

Northwest Regional Library Board of Trustees Meeting Minutes

Tuesday, November 19, 2025

Present: Roy Sourdif (Pennington County), Anita Locken (Greenbush), Jim Hest (Marshall County), Charlie Lindberg (Hallock), Nathan Guillemette (Red Lake County), Jan Klatt (Roseau County), Cheryl Matzke (Red Lake Falls), Scott Pream (Thief River Falls), Beth Nelson (Thief River Falls), Sandra Melby (Warren), Bridget Larson-Lindner (Warroad).

Others Present: Megan Lysford (Director), Destiny Walker (Business Manager), Janae Hoffer (Automation Coordinator), Kelly Benjamin (Warroad Librarian), Bethany Hait (Thief River Falls Librarian) and her guest Pam, and several members of the Middle River community including Mayor Stromstadt.

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

II. Approval of Agenda: J. Hest/ S. Pream moved to approve the Agenda as submitted. Motion carried. Following approval of the Agenda, there was a request to change the Middle River discussion to earlier in the meeting. J. Hest/S. Pream moved to amend the Agenda to put the Middle River discussion as part of Public Comments. Motion carried.

III. Public Comments/Middle River:

- Members of the Middle River community spoke out about the importance of having a library in their town. Mayor Stromstadt introduced himself and said he wants to work with NWRL to find a way forward. Board members S. Pream, A. Locken, and C. Lindberg all expressed they wanted to get a decision made on this.
- S. Pream/J. Hest made a motion to advertise for a librarian for the Middle River LINK Site and to work with the Mayor and the City of Middle River to figure out how to get the library space set up so that it can be opened at a later date to be determined. Opposed: N. Guillemette. Motion carried.

IV. Librarians Report:

- B. Hait discussed events at the Thief River Falls Public Library including author Kent Nerburn and musician Dennis Warner, which both had good attendance. The TRF Library participated in the Halloween trick or treat event in town, with 2,210 people visiting the Library room set up at the Cmon Inn as part of the event. Upcoming activities include Santa at Saturday Story Time, letters to Santa station, a food drive, and a mitten drive.
- K. Benjamin noted that the Warroad Public Library is hosting a food drive and a costume drive. Also, the library is partnering with the Friends of the Library, the Women of Today, and Early Childhood Family Education to bring the Dolly Parton Imagination Library to Warroad. This

would provide children ages 0 to 5 with a book every month for five years. Warroad also hosted Dennis Warner. K. Benjamin encouraged the board members to follow the libraries on Facebook to see what they are up to.

V. Financial Reports

- J. Hest/S. Pream made a motion to approve checks #12937-13022 and electronic checks #228, 232, and 233, as well as accompanying financial reports for the month of October 2025. Motion carried.

VI. Approval of October 2025 Meeting Minutes

- S. Pream/C. Lindberg moved to approve the October Minutes as submitted. 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. New Policies

- M. Lysford presented the board with three new policies for consideration: Work from Home/Telecommuting Policy, Minnesota Paid Leave Policy, and Financial Policy. A. Locken pointed out that these policies need to go to the committees first to be gone through in depth, and also noted that the Work from Home Policy mentions a Technology Policy that NWRL does not currently have in place.
- N. Guillemette/A. Locken made the motion to table policies and have them reviewed by their respective committees. Motion carried.

B. 2026 Preliminary Budget/Step Scale

- A. Locken noted the budget should go to the Budget Committee to hash out details and said they previously decided not to run a deficit budget (the current prelim budget shows a deficit).
- After some discussion, interest earnings were brought up as a way to avoid the deficit in the budget.
- A. Locken/N. Guillemette motioned to add a line item for interest revenue to offset deficit spending in the 2026 preliminary budget. Motion carried.

C. Board terms

- The current terms of office for the Board of Trustees were presented as information only.

D. CD Maturities

- The Board was presented with three CDs reaching maturity, as well as current rates at local banks.
- B. Nelson/B. Larson-Lindner made a motion to cash in the certificate at Northern State Bank ending in #4639, divert the interest to the Operating Account, and reinvest the principal in a CD at Northern State Bank for 13 months at the anticipated rate of 3.9% APY. Motion carried.
- J. Hest/N. Guillemette made a motion to cash in the certificate at Border State Bank ending in #514, divert the interest to the Operating Account, and reinvest the principal in a CD at Wings Financial for 12 months at the anticipated rate of 4.1% APY. Motion carried.
- J. Hest/N. Guillemette made a motion to cash in the certificate at Border State Bank ending in #516, divert the interest to the minimum required to open an account with Wings Financial with the remainder of interest revenue going to the Operating Account, and reinvest the principal in a CD at Wings Financial for 24 months at the anticipated rate of 3.8% APY. Motion carried.

E. Garden Valley Capital Credit Buyout

- The Board was presented with the option to participate in Garden Valley's Capital Credit early buyout program. The Board showed no interest in participating and no action was taken.

F. PEIP Renewal

- M. Lysford presented the Board with the MN PEIP renewal rates for health insurance which did not increase from 2025 to 2026. This was for board information.

G. Open Discussion

- N. Guillemette brought up the possibility of opening a LINK site in the Oklee/Brooks/Plummer area. It was mentioned that this would be a consideration for down the road.
- B. Larson-Lindner, as a new member to the Board, asked why NWRL switched from Libby to Cloud Library (CL). M. Lysford explained that it was due to lack of usage on Libby and moving to CL was a way to increase patron participation, with the intention to consider moving back to Libby at a later date.

IX. Old Business

A. Bylaws

- Changes to the Board Bylaws were presented, including the addition of verbiage for who on the board can seek legal advice regarding Board matters, as was discussed at the prior meeting.
- Other changes were discussed and are noted in the following motion:
- J. Hest/C. Lindberg made a motion to approve all of the presented changes including: the addition to Article IV that the Board shall meet on the second Tuesday of the month “at 4:30 p.m. or a date agreed upon by the full board”; the addition to Article VI that states “No member of the Board may pursue legal advice from NWRL’s lawyer, except the Chair, without the express permission of the Chair or full Board”; striking the paragraph starting with “New hires or terminations...” from Article VII; and changing Article IX from requiring amendments to the bylaws to be approved by unanimous vote to only requiring majority vote. N. Guillemette was opposed, causing the motion not to carry as a unanimous vote was required.
- Discussion was had. N. Guillemette stated his opposition was regarding the amendment to Article VI that had to do with seeking legal advice. After some assurance from other Board members that it was not intended to be disciplinary toward N. Guillemette, but rather to assist in avoiding future issues of this matter, there was a change in his position.
- J. Hest/C. Lindberg presented the same motion as before, this time with unanimous votes in favor. Motion carried.

B. LMCIT Insurance

- M. Lysford and D. Walker met with Aaron Enge, our agent at North Risk Partners to discuss our insurance renewal. A. Enge will take care of the renewal. At the time of the meeting, a renewal rate was not yet available.

C. 2026 Budget Request Update

- There was no additional information on budget requests for the cities and counties.

D. PFML

- The Board was presented with options for Minnesota Paid Family Medical Leave including the state plan, private insurance, and self-insurance. It was noted that the private insurance rate was higher (2.2%) than the state plan (.88%). It was also noted that self-insurance requires a surety bond and legal assistance to ensure compliance with the state law. Under the state plan, NWRL has the option to pay anywhere between 50-100% of the premium.
- B. Nelson/N. Guillemette made a motion to go with the state plan for Minnesota Paid Family Medical Leave with NWRL paying 50% of the premium and employees of NWRL paying the remaining 50% of the premium. Motion carried.

E. Amendment to Bank Account

- D. Walker brought up a concern regarding the motion that was passed last month about the new savings and interest-bearing checking accounts. It was noted that funds may have to be continually transferred between checking and savings for the day-to-day operations of NWRL. D. Walker's concern was in the wording of the previous motion which essentially tied her hands in needing to leave \$300k in the savings at all times.
- B. Nelson/N. Guillemette made a motion that the intention is to keep no more than two months of operating expenses in the checking account and all excess funds are to be routed into the savings account. Motion carried.

F. Open Discussion

- Discussion was had regarding the next meeting date and time, as well as the need for a Personnel Committee and Budget Committee meeting.
- J. Hest/S. Pream made a motion to set the next board meeting date to December 17, 2025 at 4:30 p.m. Motion carried.
- Members of the Personnel/Budget Committees decided on meeting on December 2, 2025 with the Personnel Committee meeting at 4:30 p.m. and the Budget Committee immediately following.

X. Director's Report

- The director's report was presented in the board packet.
- The circulation reports were presented in the board packet.

XI. Adjournment

- Motion to adjourn made by A. Locken/N. Guillemette. Motion carried. Meeting adjourned at 7:13 p.m.

Northwest Regional Library Personnel/Budget Committee Meeting Minutes

Tuesday, December 2, 2025

Present: Roy Sourdif (Pennington County), Jim Hest (Marshall County), Charlie Lindberg (Hallock).

Others Present: Megan Lysford (Director), Destiny Walker (Business Manager), Janae Hoffer (Automation Coordinator).

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

II. New Business

A. Technology Policy

- J. Hoffer presented the Committee with a newly drafted Technology Policy.
- C. Lindberg advised removal of “Personal use should be kept to a minimum.” J. Hest agreed. They also requested that there is a reference to the vehicle and alcohol policies, as the Technology Policy references driving while using devices and the aforementioned policies are also related to driving.
- J. Hest made the recommendation that with these changes the Technology Policy should be sent to the full Board for approval.

B. Remote Work Policy

- The Personnel Committee reviewed the Remote Work Policy that had been presented at the November Board Meeting.
- C. Lindberg made the suggestion of changing “regular full or part time employees” to “administrative employees” under the eligibility criteria and then recommended it go to the full Board for approval.

C. Security Camera Policy

- J. Hoffer presented the Committee with a newly drafted Security Camera Policy as there are now security cameras in use at the Headquarters location.
- J. Hest made the recommendation that the policy goes to the full Board for approval.

D. MN Paid Leave Policy

- The Personnel Committee reviewed the MN Paid Leave Policy that had been presented at the November Board Meeting.
- C. Lindberg made the recommendation to send the MN Paid Leave Policy to the full Board for approval.

E. Financial Policy

- The Budget Committee reviewed the Financial Policy that had been presented at the November Board Meeting.
- R. Sourdif made the suggestion of adding “Itemized receipts” under the travel expense reimbursement section to avoid potential misuse of reimbursements.
- M. Lysford stated there is a section missing for Expense Reimbursements unrelated to travel and that she will work with D. Walker to get that section added.
- With those changes, J. Hest recommended the Financial Policy be sent to the full Board for approval.

F. Budget

- J. Hest made the recommendation to go with a 1.5% COLA or higher and offset with funds pulled from matured CDs. This will be sent to the full Board for approval.

III. Adjournment

- The meeting was adjourned at 6:10 p.m.