Northwest Regional Library Board of Trustees Meeting Minutes

Thursday, February 12, 2026

Present: Roy Sourdif (Pennington County), Jim Hest (Marshall County), Scott Pream (Thief River Falls), Beth Nelson (Thief River Falls), Sandra Melby (Marshall County), Keri Youngstrand (Marshall County), Caitlin Knodel (Pennington County), Nathan Guillemette (Red Lake County), Jean Johnson (Roseau), and Jan Klatt (Roseau County).

Present Virtually via Zoom: Erin Pollestad (Hallock), Cheryl Matzke (Red Lake Falls), Megan Lysford (Director), Lynsi Emery (Greenbush City Clerk), and Anita Locken (member of the public).

Others Present: Destiny Walker (Business Manager), Janae Hoffer (Automation Coordinator), Garry Gambill (potential Greenbush board member), Katie Andersen (Greenbush Librarian), Samantha Pulczinski (Greenbush Librarian), Kelly Benjamin (Warroad Librarian), and Stacey Rusek (Roseau Librarian).

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

II. Approval of Agenda: J. Hest/J. Klatt moved to approve the Agenda as submitted. A roll-call vote was taken due to virtual attendance with the result as follows: R. Sourdif, aye; J. Hest; aye; E. Pollestad, aye; J. Klatt, aye; C. Matzke, aye; K. Youngstrand, aye; S. Melby, aye; C. Knodel, aye; N. Guillemette, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye. Motion carried.

III. Public Comments: Went around the room and did introductions.

IV. Librarians Report:

- S. Rusek talked about recent events at the Roseau Public Library including a Santa visit, the Gift of Giving event which had over 400 attendees, Friends of the Library open house featuring music by Project Constellation, and the Teddy Bear Tea. Upcoming events include Love to Read event, quilt show, and a Harry Potter night.
- K. Benjamin discussed the Warroad Public Library's Book Blizzard with participation up 70+ from last year. Warroad also had a quilt show and is preparing for summer reading program.
- K. Andersen and S. Pulczinksi talked about the Greenbush Public Library. They've had an art class for kids going that has been well attended with 10-25 kids participating at each event. They had their Christmas open house, winter reading program, a puzzle exchange, and are starting work on summer reading program.

V. Financial Reports

- J. Hest/S. Pream made a motion to approve checks #13155-13181 and electronic checks #247-256, as well as accompanying financial reports for the month of January 2026. A roll-call vote was taken with the result as follows: R. Sourdif, aye; J. Hest; aye; E. Pollestad, aye; J. Klatt, aye; C. Matzke, aye; K. Youngstrand, aye; S. Melby, aye; C. Knodel, aye; N. Guillemette, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye. Motion carried.

VI. Approval of January 2026 Meeting Minutes

- N.Guillemette/J. Klatt moved to approve the January Minutes as submitted. A roll-call vote was taken with the result as follows: R. Sourdif, aye; J. Hest; aye; E. Pollestad, aye; J. Klatt, aye; C. Matzke, aye; K. Youngstrand, aye; S. Melby, aye; C. Knodel, aye; N. Guillemette, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye. 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. ACHF FY24 Completion Report

- The Arts and Cultural Heritage Fund (Legacy Grant) FY24 Completion Report was presented to the Board.
- N. Guillemette/S. Pream made a motion to approve the ACHF FY24 Completion Report as presented and to submit it to the state. A roll-call vote was taken with the result as follows: R. Sourdif, aye; J. Hest; aye; E. Pollestad, aye; J. Klatt, aye; C. Matzke, aye; K. Youngstrand, aye; S. Melby, aye; C. Knodel, aye; N. Guillemette, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye. Motion carried.

B. EAP Proposals

- EAP Proposals were presented to the Board. The EAP would support health and mental wellness for the employees of NWRL. The cost is $2,000 per year. The benefits would be available to all employees, not just those with benefits. G. Gambill expressed he did not believe it to be a necessary thing to offer. E. Pollestad disagreed, stating it's a valuable program to offer to employees. B. Nelson added that she also believes it to be worthwhile for employees, noting that the bank she works for does something similar.
- S. Melby/C. Knodel made a motion to table this topic until the next full Board meeting. A roll-call vote was taken with the result as follows: R. Sourdif, aye; J. Hest; aye; E. Pollestad, aye; J. Klatt, aye; C. Matzke, aye; K. Youngstrand, aye; S. Melby, aye; C.

Knodel, aye; N. Guillemette, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye. Motion carried.

C. Roseau County Budget Cuts

- M. Lysford notified the Board that Roseau County cut their appropriation by 13.5% or almost $16k. She noted the language of the Joint Powers Agreement, which states that if the appropriation for a city or county is cut below what was given the year prior, that library services to that area will be cut accordingly. She made the recommendation that the Board cut 3 hours a week from each of the affected libraries: Roseau, Greenbush, and Warroad to offset the appropriation reduction.
- A lengthy discussion ensued, with E. Pollestad wondering about fundraising. M. Lysford explained that library systems cannot solicit money, only Friends of the Library organizations can fundraise and donate to operating costs. N. Guillemette wondered about taking funds out of CDs to cover the loss. M. Lysford cautioned against this approach as it gives no incentive for the County to provide those missing funds in the future. B. Nelson agreed, stating it sets a dangerous precedent. E. Pollestad also noted that taking from the CDs reduces the potential interest earnings which provides future value. S. Rusek requested the Board take a look at what their cities contributed and consider cutting hours as a last resort since Roseau is the second largest library in the system and Warroad is the third largest. K. Benjamin noted their hours were cut because of Covid and they never returned to the hours they had prior. M. Lysford said another option would be to take from the materials budget, but said this would affect all libraries in the system, not just those in Roseau County. K. Youngstrand said this also wouldn't give Roseau County any incentive to give bring their appropriation back up in the future. E. Pollestad recommended they bring awareness to what these cuts are affecting by getting something in the newspaper and putting it on social media. B. Nelson suggested going to Roseau County and expressing why the cuts matter. It was suggested to table this discussion. B. Nelson said the outcome wouldn't be any different since the JPA states what to do in this situation. K. Youngstrand said the JPA could be amended but that's a long and involved process. Instead, she suggested they follow the JPA to be in compliance. She also recommended they present the value of the library to Roseau County in hopes of getting the funding back up for next year. S. Rusek requested the Board allow the libraries to choose their own hours to cut in order to have the least impact on their patrons.
- J. Hest/B. Nelson made a motion (with regrets) to follow the guidelines of the JPA and cut three hours a week from each of the Roseau County libraries, to be decided at the discretion of those libraries. A roll-call vote was taken with the result as follows: R. Sourdif, aye; J. Hest; aye; J. Klatt, aye; C. Matzke, aye; K. Youngstrand, aye; S. Melby, aye; C. Knodel, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye. N. Guillemette was opposed. E. Pollestad left the meeting prior to this vote. Motion carried.

- J. Hest/N. Guillemette made a motion to send a letter to Roseau County from the Board expressing the impact of their budget cuts on their local libraries. A roll-call vote was taken with the result as follows: R. Sourdif, aye; J. Hest; aye; J. Klatt, aye; C. Matzke, aye; K. Youngstrand, aye; S. Melby, aye; C. Knodel, aye; N. Guillemette, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye. E. Pollestad left the meeting prior to this vote. Motion carried.

D. Immigration Authority and Law Enforcement Visits and Requests for Records Policy

- The Board was presented with a new policy for Immigration Authority and Law Enforcement visits to NWRL locations. It outlines what staff can do to stay within the law. It was reviewed by our attorney prior to bringing it to the Board. M. Lysford expressed the importance of passing this policy in order to protect NWRL staff and patrons.
- S. Pream/S. Melby made a motion to approve the Immigration Authority and Law Enforcement Visits and Requests for Records Policy as submitted. A roll-call vote was taken with the result as follows: R. Sourdif, aye; J. Hest; aye; J. Klatt, aye; C. Matzke, aye; K. Youngstrand, aye; S. Melby, aye; C. Knodel, aye; N. Guillemette, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye. E. Pollestad left the meeting prior to this vote. Motion carried.

E. Registration, Circulation, and Overdue Materials Policy

- Updates to the existing Registration, Circulation, and Overdue Materials Policy were presented to the Board. These updates were to get the policy to align with other policies and procedures currently in place.
- It was requested to add verbiage under the Schools/Students section regarding parent/guardian being able to see what a minor checks out, not just the patron themselves.
- J. Klatt/B. Nelson made a motion to approve the Registration, Circulation, and Overdue Materials Policy with the requested change. A roll-call vote was taken with the result as follows: R. Sourdif, aye; J. Hest; aye; J. Klatt, aye; C. Matzke, aye; K. Youngstrand, aye; S. Melby, aye; C. Knodel, aye; N. Guillemette, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye. E. Pollestad left the meeting prior to this vote. Motion carried.

F. Middle River LINK Site Librarian

- Interviews were held last week by M. Lysford, R. Sourdif, and C. Matzke to fill the position of Branch Librarian at the Barb Geer Memorial LINK Site in Middle River. They made their recommendation to the Board.
- K. Youngstrand/S. Pream made a motion to hire Natalie for the role of Branch Librarian in Middle River, and if she declines to hire Annea. A roll-call vote was taken with the result as follows: R. Sourdif, aye; J. Hest; aye; J. Klatt, aye; C. Matzke, aye; K. Youngstrand, aye; S. Melby, aye; C. Knodel, aye; N. Guillemette, aye; J. Johnson, aye; S.

Pream, aye; B. Nelson, aye. E. Pollestad left the meeting prior to this vote. Motion carried.

G. CD Maturity

- The Board reviewed a maturing CD from Northern State Bank. It was requested that in future discussions of rates, the Board would like to add American Federal in Hallock and remove Wings Credit Union from the list of options.
- B. Nelson/J. Klatt made a motion to cash in the maturing CD and reinvest the principal and accrued interest at Border Bank for 23 months at an expected interest rate of 3.3% APY. A roll-call vote was taken with the result as follows: R. Sourdif, aye; J. Hest; aye; J. Klatt, aye; K. Youngstrand, aye; S. Melby, aye; C. Knodel, aye; N. Guillemette, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye. C. Matzke and E. Pollestad left the meeting prior to this vote. Motion carried.

H. Open Discussion

- N. Guillemette/K. Youngstrand nominated E. Pollestad for Treasurer of the Board. A roll-call vote was taken with the result as follows: R. Sourdif, aye; J. Hest; aye; J. Klatt, aye; C. Matzke, aye; K. Youngstrand, aye; S. Melby, aye; C. Knodel, aye; N. Guillemette, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye. Motion carried.
- N. Guillemette/S. Pream nominated J. Klatt for Secretary of the Board. A roll-call vote was taken with the result as follows: R. Sourdif, aye; J. Hest; aye; J. Klatt, aye; S. Melby, aye; C. Knodel, aye; N. Guillemette, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye. C. Matzke, E. Pollestad, and K. Youngstrand left the meeting prior to this vote. Motion carried.

IX. Old Business

A. Open Discussion

- The recently passed Technology Policy was discussed, noting some of the NWRL staff were concerned about certain verbiage in the policy. The Board was notified that the policy will be brought to Extension for review and would likely be coming back to the Board with changes.
- The Unexpected Closure Policy was also discussed, with some staff being concerned about this one as well. The Board was notified this policy would be looked at during Extension for clarification purposes.

X. Director's Report

- M. Lysford reported that she obtained a grant to attend the Public Library Association's annual conference being held in Minneapolis in April. The grant is worth up to $3,000 in travel and expenses related to attending the conference.

- M. Lysford notified the Board that she was appointed to be the CRPSLA rep for the Center for the Book Committee.
- Circulation numbers were distributed and discussed.

XI. Adjournment

- Motion to adjourn made by S. Pream/J. Klatt. A roll-call vote was taken with the result as follows: R. Sourdif, aye; J. Hest; aye; J. Klatt, aye; S. Melby, aye; C. Knodel, aye; N. Guillemette, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye. C. Matzke, E. Pollestad, and K. Youngstrand left the meeting prior to this vote. Motion carried. Meeting adjourned at 6:13 pm.