Northwest Regional Library Board of Trustees Meeting Minutes

Tuesday, January 13, 2026

Present: Roy Sourdif (Pennington County), Jim Hest (Marshall County), Cheryl Matzke (Red Lake Falls), Scott Pream (Thief River Falls), Beth Nelson (Thief River Falls), Keri Youngstrand (Marshall County), Caitlin Knodel (Pennington County), and Jan Klatt (Roseau County).

Present Virtually via Zoom: Jean Johnson (Roseau), Nathan Guillemette (Red Lake County), and Erin Pollestad (member of the public).

Others Present: Megan Lysford (Director), Destiny Walker (Business Manager), Janae Hoffer (Automation Coordinator), Laura Schafer (Red Lake Falls Librarian), and Peggy Pearson (Hallock/Karlstad Librarian).

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

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

III. Public Comments: None

IV. Restructuring – Executive Board

- J. Hest/C. Matzke nominated R. Sourdif for President/Chair. A call for additional nominations resulted in N. Guillemette nominating J. Klatt for the position. J. Klatt declined the nomination. R. Sourdif called for nominations three times. No other nominations were presented. A roll-call vote was taken for R. Sourdif to remain President/Chair with the following results: S. Pream, aye; J. Hest, aye; C. Matzke, aye; B. Nelson, aye; C. Knodel, aye; J. Klatt, aye; K. Youngstrand, aye; J. Johnson, aye; and N. Guillemette, aye. Motion carried.
- S. Pream/C. Matzke nominated J. Hest for Vice President/Vice Chair. R. Sourdif called for nominations three times. There were no other nominations. A roll-call vote was taken for J. Hest to remain Vice President/Vice Chair with the following results: S. Pream, aye; C. Matzke, aye; B. Nelson, aye; C. Knodel, aye; J. Klatt, aye; K. Youngstrand, aye; R. Sourdif, aye; J. Johnson, aye; and N. Guillemette, aye. Motion carried.
- J. Hest/K. Youngstrand nominated C. Matzke for the At-Large position. R. Sourdif called for nominations three times. There were no other nominations. A roll-call vote was taken for C. Matzke to remain the At-Large position with the following results: S. Pream, aye; J. Hest, aye; C.

Matzke, aye; B. Nelson, aye; C. Knodel, aye; J. Klatt, aye; K. Youngstrand, aye; R. Sourdif, aye; J. Johnson, aye; and N. Guillemette, aye. Motion carried.

- The positions of Secretary and Treasurer remained open. They will be decided at a future date.

V. Librarians Report:

- L. Schafer reported that the Red Lake Falls Public Library has started the Winter Reading Program and has been having good attendance at both the children's and adult water color painting classes. L. Schafer also noted that the Caldecott winners will be announced in two weeks.
- P. Pearson reported that the Hallock Public Library and the Karlstad LINK site are both doing a Monopoly-style game for Winter Reading. Hallock has also been hosting a Thursday night Chess Club, which has gone over surprisingly well.
- P. Pearson inquired about how book purchasing will be going forward now that Baker & Taylor has closed. M. Lysford informed her that we are working with Ingram as our new book vendor but they are still in the process of getting us set up as they have an influx of libraries switching to them because of the Baker & Taylor closure. M. Lysford also stated the plan is to have one librarian in charge of ordering for the whole system.

VI. Financial Reports

- J. Hest/N. Guillemette made a motion to approve checks #13065-13152 and electronic checks #240-246, as well as accompanying financial reports for the month of December 2025. A roll-call vote was taken with the result as follows: S. Pream, aye; J. Hest, aye; C. Matzke, aye; B. Nelson, aye; C. Knodel, aye; J. Klatt, aye; K. Youngstrand, aye; R. Sourdif, aye; J. Johnson, aye; and N. Guillemette, aye. Motion carried.

VII. Approval of December 2025 Meeting Minutes

- B. Nelson/J. Klatt moved to approve the December Minutes as submitted. A roll-call vote was taken with the result as follows: S. Pream, aye; J. Hest, aye; C. Matzke, aye; B. Nelson, aye; C. Knodel, aye; J. Klatt, aye; K. Youngstrand, aye; R. Sourdif, aye; J. Johnson, aye; and N. Guillemette, aye. Motion carried.

VIII. Committee Reports

- **Personnel:** No report.
- **Building:** No report.
- **Joint Powers:** No report.
- **Budget and Salary Committee:** No Report.
- **Legacy Committee:** No Report.

IX. New Business

A. Emergency Closing Policy

- A newly drafted Unexpected Closure Policy was presented to the Board for approval. The policy is designed to outline procedures for closing Headquarters and Library Branches due to circumstances such as weather.
- J. Hest/C. Matzke made a motion to approve the Unexpected Closure Policy as submitted. A roll-call vote was taken with the result as follows: S. Pream, aye; J. Hest, aye; C. Matzke, aye; B. Nelson, aye; C. Knodel, aye; J. Klatt, aye; K. Youngstrand, aye; R. Sourdif, aye; J. Johnson, aye; and N. Guillemette, aye. Motion carried.

B. FY2026 RLTA Priority 2

- K. Youngstrand/S. Pream made a motion to approve the FY2026 RLTA Priority 2 application. A roll-call vote was taken with the result as follows: S. Pream, aye; J. Hest, aye; C. Matzke, aye; B. Nelson, aye; C. Knodel, aye; J. Klatt, aye; K. Youngstrand, aye; R. Sourdif, aye; J. Johnson, aye; and N. Guillemette, aye. Motion carried.

C. Open Discussion

- N. Guillemette inquired about the audit and when it would take place. D. Walker/M. Lysford informed the Board that the audit will take place March 25-26, months ahead of when we have done in it in past years.

X. Old Business

A. 2026 Board Meeting Dates

- At previous meetings, discussion took place regarding the future meeting dates of the Board. M. Lysford gathered information from Board members in hopes of finding the best day for meetings that fit everyone's schedules. M. Lysford informed the board that the best day she could find based on that intel collected was the second Thursday of the month. It was noted that in order to do this, the By-Laws would need to be amended.
- E. Pollestad, a member of the public who is interested in joining the Board, made a suggestion to amend the By-Laws to state the meeting dates for the year will be decided at the annual meeting, rather than giving a specific day in the By-Laws.
- J. Hest/S. Pream made a motion to amend the By-Laws to state the meeting day for the year will be decided upon by majority vote at the annual meeting. A roll-call vote was taken with the result as follows: S. Pream, aye; J. Hest, aye; C. Matzke, aye; B. Nelson, aye; C. Knodel, aye; J. Klatt, aye; K. Youngstrand, aye; R. Sourdif, aye; J. Johnson, aye; and N. Guillemette, aye. Motion carried.
- J. Klatt/C. Matzke made a motion to hold meetings in 2026 on the second Thursday of the month at 4:30 pm. A roll-call vote was taken with the result as follows: S. Pream, aye; J. Hest, aye; C. Matzke, aye; B. Nelson, aye; C. Knodel, aye; J. Klatt, aye; K.

Youngstrand, aye; R. Sourdif, aye; J. Johnson, aye; and N. Guillemette, aye. Motion carried.

B. Northern State Bank Savings Account

- In prior meetings, the Board decided to move money from the checking account into a savings account. D. Walker encountered a hiccup with the ability to move money freely between the savings and checking, which would be necessary in order to maintain adequate funds for bill payments and payroll. The issue was related to the requirement for two signatures in order to transfer funds out of the savings account.
- J. Hest/K. Youngstrand made a motion to remove the requirement for two signatures on the savings account at Northern State Bank. A roll-call vote was taken with the result as follows: S. Pream, aye; J. Hest, aye; C. Matzke, aye; B. Nelson, aye; C. Knodel, aye; J. Klatt, aye; K. Youngstrand, aye; R. Sourdif, aye; J. Johnson, aye; and N. Guillemette, aye. Motion carried.

C. Open Discussion

- N. Guillemette inquired about the status of the reopening of the Middle River LINK Site. M. Lysford informed the Board that she will have a walkthrough with the Mayor and that we are seeking a candidate for Branch Librarian. K. Youngstrand asked about whether the prior agreement was located and provided to Middle River. M. Lysford explained they had no agreement and that the Joint Powers Agreement (JPA) is the agreement in place.
- A letter from attorney Kristi Hastings with Pemberton Law was presented to the Board. The letter is a legal opinion regarding the removal of NWRL Board members due to residency related to the political subdivisions which they represent. R. Sourdif said that he would not discuss the matter as he is not legal counsel and that the Board could read the letter on their own. The legal opinion states: “It is my opinion that the removal of Mary Cooney, Anita Locken, and Bridget Larson-Linder as representatives of cities was proper because they do not live within the boundaries of the cities they represent.”
- J. Klatt asked a clarifying question regarding the number of Board members for Roseau County, wondering why they can’t have more than one representative based on population. M. Lysford explained that any County cannot have more than four members on the Board and because Roseau County has three cities represented, they can only have one county member on the Board.

XI. Director’s Report

- M. Lysford reported that it has been fairly quiet between holidays and storms, but that NWRL staff has been working on preparing for the audit, putting together new policies, and getting set up with a new vendor for book purchases.
- The circulation report was presented and discussed, as well as year-end highlights. M. Lysford noted the steady increase in usage for Cloud Library.

XII. Adjournment

- Motion to adjourn made by S. Pream/J. Hest. A roll-call vote was taken with the result as follows: S. Pream, aye; J. Hest, aye; C. Matzke, aye; B. Nelson, aye; C. Knodel, aye; J. Klatt, aye; K. Youngstrand, aye; R. Sourdif, aye; J. Johnson, aye; and N. Guillemette, aye. Motion carried. The meeting was adjourned at 5:19 pm.