

Northwest Regional Library Board of Trustees Meeting Minutes

Tuesday, June 10, 2025

Present: Roy Sourdif (Pennington County), Jim Hest (Marshall County), Charlie Lindberg (Hallock), Keri Youngstrand (Marshall County), Nathan Guillemette (Red Lake County), Jan Klatt (Roseau County), Cheryl Matzke (Red Lake Falls), Jean Johnson (Roseau), Scott Pream (Thief River Falls), Sandra Melby (Warren).

Others Present: Megan Lysford (Director), Destiny Walker (Bookkeeper/Office Associate), Janae Hoffer (Automation Coordinator), Sam Pulczynski (Greenbush Librarian), Brian Byklum (Health and Safety Coordinator for Northwest Service Cooperative), and several members of the Middle River community.

I. Call to Order: Board Chair R. Sourdif called the meeting to order at 4:30 p.m.

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

III. Public Comments: None.

IV. Librarians Report: S. Pulczynski with the Greenbush Public Library gave an update on Summer Reading Program, including the kick-off event with The Dollipops musical group.

V. Financial Reports

- D. Walker noted that the auditor's have requested that check numbers be included in financial approvals.
- C. Matzke/J. Johnson made a motion that the check numbers appear on both the agenda and in the minutes for future meetings. Motion carried.
- J. Hest/S. Pream made a motion to accept the financial reports as submitted and to approve checks #12644-12708 and electronic check #188. Motion carried.

VI. Approval of May 2025 Meeting Minutes

- K. Youngstrand/C. Lindberg 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:** No report.
- **Legacy Committee:** No Report.

VIII. New Business

A. Board Responsibilities

- M. Lysford brought information from the Minnesota Public Library Trustee Handbook published by State Library Services for the Board to review with attention focused on the ethics portion. It was noted that the Board should review and establish conflicts of interest and have members submit an annual conflict of interest disclosure.
- It was also noted that Board members, employees, and relatives of Board members or employees cannot and should not be hired for programming or through use of Legacy funding, as this also constitutes a conflict of interest.

B. Middle River LINK Site

- Several members of the Middle River community were in attendance and/or submitted letters to show support to re-open the Barb Geer Memorial Middle River LINK Site.
- Also in attendance was Brian Byklum, the Health and Safety Coordinator for Northwest Service Cooperative, who was tasked with testing for mold spores in the Legacy Center building in Middle River where the library was initially hosted. B. Byklum discussed the levels found in the initial report showed the library room had less spores than outside, which is what is used for their control in determining safe levels of exposure. Due to the already low risk determination, the library room was not retested. Other rooms in the building that had been determined to be of higher risk were mold remediated as well as had ceiling tile, insulation, and carpet replacements. Those rooms are now testing below outside levels.
- S. Melby explained the mold exposure initially came from a leak in the roof that has since been repaired/replaced after fundraising efforts. She also noted that there is a hydrometer and two dehumidifiers running at all times.
- N. Guillemette requested an additional sampling of the library room specifically be conducted. M. Lysford noted the significant costs to open the site back up, including furniture and materials. She also stated it takes about \$5,000 a year in staffing costs.
- C. Lindberg/K. Youngstrand made a motion that an agreement with Marshall County be pursued in order to consider reopening the Middle River LINK Site. Due to the sensitive nature of this topic, a roll call vote was taken with the following results: S. Pream, aye; J. Hest, aye; C. Matzke, aye; J. Johnson, aye; C. Lindberg, aye; K. Youngstrand, aye; J. Klatt, aye; R. Sourdif, aye; N. Guillemette, nay; and S. Melby abstained. Motion carried.

C. Hoopla

- J. Hest/S. Pream made a motion to discontinue the use of Hoopla starting September 1, 2025 in order to focus solely on CloudLibrary as our e-material resource. N. Guillemette voted against the motion. Motion carried.

D. Check Signing

- C. Matzke/S. Melby moved to approve allowing the usage of one signature for checks under \$5,000 as well as allowing the Director the pay bills and approve financials in months with no Board meeting. Motion carried.

E. Continuing Education

- S. Pream/C. Matzke made a motion to purchase a membership to the Government Finance Officers Association for \$160, as well as an intensive series of Governmental Accounting classes through that organization for \$550, to be attended by D. Walker. Motion carried.

F. CD

- S. Pream/J. Hest moved to cash out the CD at Northern State Bank at its maturity date of August 16, 2025, and to reinvest it in the highest yielding APY available at that time. Motion carried.

G. Open Discussion

- J. Hest noted that purchases within our budget can be taken care of by the Director and staff without needing to come to the Board, as in the case of the continuing education course.
- R. Sourdif proposed a title change for D. Walker to better align with her duties. N. Guillemette/J. Klatt made a motion to change D. Walker's title, with no change in pay or responsibilities, to Business Manager. Motion carried.

IX. Old Business**A. 2023/2024 Audit**

- M. Lysford and D. Walker gave an update on the audits. The 2023 Disclaimer Audit was completed and turned in to the state. Another report was requested from the state and is being worked on. The auditors came in May to work on the 2024 audit. All materials were provided to them at that time and prior to their visit. The auditors are still working on the 2024 audit and expect to have it completed before the end of June.

B. TRF Trust Fund

- D. Walker is working with the Board to potentially re-establish the TRF Trust Fund in the financials for NWRL. This was tabled from the previous meeting because more information was needed. That information has not yet been acquired, and the decision was tabled again.

C. Budget

- Changes to the 2025 Budget were tabled again to allow for some adjustments to be made for potentially re-opening the Middle River LINK Site.

D. Open Discussion

- N. Guillemette brought up a previous email regarding holiday pay that went out to all branch librarians. He was concerned that if staff would forget to put their holiday pay on their timecards, they would not be paid for it. D. Walker assured him and the Board that she watches for holiday pay on everyone's timecards and that no one would have that pay taken from them.

X. Director's Report

- Met with our insurance agent with North Risk Partners to discuss recent appraisals done at our library facilities and headquarters location. A couple of the appraisals came in much higher than expected and it was requested that they be double checked for accuracy. It was also noted that the insurance premium will increase for next year based on these appraisals.
- The circulation report was presented and discussed.

XI. Adjournment

- Motion to adjourn made by J. Hest/C. Lindberg. Motion carried. Meeting adjourned at 6:08 p.m.