

North Dakota Library Association
Executive Board
Electronic Minutes
March 2009 – May 2009

Tuesday, April 7, 2009

Mike Safratowich distributed the 1st Quarter financial report, including the Profit Loss Detail, 2009 Approved Budget, and Balance Sheet documents. Safratowich moved that the report be approved. Kathy Berg seconded the motion. Motion passed.

Wednesday, May 13, 2009

President Bratton distributed the revised Executive Secretary Handbook, with the following explanation: “The yellow highlights and cross-outs are mine; the red are Kirsten Baesler’s.” Berg motioned to approve the Executive Secretary Policies Handbook. Krenz Seconded. President Bratton called for discussion. Regarding the phrase:

Work with the Annual Conference Chair and the NDLA President with conference planning/preparations, such as room signs, meal tickets, registration, exhibits, photocopying and other conference-related details prior to, during and immediately following the annual conference.

McHenry asked, “Do we need to specifically mention that one duty is preparation and distribution of copies of the resolutions at annual conference? This was removed from the NDLA Secretary Handbook as the Executive Secretary had been doing this.” Following McHenry’s question, President Bratton asked Berg and Krenz to accept the following amendment:

Work with the Annual Conference Chair and the NDLA President with conference planning/preparations, such as room signs, meal tickets, registration, exhibits, photocopying, *preparation and distribution of copies of resolutions*, and other conference-related details prior to, during and immediately following the annual conference.

Berg and Krenz accepted the amendment. Motion passed.

Friday, May 15, 2009

Baesler distributed the HSIS Policies Handbook with suggested revisions received by the Constitutions, Bylaws and Policies Committee from Chandra Hirning with proposed suggestion. Berg moved to approve the HSIS Policies handbook. McHenry seconded. Motion passed.