

E. Thief River Falls Associate Hiring

- Motion to approve the hiring of Ryan Richardson as the new Library Associate at the Thief River Falls branch at the rate of \$15.63/hr by C. Matzke/K. Youngstrand. Motion carried.

F. Quote for New Office Furniture

- M. Lysford received a quote from Norby's in Grand Forks for a new office furniture set up that is ergonomic and fits the needs of that office. This will include an L-shaped desk, hutch with cabinets, and a new chair.
- Motion to approve purchase of new furniture for the director's office up to \$8,000 by C. Lindberg/C. Matzke. Motion carried.

G. Board Furniture and Removal of Island

- Discussion on removal of the kitchen island and the purchasing of more tables for board meetings in order to better utilize conference room space.
- Motion to refer removal of island and purchasing of more tables to the Building Committee at their discretion by C. Matzke/C. Lindberg. Motion carried.

A. Director Position Posting

- Motion to give Personnel Committee authority to prepare and post the permanent director position with their chosen deadline by S. Melby/K. Youngstrand. Motion carried.
- Motion to present M. Lysford with a bonus after board evaluations were conducted by C. Matzke/N. Guillemette. Motion carried.

B. 2025 Draft Budget

- Presentation of the 2025 draft budget. Highlights noted include a 2% increase for all staff wages, additional budget items for automobile repairs and computer and technology replacements, and the request for a 3% increase from all counties and cities.
- Following discussion, action was tabled until the next meeting.

I. Old Business

- Discussion regarding Board Meeting dates to increase attendance. Action tabled.

II. Director's Report

- Worked with State Library Services and the City of Middle River to get the LINK site agreement in place.
- A new business credit card has been set up.
- Traveled to Mankato for a CRPLSA meeting.
- Finalized details with CloudLibrary for content migration with a projected go-live date of November 1, 2024. Marketing for this will begin in October.
- Roseau auditors are hoping to finalize 2023 books by the end of the month.
- Attended Roseau County and TRF City Council meetings to present budget requests.
- Karlstad and Hallock approved budget requests.
- Our new bookkeeper, Destiny, has started.
- **Circulation Report:** Provided to the board.

III. Discussion

- R. Sourdif led a discussion regarding CDs and made the suggestion to have them included in the financial report.

IV. Adjournment

- Motion to adjourn by C. Matzke/J. Johnson. Motion carried. Meeting adjourned at 6:30 p.m.