Northwest Regional Library Board of Trustees Meeting Minutes

Thursday, April 9 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), Nathan Guillemette (Red Lake County), Jean Johnson (Roseau), and Jan Klatt (Roseau County).

Present Virtually via Zoom: Erin Pollestad (Hallock), Sandra Melby (Marshall County), username "Warroad & Roseau".

Others Present: Megan Lysford (Director), Bethany Hait (Thief River Falls librarian), Jodi Gulden (Warren librarian), Mag Melgaard (member of the public).

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

II. Approval of Agenda: J. Hest/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; G. Gambill, aye; J. Johnson, aye; B. Nelson, aye; N. Guillemette, aye; K. Youngstrad, aye; C. Knodel, aye; J. Klatt, aye; C. Matzke, aye; R. Sourdif, aye; E. Pollestad, aye; and S. Melby, aye. Motion carried.

III. Public Comments: None

IV. Librarians Report:

- B. Hait notes that the Thief River Library is holding a quilt show that goes until the end of the month. Patrons can vote multiple times for their favorite. Prairie Public has provided meal kits in a backpack that include a recipe, book, and all supplies to make the recipe. All 10 were checked out within 48 hours. Over spring break, over 60 kids took part in a scavenger hunt.
- J. Gulden mentions that in Warren it has been busier lately, due to no school.

V. Financial Reports

- J. Klatt/B. Nelson made a motion to approve checks #13182-13256 and electronic checks #253-259, as well as accompanying financial reports for the month of February 2026. A roll-call vote was taken with the result as follows: S. Pream, aye; J. Hest, aye; G. Gambill, aye; J. Johnson, aye; B. Nelson, aye; N. Guillemette, aye; K. Youngstrad, aye; C. Knodel, aye; J. Klatt, aye; C. Matzke, aye; R. Sourdif, aye; E. Pollestad, aye; and S. Melby, aye. Motion carried.
- J. Johnson/N. Guillemette made a motion to approve checks #13257-13311 and electronic checks #260-266, as well as accompanying financial reports for the month of March 2026. A roll-call vote was taken with the result as follows: S. Pream, aye; J. Hest, aye; G. Gambill, aye; J. Johnson, aye; B. Nelson, aye; N. Guillemette, aye; K. Youngstrad, aye; C. Knodel, aye; J. Klatt, aye; C. Matzke, aye; R. Sourdif, aye; E. Pollestad, aye; and S. Melby, aye. Motion carried.

VI. Approval of February 2026 Meeting Minutes

- S. Pream/J. Klatt moved to approve the February Minutes as submitted. A roll-call vote was taken with the result as follows: S. Pream, aye; J. Hest, aye; G. Gambill, aye; J. Johnson, aye; B. Nelson, aye; N. Guillemette, aye; K. Youngstrad, aye; C. Knodel, aye; J. Klatt, aye; C. Matzke, aye; R. Sourdif, aye; E. Pollestad, aye; and S. Melby, 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.

VII. New Business

A. Middle River LINK site librarian

- J. Hest and C. Matzke noted that the Personnel Committee interviewed several candidates, and found that a trio of teachers who wanted to share the position were the best candidates.
- J. Hest/C. Matzke moved to appoint Stacey Nelson, Debra Ness, and Pamela Schenky as the Middle River LINK site librarians. A roll-call vote was taken due to virtual attendance with the result as follows: S. Pream, aye; J. Hest, aye; G. Gambill, aye; J. Johnson, aye; B. Nelson, aye; N. Guillemette, aye; K. Youngstrad, aye; C. Knodel, aye; J. Klatt, aye; C. Matzke, aye; R. Sourdif, aye; E. Pollestad, aye; and S. Melby, aye. Motion carried.

B. Northern Lights Library Board appointment

- Kathy Enger, director of the Northern Lights Library Network, recently let Director M. Lysford know that due to C. Lindstrom resigning, NWRL needed a replacement on their board. K. Youngstrand noted that she was the alternate, and asked to move up to primary.
- N. Guillemette/J. Klatt moved to appoint K. Youngstrand as the NWRL representative to the NLLN board. A roll-call vote was taken due to virtual attendance with the result as follows: S. Pream, aye; J. Hest, aye; G. Gambill, aye; J. Johnson, aye; B. Nelson, aye; N. Guillemette, aye; K. Youngstrad, abstain; C. Knodel, aye; J. Klatt, aye; C. Matzke, aye; R. Sourdif, aye; E. Pollestad, aye; and S. Melby, aye. Motion carried.

C. MNPLAR

- M. Lysford noted for Board information that the 2025 Minnesota Public Library Annual Report had been submitted to the state. She noted that copies or links to the report were available upon request.

D. 2024 RLTA Priority 2

- M. Lysford noted for Board information that due to miscommunications from prior administration, that NWRL had received money for the FY 2024 RLTA Priority 2 funds. Due to internal upheaval, this money was overlooked. The state ended up taking that money back through our FY 2027 RLBSS disbursement, at a total of around $65,000.

E. 2026 Updated Budget

- M. Lysford noted that due to the decrease in funding from Roseau County, a lower than expected cost in insurance, as well as a few other smaller changes, led our budget to need to be updated.
- C. Matzke/S. Pream made a motion to accept the updated budget as presented. A roll-call vote was taken due to virtual attendance with the result as follows: S. Pream, aye; J. Hest, aye; G. Gambill, aye; J. Johnson, aye; B. Nelson, aye; N. Guillemette, aye; K. Youngstrad, aye; C. Knodel, aye; J. Klatt, aye; C. Matzke, aye; R. Sourdif, aye; E. Pollestad, aye; and S. Melby, aye. Motion carried.

F. Volunteer Policy

- The newly written volunteer policy was presented to the board. K. Youngstrand noted that there should be a waiver available for parents to sign to allow minors to volunteer. There was discussion amongst the group about allowing members of the public on probation or on loan from Sentence to Serve, and if any kind of violation should preclude them from volunteering.
- E. Pollestad/K. Youngstrand made the motion to accept the volunteer policy with the addendum of the parental waiver for minor participation. A roll-call vote was taken due to virtual attendance with the result as follows: S. Pream, aye; J. Hest, aye; G. Gambill, aye; J. Johnson, aye; B. Nelson, aye; N. Guillemette, aye; K. Youngstrad, aye; C. Knodel, aye; J. Klatt, aye; C. Matzke, aye; R. Sourdif, aye; E. Pollestad, aye; and S. Melby, aye. Motion carried.

G. Maturing CD

- An upcoming CD is maturing in May. There was discussion about potentially not having a May board meeting, which would mean that the CD would need to be voted on at the present meeting.
- K. Youngstrand/N. Guillemette made the motion to cash out the CD upon maturing in May, and voting on where to reinvest it at the June meeting. A roll-call vote was taken due to virtual attendance with the result as follows: S. Pream, aye; J. Hest, aye; G. Gambill, aye; J. Johnson, aye; B. Nelson, aye; N. Guillemette, aye; K. Youngstrad, aye; C. Knodel, aye; J. Klatt, aye; C. Matzke, aye; R. Sourdif, aye; E. Pollestad, aye; and S. Melby, aye. Motion carried.

H. Open Discussion

- None

IX. Old Business

A. Technology Policy

- The updated technology policy was presented, with requested changes made including specifying NWRL vs personal devices, and the approval of the Director needed for use of NWRL email, etc. on personal devices.
- G. Gambill noted that librarians he had spoken to were against this policy. He noted that he didn't feel that a policy like this was necessary.
- J. Hest/S. Pream made the motion to accept the technology policy as presented. A roll-call vote was taken due to virtual attendance with the result as follows: S. Pream, aye; J. Hest, aye; G. Gambill, nay; J. Johnson, aye; B. Nelson, aye; N. Guillemette, aye; K. Youngstrad, aye; C. Knodel, aye; J. Klatt, aye; C. Matzke, aye; R. Sourdif, aye; E. Pollestad, aye; and S. Melby, aye. Motion carried.

B. EAP Proposals

- After being tabled at the February meeting, M. Lysford brought the EAP proposals back to the board. E. Pollestad noted how a program like this can be a lifeline to families that are struggling with personal crises. B. Nelson added that she had never worked anywhere that did not offer an EAP to its employees. G. Gambill voiced that he had never had access to an EAP through an employer, and didn't feel that it is necessary.
- B. Nelson/E. Pollestad made the motion to accept the proposal from Village EAP at a cost of $2,000 per year, to start as soon as possible. A roll-call vote was taken due to virtual attendance with the result as follows: S. Pream, aye; J. Hest, aye; G. Gambill, nay; J. Johnson, aye; B. Nelson, aye; N. Guillemette, nay; K. Youngstrad, aye; C. Knodel, aye; J. Klatt, aye; C. Matzke, aye; R. Sourdif, aye; E. Pollestad, aye; and S. Melby, aye. Motion carried.

C. Open Discussion

- N. Guillemette asked if M. Lysford can bring the metrics that will be used to assess the Middle River LINK site to the June meeting.
- J. Klatt asked about clarification in the JPA regarding distribution of extra funds from counties and cities. For example, when Roseau County reduced the budget, all Roseau County libraries were affected, but J. Klatt was told that if the City of Roseau were to give extra money, it would go to all libraries and not just Roseau Public Library. M. Lysford will look into this and report back at the next meeting.

X. Director's Report

- M. Lysford reported that she had attended both an in-person CRPLSA meeting as well as the Public Library Association conference, both held in the Twin Cities. She noted that both were great for networking with other librarians, both across the state and nationally. She attended several sessions that will help with upcoming projects, such as strategic planning.
- The audit was done in late March, with the auditor most likely presenting at the June meeting.

- The circulation report was presented and discussed.

XI. Adjournment

- Motion to adjourn made by N. Guillemette/S. Pream. Motion carried by acclamation. The meeting was adjourned at 6:09 pm.