

# **Northwest Regional Library Board of Trustees Meeting Minutes**

Tuesday, December 17, 2025

**Present:** Roy Sourdif (Pennington County), Jim Hest (Marshall County), Nathan Guillemette (Red Lake County), Jan Klatt (Roseau County), Jean Johnson (Roseau), Scott Pream (Thief River Falls), Beth Nelson (Thief River Falls), Sandra Melby (Warren),

**Present via Zoom:** Bridget Larson-Lindner (Warroad).

**Others Present:** Megan Lysford (Director), Destiny Walker (Business Manager), Janae Hoffer (Automation Coordinator), Bethany Hait (Thief River Falls Librarian), Caitlin Knodel, Anita Locken.

**Others Present via Zoom:** Eric Etherington, Mayor of Greenbush.

**Prior to the Meeting:** Board Chair R. Sourdif stated that in going through the NWRL Board Bylaws, it was determined that two board members do not live within the political subdivisions that they represent on the NWRL Board. R. Sourdif consulted with two attorneys after the November meeting. Then notifications were sent to the City of Greenbush and the City of Hallock to let them know that their representatives do not meet our bylaws or statutory requirements. Two Board Members, Anita Locken (Greenbush) and Mary Cooney (Hallock), were removed from the NWRL Board.

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

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

## **III. Public Comments:**

- Eric Etherington, the mayor of Greenbush, addressed the Board. He stated that they received notice from NWRL that their representative does not live within the city limits of Greenbush. E. Etherington pointed out that the agreement with NWRL (referencing the Joint Powers Agreement) does not state that their representative needs to live within city limits. He acknowledged that the agreement goes back to 1991. He stated small communities struggle to find representatives and he requested the Board do what it can to get their representative, Anita Locken, to continue to serve on the NWRL Board.
- R. Sourdif stated more research will be done but said that this is within the constraints of the law. E. Etherington asked if the NWRL Bylaws can be amended. R. Sourdif responded with yes they can but a change in the bylaws will cause NWRL not to be within the confines of the law as the representatives must live within their political subdivisions.

- B. Larson-Lindner asked if she is able to represent Warroad because she does not live within the city limits. R. Sourdif stated we would have to research that but that she should not vote until we get it sorted.

#### **IV. Librarians Report:**

- B. Hait discussed upcoming events at the Thief River Falls Public Library including a New Years Eve party where they will countdown to noon, a stuffed animal sleepover in January, cookies with Santa, and the Winter Reading Program. B. Hait also mentioned that the Roseau Library had their Gift of Giving event and Holiday Open House and both events were well attended.

#### **V. Financial Reports**

- J. Hest/S. Pream made a motion to approve checks #13024-13063 and electronic checks #234-243, as well as accompanying financial reports for the month of November 2025. Motion carried.

#### **VI. Approval of November 2025 Meeting Minutes**

- S. Pream/J. Hest moved to approve the November Minutes as submitted. Motion carried.

#### **VII. Committee Reports**

- **Personnel:** Met but topics of discussion are in Old Business: New Policies.
- **Building:** No report.
- **Joint Powers:** No report.
- **Budget and Salary Committee:** Met but topics of discussion are in Old Business: New Policies, 2026 Preliminary Budget.
- **Legacy Committee:** No Report.

#### **VIII. New Business**

##### **A. 2026 Board Meeting Dates**

- Discussion was had regarding the meeting dates and whether or not they should be moved from the second Tuesday as some Board members would have an easier time attending. M. Lysford had sent out an email asking for preferred dates. The first or second Thursday was the most requested.
- R. Sourdif requested that Board members continue to keep a potential change in mind and to let M. Lysford know their preferences.
- The January meeting, which will be the annual meeting to re-elect officers and appoint committee members, will be held as usual on the second Tuesday, January 13<sup>th</sup> at 4:30 p.m.

**B. CD Reinvestment**

- At the November meeting it was decided to move the two maturing CDs from Border Bank to Wings Financial. When M. Lysford and R. Sourdif went to put the CDs in Wings, they were met with difficulties in getting the accounts set up and noted the rates also dropped.
- B. Nelson/S. Pream made a motion to reinvest \$151,531.93 from one of the Border Bank CDs into a 7-month CD at Northern State Bank at an anticipated rate of 4.2% APY and \$151,531.93 from the other Border Bank CD into a 13-month CD at Northern State Bank at an anticipated rate of 3.9% APY. Motion carried.

**C. Employee Longevity Recognition**

- M. Lysford notified the Board that she intends to recognize two employees for their longevity with NWRL: Tammee Bacon, 35 years, and Katie Andersen, 10 years.
- M. Lysford noted that we will be recognizing employees at 10 years, 20 years, 30 years, and so on going forward.

**D. Open Discussion**

- None.

**IX. Old Business****A. New Policies**

- The Open Meeting Policy was presented with updates relating to changes in the Open Meeting Law that no longer require Board members attending via Zoom (or similar) to be in public or to be open to the public. J. Hest/J. Johnson motioned to approve the changes to the Open Meeting Policy. Motion carried.
- The MN Paid Leave Policy was reviewed at the recent Personnel Committee meeting. J. Hest/S. Pream made a motion to adopt the new policy. Motion carried.
- The Remote Work Policy was also reviewed at the Personnel Committee meeting. J. Hest/S. Pream motioned to adopt the new policy. Motion carried.
- The Security Camera Policy was also reviewed at the Personnel Committee meeting. J. Hest/J. Johnson made a motion to adopt the new policy. Motion carried.
- The Financial Policy was reviewed at the recent Budget Committee meeting. J. Hest/S. Pream made a motion to adopt the new policy. Motion carried.
- The Technology Policy was also reviewed at the Personnel Committee meeting. J. Hest/B. Nelson made a motion to adopt the new policy. Motion carried.

**B. 2026 Preliminary Budget/Step Scale**

- M. Lysford presented the Board with three options for the 2026 Budget/Step Scale: one with 0% COLA, one with 1.5% COLA, and one with 2% COLA. The Budget was looked at

during the most recent Budget Committee meeting where they requested to toss out the 0% COLA budget.

- J. Hest/S. Pream motioned to approve the 2% COLA Budget/Step Scale for 2026. Motion carried.

#### **C. 2026 Budget Request Update**

- M. Lysford presented an update on the City and County allocations for next year.

#### **D. Open Discussion**

- A question arose about how things are going for the re-opening of Middle River. M. Lysford said she needs to meet with them to go over things and post for the librarian position but is waiting until after the holidays. She assured the Board that steps are being made. S. Melby said they have been working things on their end as well. D. Walker noted that the 2026 Budget that was approved included funding for Middle River for staff, programming, supplies, etc.

#### **X. Director's Report**

- M. Lysford noted there hasn't been a lot going on other than working on policies.
- The circulation reports were presented and discussed.

#### **XI. Adjournment**

- Motion to adjourn made by S. Pream/J. Johnson. Motion carried. Meeting adjourned at 5:40 p.m.