

**Minutes of Electronic (e-mail) Discussion/Action
NDLA Executive Board
July 1, 2004 to September 20, 2004**

Third Quarter Treasurer's Report: On July 15, 2004, Mike Safratowich Treasurer said, "The attached files contain the Treasurer's Report for end of second quarter as of June 30, 2004. The two files contain identical information. The .htm file is attached for board members who cannot open .xls documents. Also attached is a text file containing the balance sheet for second quarter.

I move that the report be approved. The approved report needs to be submitted to "The Good Stuff" by early next week in order for it to appear in the upcoming issue." Past President Kaaren Pupino seconded. Motion approved on July 19, 2004.

NDLA – Proposed bylaws change: On July 23, 2004, President-Elect Marlene Anderson said, "Constitution, Bylaws and Policies Committee Chair Liz Mason and the other members of the Committee have prepared the text for a proposed change to the NDLA Bylaws (attached). The proposed change concerns the resolutions process at the annual membership meeting (conference).

In order to expedite this change, we need to get it in the works so the Nominations and Elections Committee can include it with the upcoming ballot (as outlined in Article IX of our Constitution).

ARTICLE IX - BYLAWS

Section 1. All proposals for amending the Bylaws will be submitted in writing to the Constitution, Bylaws and Policies Committee who will conduct a mail vote. Proposed Bylaws changes will be presented in writing to the membership at least one month before voting. Passage will require a majority of those voting.

Section 2. Bylaws changes may be initiated by the Executive Board or by a petition signed by at least fifteen members of the Association."

ALA Chapter Councilor Phyllis Bratton asked who the resolutions would be submitted to. Marlene Anderson responded, "I checked the policies handbook for the Office of Secretary and also spoke to Liz Mason, Chair of the Constitution, Bylaws & Policies Committee. According to the policies handbook, the Secretary is responsible for handling resolutions (providing the form, preparing and distributing copies) at the conference.

We could spell it out who resolutions are submitted to in the proposed bylaws amendment, but that may not be necessary since the details are addressed in the policies handbook for the Office of Secretary."

Treasurer Mike Safratowich asked, "I'm curious why such a procedure regarding resolutions needs to be in the Bylaws. Until now, procedures for resolutions have been part of the conference procedure and now are outlined in the NDLA Secretary's Policy Handbook. Putting them into the Bylaws will make them difficult to change and would require a membership vote to do so.

Determination of deadline dates solely by the President introduces the possibility of ambiguity into the process. It would be possible for a resolution to be read and voted on at the same session. This would not allow time to consider particularly controversial resolutions. I am more comfortable with the Board making this decision. Each year, the Board would have the flexibility to determine specifics but the decision would be made based upon the viewpoints of all members. I think that is close to what we do now. Has this procedure been problematic? If so, I was unaware of this."

NDLA Constitution, Bylaws and Policies Committee Chair Liz Mason replied, "Since the change from a three-day conference to a two-day conference there has been the question regarding the reading of resolutions. It would be helpful and appropriate to have a statement about resolutions appear in the association bylaws, because rules regarding the annual meeting are provided for there."

Marlene move to present the proposed NDLA bylaws change regarding the resolutions process to a vote of the membership as outlined in Article IX of the NDLA Constitution. Government Documents Chair Robert Jacobson seconded the motion. Motion approved on July 29, 2004.

On Another Note: On August 10, 2004 after the motion was approved Government Documents Roundtable Chair Robert Jacobson offered the following, "It is out of sequence, but I do think they E-board needs to oversee a clarification of a time line for the amendments. The Amendments section should be a standard for each Section/Roundtable documentation. There is some ambiguity in the way things are stated right now. I believe the intent to be that the Section/Roundtable writes planned changes and submits them to the Constitution, Bylaws, and Policy Committee for their review and approval. They then call for ballots to be distributed with a 30 day notice given by the Section/Roundtable or other designated individual prior to ballot distribution. After the voting, the E-board should formally recognize the outcome and the Constitution, Bylaws, and Policy Committee can formalize a final copy of the approved document."

Mike Jaugstatter Leadership Grant: On July 30, 2004, President Pamela Drayson said, "The professional development has received an e-mail from one of the members selected for Ghost Ranch. She would like to apply for the money, but the website says the application must be mailed before July 15. (The participants are usually not selected before this date as was the case this year). Jeanne has asked about extending the deadline to Sept 1."

Government Documents Roundtable Chair Robert Jacobson asked, "Is this the only application? Does the field need to be narrowed? Is this still the final time or was a new sponsor found for the future?" Mountain Plains Library Association Representative Jeanne Narum replied, "There is a possibility of two applications from the two selected individuals. This is the last year that EBSCO will do a major funding of a leadership institute for MPLA. However, there is an active MPLA committee that has approached other major publishers and will be pursuing funding for future leadership institutes. These institutes will more than likely be in a different format than the Ghost Ranch Leadership Institute with different requirements. Possibilities are: for library employees who do not have an MLS, paraprofessionals, or people with MLS degrees who have been in the field for more than ten years. It could be a different length, also-maybe some weekend seminars."

On August 3, 2004, Jeanne Narum said, "Hearing no discussion about the deadline for applying for the Mike Jaugstatter Leadership Grant, I move to extend the deadline for applying until Sept. 1." Government Documents Roundtable Chair Robert Jacobson seconded the motion on August 3, 2004. Motion carried

Board Reports: On August 1, 2004, President-Elect Marlene Anderson made the following proposal to President Pamela Drayson. Pamela posted the proposal to the Executive Board on August 2, 2004 by saying, "Please see Marlene's message below. It means we do one report instead of two. Let's try to have our reports to Marlene by Sept 10 if at all possible."

During the next 30 days Marlene posted several reminders of the due dates for the reports and all reports were posted by September 18, 2004.

Kids Count ND: On August 9, 2004, President Pamela Drayson offered the following to Public Library Chair Paulette Nelson, "I've got 7 or 8 boxes of the 2004 KIDS COUNT-ND statistics book and data book as giveaways for the NDLA conference again this year. Would you like some to hand out at the Public Library Section meeting? If so I can send you a box of each." Paulette agreed and Pamela shipped the items.

Ballot for HSIS: On August 9, 2004, Health Science Information Section Chair Mary Markland asked, "One of the HSIS members has pointed out that the executive board has to approve the ballots. Can we quickly redo the approval of the HSIS ballot? Or am I completely wrong about the procedure?" President Pamela Drayson responded, "Seems like the Exec Bd does need to approve the ballot, so I will consider that Mary has made a motion. Do we have a second?" Public Library Chair Paulette Nelson seconded the motion. On August 10, 2004, Mary Markland added for clarification, "Our HSIS candidate for secretary withdrew sometime in the last few weeks." Motion carried.

Minutes for June 11, 2004, Executive Board Meeting: On August 11, 2004, Secretary Deb Igoe posted the minutes and made a motion to approve. ALA Chapter Councilor Phyllis Bratton seconded the motion and made several suggested changes to the minutes. On August 16, 2004, President Pamela Drayson asked that the minutes be reposted with the suggested changes. Deb Igoe reposted the revised minutes on August 16, 2004, and made a motion to approve the revised minutes. Executive Secretary Cathy Langemo suggested several editorial changes. Later in the day Deb said, "To all -- Please weigh in on the minutes and let me know if you have any other changes. I withdraw my earlier 2 motions to approve and will not make the motion to approve again until everyone has weighed in. Please, please take the time to

look over to see if you have any changes. Many thanks in advance.” On August 17, Treasurer Mike Safratowich suggested another change. The change was made. No action was taken on these minutes at this time.

June 11, 2004 Executive Board Minutes and March 25, 2004 to June 30, 2004 Electronic Board Minutes: On August 23, 2004, Secretary Deb Igoe posted the following, “Attached are the minutes for the June 11, 2004, meeting held in Minot at the International Inn. Also attached are the minutes to the electronic discussions held from March 25, 2004, to June 30, 2004, via the listserv.” School Library and Youth Services Section Chair Kirsten Baesler seconded the motion. The motion carried on August 25, 2004, with one member abstaining on the June 11, 2004, Executive Board minutes.

Thank You Resolution: On September 1, 2004, President Pamela Drayson posted the following, “In order to get at least one resolution done before conference, I would like to propose the following thank you resolution. It uses the same language that has been used in the past few years with appropriate changes to reflect this year's conference number, theme, and organizers.

**Section – Executive Board
Section Chair – Pamela Drayson, President**

Whereas, the meeting and events of the 98th annual conference were organized by Marlene Anderson, Conference Chair; Marilyn Holbach, Local Arrangements Chair; and the Minot area librarians and friends, and

Whereas, the facilities and staff of the International Inn in Minot, North Dakota, contributed to the success of the conference,

Now therefore, be it resolved: that the North Dakota Library Association expresses its appreciation and extends its thanks to the Conference Chair, members of the Local Arrangements Committee, conference facility staff, speakers, program presenters, and exhibitors for the 98th annual conference, “Making a Case for Libraries.”

Government Documents Roundtable Chair Robert Jacobson made a motion to accept. Secretary Deb Igoe seconded the motion. Motion carried.

More Proposed Resolutions: On September 1, 2004 President Pamela Drayson asked the following, “Would all of you please take a moment to look at the Resolutions in *the Good Stuff* for Dec 2002 and 2003? If you section authored one then, you might want to dust it off and lets see if we can get as many of these taken care of in the next week or so. It will be one thing less to do at the conference.”

NDLA Resolution (Resolution 2): On September 8, 2004, Pamela Drayson posted the following on behalf of ND State Librarian Doris Ott.

Whereas, the North Dakota State Library is requesting \$200,000 in its 2005-2007 supplemental budget for statewide access to additional online library resources, and

Whereas, having access to current comprehensive coverage of information is critical to the development of the state, its citizens, and the economic development of the state, and

Whereas, statewide funding will provide access to quality, accurate and credible information that is vital to our education system, and

Whereas, online library resources will speed up delivery, and

Whereas, statewide funding will cost the state less by dealing as a consortium,

Now, therefore, be it resolved: that the Executive Board of NDLA actively support the North Dakota State Library's efforts during the 2005 Legislative Session to secure the \$200,000 in state funding for additional online library resources to provide access to all North Dakota citizens.

On September 10, 2004, President-Elect Marlene Larson moved to accept the resolution. Secretary Deb Igoe seconded the motion. Motion carried on September 15, 2004.

2004 NDLA Executive Board Election Results: On September 9, 2004, Pamela Drayson posted a list of the election results to be approved by the Executive Board.

Vice-President/President-Elect: Jeanne C. Narum

Treasurer: Michael Safratowich, UND Health Sciences Library, Grand Forks

Secretary: Celeste Ertelt, Lake Region College, Devils Lake

ALA Councilor: Marilyn Johnson, ND Legislative Council, Bismarck

MPLA Representative: Sally Dockter, UND Chester Fritz Library, Grand Forks

NDLA Bylaws Change: Passed

Academic & Special Libraries Section

Chair-Elect - Celeste Ertelt, Lake Region State College, Devils Lake

Secretary - Kathryn Thomas, NDSU Libraries

Health Science Information Section

Chair-Elect - Ann Pedersen, Altru Health System Medical Library, Grand Forks

Secretary - Lila Pedersen, Harley E. French Library of the Health Sciences, UND

Public Library Section

Chair-Elect - Kelly Steckler, Mandan Public Library

Secretary - Mary Bintz, Ward County Public Library, Minot

School Library and Youth Services Section

Chair-Elect - Debbie Job, Bismarck Public Elementary School Libraries

Secretary - Diana Schneider, Williston Jr. High School Library

Gov. Docs. Roundtable

Chair-Elect - Naomi Frantes, North Dakota State Library, Bismarck

Bylaws and Handbook changes were approved.

New Members Roundtable

Chair-Elect - Beverly Clouse, NDSU Library

Secretary - Rachel White, State Historical Society of North Dakota Archives & Historical Research Library

Technical Services Roundtable

Chair-Elect - Laurie McHenry, Chester Fritz Library, UND

On September 9, 2004, President-Elect Marlene Anderson moved that the results of the 2004 NDLA election, as presented by Nominations and Elections Chair Toni Vonasek, be approved. Government Documents Roundtable Chair Robert Jacobson seconded the motion. Motion carried on September 10, 2004. On September 13, 2004, Toni Vonasek asked that the Technical Services Roundtable Chair be amended to read that Liz Mason is the winner.

Name Change: On August 30, 2004, Archivist/Historian Kathy Waldera posted the following. "As of September 3 my new surname will be Groendal and my email will change accordingly (k.groendal@mail.infolynx.org)."

Book Sales and Deposit Procedures: On September 10, 2004, Treasurer Mike Safratowich said, "I'm forwarding instructions sent to Board members last year concerning book sales, certificates of resale, collection of sales tax, invoices and receipts, and making deposits to NDLA's bank account. Please review the procedures. Note that collection of sales tax is not required for sales at conference because we are not conducting those sales in a public facility."

As in past years, I ask everyone responsible for funds to make deposits directly into NDLA's US Bank checking account. So the instructions are relevant to areas such as auction and registration as well as to book sales. I will bring an endorsement stamp to conference and will make it available if you want to use it. Please let me know if you have any questions."

Grass Roots Award Winner: On September 10, 2004, New Members Roundtable Chair Laurie McHenry said, "Please join me in congratulating Shari Sandwick, winner of the NMRT Grassroots Grant for 2004. Shari manages ILL's at the State Library and is currently working towards her MLS through the University of North Texas."

Financial Report for 9/22/04 Board Meeting: On September 15, 2004, Treasurer Michael Safratowich posted several financial reports, all of which will be posted in the next issue of *The Good Stuff*.

Reimbursements, Payments, and Speaker Fees: On September 16, 2004, Treasurer Michael Safratowich said, "Please remember that requests for personal reimbursement or third party payment during conference requires submission of a request for reimbursement/payment form. These forms can be found on NDLA's web site at <http://ndsl.lib.state.nd.us/ndla/forms.htm> For speakers, instructors, etc., an invoice is not necessary. However any speaker receiving more than \$600 in non-employee compensation during the calendar year must submit an IRS W-9 "Request for Taxpayer Identification Number and Certification" form. These are available on the IRS web site at <http://www.irs.gov/pub/irs-fill/fw9.pdf>

I will try to have a supply of forms at conference."

Respectfully submitted

Deb Igoe, Secretary