

Minutes of Electronic (e-mail) Discussion/Action
NDLA Executive Board
December 10, 2002 – March 13, 2003

Corps of Discovery II: On December 19, 2002, President Kaaren Pupino posted a message stating that she signed a memorandum of understanding between multi-state library associations and the National Park Service. Library associations from Washington D.C., Virginia, West Virginia, Maryland, Pennsylvania, Ohio, Kentucky, Indiana, Illinois, Missouri, Iowa, Kansas, Nebraska, North Dakota, South Dakota, Montana, Idaho, and Oregon were asked to participate in the project "to create an alliance for the purpose and implementation of the CORPS OF DISCOVERY II Project for the National Lewis and Clark Bicentennial commemoration." Pupino stated that she felt strongly that this is something our Association can do to promote libraries and also to promote our state.

As part of the project, each state was asked to designate one person to act as liaison for communication between the Trail States Library Associations and the National Park Service representatives. Pupino indicated that Melody Kuehn was willing to serve in this capacity and asked for a motion from the Board. Konnie Wightman, School Library and Youth Services Section Chair, moved to designate Kuehn as NDLA's liaison for the Corps of Discovery II Project. Stella Cone, Government Documents Roundtable Chair, seconded. Motion carried.

Post-It Style Note Pads: At its December 9, 2002 meeting, the Board discussed the possibility of having our name and/or a message (e.g., conference theme) printed on post-it style note pads to give to members of the 2003 legislature and to include in our 2003 conference packets. Marlene Anderson, Secretary, volunteered to get price quotes. On January 6, 2003, Anderson made a motion to spend up to \$500 on post-it style note pads to distribute to members of the 2003 North Dakota Legislature and to include in 2003 NDLA Conference packets. Pamela Drayson, President-elect, seconded. In subsequent discussion, Michael Safratowich, Treasurer, agreed that the note pads are a good idea, but cautioned Board members to keep budget categories in mind when authorizing expenses. Motion carried.

On January 21, 2003, Anderson reported that Flash Printing of Bismarck delivered the note pads and that Marilyn Johnson, Nominations and Elections Committee Co-Chair, would distribute them to legislators. For 480 4 x 3 post-it notes (pads of 50 sheets), the total cost was \$431.26, which included \$11.85 for shipping & handling and \$24.41 for tax. The centered line at the top says "North Dakota Library Association" and the centered line at the bottom says "Successful Libraries, Successful Communities," which is the conference theme. The note pads are on white paper stock with blue reflex ink.

Treasurer's Report: Treasurer Michael Safratowich posted the December 31, 2002 (end of 4th quarter) Treasurer's report on January 8, 2003. Safratowich moved that the report be approved by the Board. Cone seconded. Motion carried.

Booth: On January 22, 2003, Marilyn Johnson, Nominations and Elections Committee Co-Chair, moved that NDLA sponsor an exhibit in the Great Hall of the Capitol on February 28, 2003. Phyllis Bratton, ALA Councilor, seconded. Discussion followed, including concerns about whether there would be enough time to organize a good booth presentation and whether there would be enough volunteers to staff the booth throughout the day. Motion carried. Cathy Langemo, Executive Secretary, was asked to make arrangements and set up a schedule of volunteers.

Policies Handbooks: On February 14, 2003, Liz Mason, Chair of the Constitution, Bylaws, and Policies Committee (CBPC) posted a message stating that all policies handbooks have been updated and placed on the web at <http://ndsl.lib.state.nd.us/ndla/policydoc.htm> Each of the handbooks has a revised "Reimbursement" section. Mason asked Board members to update their Board manuals by printing out the handbooks.

Guidelines for Conducting Business on NDLA-EXEC Listserv: On February 28, 2003, Liz Mason, CBPC Chair, posted a draft of guidelines for conducting business on the NDLA-EXEC listserv. The CBPC had been charged with the task of preparing guidelines. Board members were asked to review the guidelines and be prepared to take action at the March Board meeting.

Legislative Updates: President Pupino sent several messages to the Board and the entire NDLA membership between December 2002 and March 2003 to alert members about a variety of legislative matters, including proposed legislation, hearings, and her testimony.

Board Meeting Re-scheduled: On March 6, 2003, President Pupino announced that the Board meeting would be held on the alternate date, Friday, March 14, instead of Friday, March 7 due to predictions of poor weather.

Respectfully submitted,

Marlene Anderson, Secretary