

North Dakota Library Association
Executive Board
Electronic Minutes
December 2008 – March 2009

Monday, December 22, 2008

Kirsten Baesler distributed the proposed changes to the *President's Policies Handbook* as requested by current NDLA President Phyllis Bratton.

Wednesday, December 24, 2008

Donna James moved to approve the *President's Policies Handbook* changes as recommended for approval by the Constitution, Bylaws and Policies Chair. Kathy Berg seconded the motion. Motion passed.

Monday, January 12, 2009

Mike Safratowich distributed the Treasurer's Report for the End of the 4th Quarter, with the following explanation: "The cell comments from the Excel document appear on page three of the PDF document. Cell addresses are not retained in the PDF document so they are listed below:

H9 = Pass-Through Funds / Book Sales Receipts
I18 = NDLA Funds / Investment Account Transfers (Disbursements)
H21 = NDLA Funds / Other receipts
I42 = Jaugstetter Leadership Fund Savings Transfers
I48 = NDLA CD Ready Cash Transfers
I55 = Rudser Money Market Ready Cash Transfers
I60 = Hubbard Money Market Transfers
I68 = NDLA Money Market Transfers

The last two investment accounts listed (i.e., "Hubbard Money Market" and "NDLA Money Market") have been closed and will not appear on future financial reports. The other two accounts with zero balances (i.e., "NDLA CD Ready Cash" and "Rudser Money Market Ready Cash") will continue to accumulate interest from their respective CDs. There (sic) balance has been temporarily drawn down to zero. The date should be December 31, 2008 on the title of the balance sheet. Please just make a mental note of that since all information on the report coordinates with the financial report under consideration and is not retained as a permanent record."

Safratowich moved that the 4th quarter financial report be approved. Kathy Berg and Bonnie Krenz seconded the motion. Motion passed.

Wednesday, February 4, 2009

Kirsten Baesler distributed proposed changes to the NDLA Bylaws. These changes will be discussed at the March Executive Board meeting.

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Monday, February 9, 2009

President Bratton distributed a revised contract for the position of Executive Secretary. The revised contract will be discussed at the March Executive Board Meeting.

Tuesday, February 24, 2009

Mike Safratowich moved that a gift certificate in the amount of \$75.00 be purchased for Augie Ternes as a token of appreciation for completing NDLA's 2008 tax return and that the NDLA president write a letter to Augie thanking him for completing the return. Laurie McHenry seconded the motion. Motion passed.

Thursday, February 26, 2009

The Finance Committee conducted the yearly audit of the NDLA Treasurer's books and all was found in order. Bonnie Krenz moved that the audit be accepted. Shelby Harken seconded. Motion passed.

Respectfully Submitted,

Zach Packineau
Secretary