

Northwest Regional Library Executive Board Meeting Minutes

Tuesday, May 13, 2025

Present: Roy Sourdif (Pennington County), Jim Hest (Marshall County), Anita Locken (Greenbush), Charlie Lindberg (Hallock), Cheryl Matzke (Red Lake Falls).

Others Present: Megan Lysford (Director), Destiny Walker (Bookkeeper/Office Associate), Janae Hoffer (Automation Coordinator).

I. Call to Order: Board Chair R. Sourdif called the meeting to order at 4:25 p.m.

II. Approval of Agenda: J. Hest/C. Lindberg moved to approve the Agenda as submitted. Motion carried.

III. Public Comments: None.

IV. Librarians Report: None.

V. Financial Reports

- J. Hest/ C. Lindberg moved to accept the financial reports as submitted. Motion carried.

VI. Approval of April 2025 Meeting Minutes

- It was noted that the minutes said approval of the February minutes instead of March.
- C. Lindberg/C. Matzke moved to approve the April Minutes as amended. Motion carried.

VII. Committee Reports

- **Personnel:** No report.
- **Building:** No report.
- **Joint Powers:** No report.
- **Budget and Salary Committee:** Met to discuss the 2025 budget, on agenda under Old Business.
- **Legacy Committee:** No Report.

VIII. New Business

A. 2023 Audit

- C. Matzke/C. Lindberg moved to approve the 2023 Disclaimer Audit so that it may be sent to the state. Motion carried.

B. Thief River Falls Library Fund

- Discussion was had regarding re-establishing the TRF Trust Fund. It was tabled until more information can be obtained.

C. Hoopla

- Discussion was had about the pros and cons of keeping Hoopla versus moving solely to CloudLibrary for e-materials.
- J. Hest/C. Lindberg moved to allocate \$7,537.35 from budget reserve to make purchases for CloudLibrary. Motion carried.

D. Board Conflict of Interest

- Discussion was had about what is and is not a conflict of interest when it comes to serving on the Board. It was decided a review of conflicts of interest should take place at the next full board meeting.
- C. Matzke noted that, as the recent NWRL leadership crisis has come to an end, it is time for the board to step back and allow the director/staff to do their jobs. The board can (gratefully) resume their role in general oversight of NWRL rather than micromanaging.

E. Open Discussion

- J. Hoffer gave an update regarding the spending of RLTA funds on new computers and related equipment. After making some changes, Hoffer was able to make the needed purchases under budget.
- J. Hoffer also informed the Board of the upcoming launch of the Aspen App on June 2nd.
- M. Lysford brought to the Board's attention that the cleaner for the headquarters location stated she would resign due to tax concerns unless she was taken on as an employee to help offset those tax challenges. M. Lysford said she is an asset we cannot lose and recommended the Board hire her on part-time according to the Library Associate's step scale.
- C. Lindberg/C. Matzke moved to hire Rebekkah Dirnberger on as a custodial employee. Motion carried.

IX. Old Business

A. CDs

- Three accounts were established at Border State Bank as previously approved by the Board: one savings in the amount of \$5,000 and the remaining balance of the cashed-out CD from Citizens State Bank was split into two separate CDs.
- R. Sourdif thanked J. Hest for cashing out the Citizen Bank CD.

B. Budget 2025

- The Budget Committee met to go over changes to the 2025 Budget. Tabled all action for the next meeting.

C. Open Discussion

- None

X. Director's Report

- State budget was discussed, noting RLBSS funding is okay and RLTA is uncertain. Technology grant that was a possibility at one point has been cancelled. Minitex has been funded and even got a budget increase.
- The ceiling in the front office area of the headquarters building has some minor damage and repair will be handled.
- The circulation report was presented and discussed.

XI. Adjournment

- Motion to adjourn made by J. Hest/C. Matzke. Motion carried. Meeting adjourned at 5:44 p.m.