Northwest Regional Library Executive Board Meeting Minutes

Thursday, July 9, 2026

Present: Roy Sourdif (Pennington County), Jim Hest (Marshall County), Jan Klatt (Roseau County), and Cheryl Matzke (Red Lake Falls).

Others Present: Megan Lysford (Director) and Destiny Walker (Business Manager).

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. Motion carried.

III. Public Comments: None

IV. Librarians Report: None

V. Financial Reports

- J. Hest/C. Matzke made a motion to approve checks #13404-13463 and electronic checks #286-296, as well as accompanying financial reports for the month of June 2026. Motion carried.

VI. Approval of June 2026 Meeting Minutes

- J. Klatt/C. Matzke moved to approve the June Minutes. 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 FY27 Application

- C. Matzke/J. Klatt moved to approve the FY27 ACHF application. Motion carried.

B. Donation Policy

- M. Lysford presented the Board with a new Donation Policy. She noted that there is an error in the first paragraph that should read “Board of Directors” instead of “Board of Commissioners.”
- J. Hest/C. Matzke moved to approve the Donation Policy with the noted change. Motion carried.

C. CD

- There is one CD maturing on July 19th. There was discussion about whether to reinvest now, or set it aside until the next meeting when reinvestment decisions could be made. It was decided to do it now in case rates change.
- C. Matzke/J. Klatt made a motion to reinvest the maturing CD, both its principal and earned interest, into a 12-month CD at Border Bank at an expected APY of 3.65%.

D. Thief River Falls Hours

- M. Lysford and R. Sourdif put in a request to the Thief River Falls branch to come up with a plan to reduce hours due to upcoming anticipated funding cuts as well as a retirement of a full-time staff member.
- M. Lysford noted the Thief River Falls Library is currently open 61 hours a week, which she says is excessive when compared to other libraries in Minnesota. It was also noted that only 15.8% of all circulation occurs after 5 pm, with only 1% of those occurring after 8 pm.
- R. Sourdif stated that it was better to be proactive rather than reactive on this issue, regarding the financial outlook expected for next year.
- The Executive Board decided to table the decision on this in order for it to go to the full Board next month. They did however decide to come up with recommendations for the Board.
- J. Hest/C. Matzke moved to recommend option one for reduction of hours with the amendment of Saturday hours being 10-2. Motion carried. This is a recommendation only and will go on to the full Board for an official vote.
- J. Hest/J. Klatt moved to recommend that the Thief River Falls branch does not fill the vacant position or back fill those hours with existing staff. Motion carried. This is a recommendation only and will go on to the full Board for an official vote.

E. Open Discussion: None

IX. Old Business

A. Open Discussion: None

X. Director's Report

- M. Lysford reported she attended the Big Issues Summit which brought together library professionals to discuss the biggest current concerns for libraries. M. Lysford also noted that she was working on getting city and county meetings set up to discuss budget requests.
- The circulation report was presented and discussed.

XI. Adjournment

- Motion to adjourn made by J. Klatt/J. Hest. Motion carried by acclamation. The meeting was adjourned at 5:29 pm.