Northwest Regional Library Board of Trustees Meeting Minutes

Tuesday, October 14, 2025

Present: Roy Sourdif (Pennington County), Anita Locken (Greenbush), Jim Hest (Marshall County), Charlie Lindberg (Hallock), Mary Cooney (Kittson County), Nathan Guillemette (Red Lake County), Jan Klatt (Roseau County), Jean Johnson (Roseau), Scott Pream (Thief River Falls), Sandra Melby (Warren).

Others Present: Megan Lysford (Director), Destiny Walker (Business Manager), Janae Hoffer (Automation Coordinator), Peggy Pearson (Hallock Librarian), Jodi Gulden (Warren Librarian).

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

Prior to the approval of the agenda, there was a discussion regarding potentially expired board terms. A. Locken noted C. Matzke and S. Melby's terms had expired in 2024 and their votes should not count. R. Sourdif stated C. Matzke was reinstated by her city council and has the right to vote. S. Melby's eligibility was still in question so she abstained from all voting during this board meeting.

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

III. Public Comments: None.

IV. Librarians Report: P. Pearson talked about events and happenings at the Hallock Public Library including the Barnes & Noble book buying trip that all NWRL libraries participated in, the Northwest Minnesota traveling arts exhibit, and the Twin Cities Paranormal Society visit. P. Pearson also noted that storytime has been busy despite school being in session and the book club has been reading one of Kent Nerburn's books ahead of his visit in November. J. Gulden talked about the busy week at Godel Memorial Library in Warren which included Mentalist Noah Sonie, Twin Cities Paranormal Society, and a book launch event for Victor Sweeney attended by 196 people.

V. Financial Reports

- M. Cooney brought up the high balance kept in our checking account and made the suggestion to move a portion to savings and the remainder into an interest-bearing checking account. She estimates these changes could yield $10,000 or more a year in interest earnings.
- M. Cooney/N. Guillemette made a motion to change our existing checking account to an interest-bearing checking account. Motion carried.
- M. Cooney/J. Klatt made a motion to move $300k from our checking into a savings account at Northern State Bank, pending auditor review to ensure there are no concerns. Motion carried.

- J. Hest/S. Pream made a motion to approve checks #12824-12935 and electronic checks #220-221, as well as accompanying financial reports for the months of August and September 2025. Motion carried.

VI. Approval of August 2025 Meeting Minutes

- C. Lindberg/M. Cooney moved to approve the August Minutes as submitted. Motion carried.

VII. Committee Reports

- **Personnel:** The Personnel Committee met to discuss the Director position expectations. They brought up their recommendations and Board action was taken. J. Hest/C. Lindberg made a motion to make the following changes to the Director position: work a minimum of one day in office and as needed, visit one library per month or at least each site once a year, attend city council/county commissioner meetings as requested by board representatives, and provide information for those meetings. J. Klatt and A. Locken were opposed. Motion carried. A. Locken brought up that a remote work policy is needed.
- **Building:** No report.
- **Joint Powers:** No report.
- **Budget and Salary Committee:** No report.
- **Legacy Committee:** No Report.

VIII. New Business

A. RLTA Priority 1 Application

- M. Lysford presented the board with the RLTA Priority 1 application. This is a grant from the state that provides funding for telecommunications (internet).
- A. Locken/C. Lindberg made a motion to approve the RLTA Priority 1 application. Motion carried.

B. Bylaws

- Discussion was had regarding the bylaws of the NWRL Board of Trustees. During this discussion, whether or not it is appropriate for a Board member to contact an attorney without Board approval was evaluated.
- Any changes to the bylaws were tabled until the next meeting when revised bylaws can be brought to the Board for consideration.
- M. Cooney/J. Klatt made a motion to approve paying the bill from Pemberton Law after Board member N. Guillemette contacted them on his own accord following the August meeting. C. Lindberg was opposed. Motion carried.

C. Personnel Committee Recommendations

- Discussion and action regarding Personnel Committee recommendations took place earlier in the meeting during committee reports.

D. 2025 Budget Error

- M. Lysford/D. Walker let the Board know there was an error in the 2025 Budget previously presented and approved. The error related to a differentiation in RLTA revenue and expenses, which should have been equal. The minute difference was rolled into the Electronic Books and the revised Budget was presented to the Board.
- C. Lindberg/J. Johnson made a motion to accept the revised 2025 Budget. Motion carried.

E. 2026 Budget Request Update

- Discussion was had regarding the budget requests from cities and counties that contribute funds to NWRL. It was noted that Kittson County approved a 3% increase, so did the cities of Hallock and Karlstad. The City of Red Lake Falls and Red Lake County also gave a 3% increase. Marshall County approved a 2% increase. The City of Greenbush remained the same, with no increase but also no cut. The City of Grygla approved a 4% increase. The Director still has yet to meet with Roseau County, the City of Roseau, and the City of Thief River Falls.

F. Dispose of Delivery Van

- J. Hest/S. Pream moved to put the old delivery van up for sale on bids. Motion carried.

G. Open Discussion

- None

IX. Old Business

A. PFML

- Discussion was had regarding the upcoming requirements for Paid Family Medical Leave in Minnesota. D. Walker noted she is still waiting for a quote for the private insurance option for PFML. The Board wanted more information regarding their options and employee eligibility, so this topic was tabled until the next meeting.

B. TRF Trust Fund

- D. Walker has been working with the Board to re-establish the Thief River Falls Trust Fund in the financials for NWRL. The TRF Library Board would like to use the funds to purchase a microfilm machine to replace theirs that is no longer operational.
- M. Cooney/C. Lindberg motioned to transfer money from the General Fund to the TRF Trust Fund in the amount of $27,895.00, which is consistent with audits conducted in 2022, 2023, and 2024. Motion carried.
- S. Pream/J. Klatt motioned to approve the TRF Library Board to purchase a microfilm machine for the Thief River Falls Public Library utilizing the re-established TRF Trust Fund. M. Cooney abstained. Motion carried.

C. Middle River LINK Site Reopening

- A discussion was had regarding the reopening of the Barb Greer Memorial LINK Site in Middle River. Information about the costs of reopening and maintaining the LINK Site were distributed to the Board. Additionally, quotes for library lockers from Bibliotheca were offered. No action was taken, this was just for Board information.

D. Open Discussion

- A question arose about when the computers will all be updated at the branches. J. Hoffer stated they are being updated as they become available from LARL (they are doing the imaging). J. Hoffer said she hopes to have staff computers and UPS battery backup replacements completed by the end of October. After that, public computers will be updated.
- A. Locken noted that Insurance Update was not included on Old Business. There was no update on this yet so no action was taken.
- Next month's meeting was moved from Veteran's Day to Monday, November 17th at 4:30 pm.

X. Director's Report

- M. Lysford recently attended the NDLA Tri-Conference and the MLA Conference. The libraries all participated in a book-buying trip at Barnes & Noble in Fargo.
- The circulation reports were presented.

XI. Adjournment

- Motion to adjourn made by J. Hest/S. Pream. Motion carried. Meeting adjourned at 6:25 p.m.