Northwest Regional Library Board of Trustees Meeting Minutes

Thursday, June 11, 2026

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

Present Virtually via Zoom: Erin Pollestad (Hallock).

Others Present: Megan Lysford (Director), Destiny Walker (Business Manager), Janae Hoffer (Automation Coordinator), Bethany Hait (Thief River Falls Librarian), and Olivia Morton with Brady Martz.

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

II. Approval of Agenda: R. Sourdif requested an amendment to the Agenda to move the 2025 Audit Presentation from New Business (a) to follow Public Comments and precede Librarians Report. S. Pream/N. Guillemette moved to approve the Agenda as amended. A roll-call vote was taken due to virtual attendance 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; G. Gambill, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye; and E. Pollestad, aye. Motion carried.

III. Public Comments: None

IV. 2025 Audit Presentation:

- Olivia Morton with Brady Martz & Associates presented the 2025 Audit. O. Morton noted that there were no disagreements with management and that it was a clean audit. It was pointed out that there was a prior year correction for unearned revenue. O. Morton also noted that there is a healthy fund balance and there were no findings for state compliance. Two audit findings that were repeated from previous years and are common for smaller organizations were the separation of duties and having Brady Martz prepare the financial statements.
- N. Guillemette questioned NWRL's accounting policy on having only the director sign on checks under $5,000 and was wondering if that was appropriate. O. Morton said she would discuss it with Sarah Niemala (Brady Martz) and let us know if there are any concerns. O. Morton noted that typically there are two signers for governments but also it was not flagged during the audit.
- N. Guillemette/J. Hest motioned to approve the 2025 Audit. 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; and E. Pollestad, aye. G. Gambill was opposed. Motion carried.

V. Librarians Report:

- B. Hait noted that 115 signed up for Summer Reading so far at the Thief River Falls Public Library and 110 attended the kick-off event with Northern Tropics. B. Hait discussed plans to plant vegetables in raised beds outside of the library, to have a bee keeper come in for a presentation, and for a visit from CREST out of the University of MN Crookston.

VI. Financial Reports

- E. Pollestad/C. Matzke made a motion to approve checks #13312-13364 and electronic checks #267-277, as well as accompanying financial reports for the month of April 2026 and checks #13365-13403 and electronic checks #278-285, as well as accompanying financial reports for the month of May 2026. 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; G. Gambill, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye; and E. Pollestad, aye. Motion carried.

VII. Approval of April 2026 Meeting Minutes

- It was noted that the minutes state that J. Johnson voiced concern over the JPA, but it was actually J. Klatt. E. Pollestad/K. Youngstrand moved to approve the April Minutes as amended. 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; G. Gambill, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye; and E. Pollestad, 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. 2025 Audit Presentation

- Handled earlier in the meeting after Public Comments and before Librarians Report.

B. Records Retention Schedule

- D. Walker presented the Board with a new Record Retention Schedule which incorporated an old schedule found in archives as well as parts of the Financial Policy that was approved in 2025.
- S. Melby/J. Klatt made a motion to approve the Record Retention Schedule as presented. 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; G. Gambill, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye; and E. Pollestad, aye. Motion carried.

C. 2027 Budget Requests

- M. Lysford presented the Board with budget request information for the counties and cities.
- The consensus from the Board was to have a board member and the director both attend local meetings to make these requests, and that they intend to give the entities the option of a 1 to 3% increase. The meetings will take place at the end of July or beginning of August.

D. RLBSS FY2027 Application

- M. Lysford presented the application for RLBSS, noting we will receive approximately $4,000 more than the previous allotment.
- N. Guillemette/J. Hest made a motion to approve the FY27 RLBSS application as presented. 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; G. Gambill, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye; and E. Pollestad, aye. Motion carried.

E. Emergency Closing Policy

- The recently passed Emergency Closing Policy was brought back to the Board with an amendment as requested by the Librarians during Extension.
- N. Guillemette/J. Hest made a motion to approve the Emergency Closing Policy as amended. 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; G. Gambill, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye; and E. Pollestad, aye. Motion carried.

F. Open Discussion

- S. Melby said they are very excited in Middle River with the reopening of the Barb Geer Memorial Library. The librarians are in place, they held their first event, and an open house grand opening. The LINK site will be open Wednesdays from 1 to 5.

X. Old Business

A. CD

- The CD that was supposed to be reinvested at this meeting was mistakenly recorded as maturing in May when it matures in December. No action is needed at this time.

B. Open Discussion – Northern Lights Nomination

- It was noted that K. Youngstrand is ineligible for the appointment to the Northern Lights Library Network Board that occurred at the previous meeting. A new appointment is needed.
- J. Hest/K. Youngstrand made a motion to nominate S. Melby as primary and C. Matzke as alternate for the Northern Lights Board. A roll-call vote was taken with the result as follows: R. Sourdif, aye; J. Hest, aye; J. Klatt, aye; K. Youngstrand, aye; C. Knodel, aye; N. Guillemette, aye; G. Gambill, aye; J. Johnson, aye; S. Pream, aye; B. Nelson, aye; and E. Pollestad, aye. C. Matzke and S. Melby abstained. Motion carried.

C. Open Discussion – JPA

- At the previous meeting, J. Klatt had inquired about the JPA in regards to funding cuts in Roseau County.
- M. Lysford presented the relevant portion of the JPA which states: "Should any member city or county approve a lower appropriation than its share of the budget, library service to that area will be reduced accordingly."
- J. Johnson asked what constitutes an entity's share of the budget?
- M. Lysford responded that it would be based on the budget that gets approved annually by the NWRL Board. An entity's share is equivalent to what is requested of them to contribute to that budget. M. Lysford also noted that the only way to make a reduction negligible to all other branches is to reduce hours at the affected branches only.
- There was discussion of trying to get the JPA updated. J. Hest noted that getting all entities in the JPA to unanimously agree on all changes would be a challenging task.

XI. Director's Report

- M. Lysford reported she had attended several meetings including a strategic planning training at Plum Creek and an employment law seminar.
- The circulation report was presented and discussed.

XII. Adjournment

- Motion to adjourn made by S. Pream/S. Melby. Motion carried by acclamation. The meeting was adjourned at 5:29 pm.