

NDLA Executive Board
Electronic Minutes
May 2009 – September 2009

Wednesday, June 17, 2009

Thomas distributed information from AAA Group Relations Manager, with the following information:

They're offering us a group benefits program through which our members would receive a waiver of the \$12.00 AAA enrollment fee plus a 15% discount on AAA membership. Those who already are AAA members would receive the 15% discount. The discount would continue as long as they keep up their NDLA membership, and applies to everyone in their family on the same AAA membership. They'd receive full AAA membership benefits -- roadside assistance, hotel discounts, maps, passport photos, travel agents, etc. In return, we'd promote the AAA-NDLA partnership, such as distributing brochures at the conference, letting them use our members list to mail out information (one time, after which the list is erased, and we approve the letter in advance), mention in The Good Stuff, etc. The partnership can be canceled at any time with 60 days written notice.

Safratowich said:

Offering this benefit to NDLA members is a good idea. But minutes from the NDLA board meeting on March 14, 2008 indicate that giving our membership list to AAA is not consistent with NDLA policy. From March 14th: approve the Membership Directories Policy Handbook as distributed with the following language change in the second paragraph, "Information in any NDLA membership directory and the membership database is for sole use by members of the association and will not be sold or given to persons outside the association with the following exception: the membership chair, in consultation with the president, may release the member information to another library or library association who wishes to publicize a conference workshop or other professional development or continuing education opportunity to NDLA members." The policy is also clearly stated at the bottom of the "Membership Directory" after logging in that ""Information in any NDLA Membership Directory is for sole use by members of the Association and must not be sold or given to persons outside the Association!" --NDLA policy." Given that NDLA policy prohibits providing AAA with our membership list, could other options be implemented to offer this benefit? One option might be providing a link to AAA on our membership directory page. This page is password controlled so the benefit would only be available to members. NDLA might also promote the benefit on the NDLA Listserv. There are probably other options that would promote this benefit while adhering to NDLA policy.

Monday, June 22, 2009

Bjork submitted the list of candidates for the upcoming election. James moved to accept the list. Krenz seconded the motion. McHenry proposed that Thomas verify the candidates have membership dues paid before proceeding with the vote to accept the list of nominees.

President Bratton distributed a revised Executive Secretary evaluation form, seeking comments and suggestions for clarification and improvements.

Wednesday, June 24, 2009

President Bratton chose to hold the vote to accept the list of candidates until all the nominees have renewed their memberships.

Thomas submitted Sample copies of AAA's partnership agreements. Using NDLA Bylaws as a guide, President Bratton suggested three ways to promote the AAA partnership without disclosing the NDLA membership list: Donate an ad in *The Good Stuff*; Send out a flyer on the various list [sic]; Put a flyer in the conference registration packets. McHenry proposed that NDLA notify AAA that “our bylaws will not allow us to grant them access to our mailing list.”

Tuesday, July 7, 2009

In order to meet a publishing deadline for *The Good Stuff*, President Bratton redistributed the list of candidates for the upcoming election, “with two non-members accepted provisionally until their memberships are in.” Krenz moved that the list of candidates as presented to be accepted with the two non-members accepted provisionally until their memberships are paid. McHenry seconded the motion. Before the vote, one candidate renewed her membership changing to only one provisional membership. Motion passed.

Wednesday, July 15, 2009

Safratowich distributed the 2nd Quarter financial report with supporting documents. Safratowich moved that the report be approved. Lieberman seconded. Motion passed.

Monday, July 20, 2009

President Bratton distributed the final draft of the revised Executive Secretary evaluation form and requested completed evaluations to be returned to her by September 1, 2009.

Monday, July 27, 2009

McHenry distributed information regarding the 2010 conference in Grand Forks, with the following explanation:

The Ramada and the Clarion Inn (formerly Holiday Inn) are the only two with adequate room for us. The Best Western Guest House International (formerly the Town House) downtown does not feel they could adequately meet our needs. The attached pdf describes and displays maps of these hotels. Every description states 1 more meeting room than they have because of the configuration and combination of one or more rooms. This is only found out by actually discussing it with the sales managers.

The Ramada and the Clarion are both booked solid, all of their meeting space, on Friday, October 1, 2010. Referring to our minutes, our dates for 2010 are September 29-October 2.

Regarding the Canad Inn (hotel attached to the Alerus) quote: "unable to honor the State Rate during that time period as we are uncertain what that will be. The current state rate is \$55, going up to \$63 August 1st and has historically increased annually. What we can do to reserve this far in advance for the high number of rooms that you need is offer you a rate of \$79.00 per night. Additionally, we can offer your organization one complimentary room for every 25 actually utilized by the North Dakota Library Association during your conference. This will allow you to house speakers or dignitaries at essentially no charge."

The Alerus Center quote is only \$409 less than what was quoted before. While the meeting room rental came down from \$3,606.50 to \$2,806.50, she realized she needed to add on Staffing/Services which came to \$391. The Equipment rental is \$625, which I told her I thought we could do without. I have emailed her and asked if we can do this ourselves.

I have attached the quote from the Alerus. She called and has someone else interested and needs an answer. I would like to see this be voted on by the board this week.

There is still the option of applying for a Special Event Funding Grant from the Greater Grand Forks Convention Bureau. I have not heard back from them and will be calling again on Thursday when the person I need to talk to returns from vacation. We can submit the paperwork anytime. It is reviewed quarterly (January, April, July and October).

McHenry later added, "regarding the poles and draping - they have to set it up and charge us \$625." Baesler suggested proceeding "with booking the Canad Inn. The other facilities that can accommodate our group are booked during the middle day of our conference so I view them as being "off the table". I don't see \$79 as being an outrageous rate and it appears they have the services we need on the dates we need them."

Peterson motioned to accept the quote from the Alerus Center and the Canad Inn for the 2010 NDLA Annual Conference. Harken seconded. President Bratton called for discussion. Safratowich asked McHenry, "Did you get any idea on how the cost of food for breaks and meals compares to other facilities?"

McHenry submitted the 29-page Food and Beverage guide from the Alerus Center, saying, "[The cost] is slightly more, but I would not say a lot more, than what we generally pay."

Safratowich also asked, “Is recovery of increased meal and facility costs through increases in conference registration fees something NDLA is planning to consider? I haven't been involved in setting conference registration fees and am not familiar with the process.”

McHenry said, “It may be something we will want to discuss in the future. Kathy Thomas probably knows how long it has been since we have increased conference/registration fees.”

Thomas submitted the following information regarding conference registration fees:

Year	Member	Non-member
2001	\$82	\$117
2002 (Tri-conference)	\$145	\$195
2003	\$95	\$125
2004	\$95	\$130
2005	\$95	\$130
2006	\$100	\$140
2007	\$100	\$140
2008	\$100	\$135
2009	\$100	\$135

Krenz asked Safratowich, “What has been the profit from the conferences for the last several years? If we didn't get the money from the grant from the Convention and Visitor's Bureau would the average profit still cover the cost of this convention site?”

Baesler suggested “that we reflect the cost of offering the conference in the price of the conference registration fee if it is significantly higher. This is common practice in associations.”

Safratowich replied to Krenz, saying:

Profits for conferences over the past four years have varied. Three of the four conferences ranged between five and six thousand dollars. Figures for profits as well as total conference expenses and income appear below. Hotel expenses are broken out separately. Hotel expenses for 2005, 2007 and 2008 were for meals and breaks. In 2008 we had additional fees.

There are too many variables (i.e., attendance and expenses) to predict whether there would be a profit for the 2009 conference. The Grand Forks conference held in 2005 had the lowest profits of recent conference (sic). One cannot say at this point whether conference income would cover increases in the cost of the convention site.

Given familiarity with quoted costs and costs for the conference as a whole (speakers, etc.) for 2010, perhaps Laurie could best predict whether projected costs could be covered if income remains at past levels.

Safratowich also submitted the following information:

Year	Profits	Total Conference Expenses	Total Conference Income	Hotel/Meals and Breaks
2008	\$5,673.25	\$27,601.74	\$33,275.00	\$10,858.04 + Hospitality room \$120.00 Booth Setup fees \$1,214.60 (Total \$12,192.65) (Mandan)
2007	\$5,292.03	\$22,905.97	\$28,198.00	\$ 7,628.22 (Jamestown)
2006	\$6,026.63	\$22,970.37	\$28,997.00	\$11,529.89 (Fargo)
2005	\$1,216.41	\$18,323.59	\$19,540.00	\$9,014.53

Lieberman said:

Looking over the various lists of registration costs that Kathy sent out, plus the expense & profits made at conferences which Mike provided, I am initially inclined to want to try to hold registration fees steady (\$100 for last 5 years) and use the less expensive (& more profitable venues) to subsidize the more expensive and less profitable ones. I would like us to be sensitive to the costs we impose on our members, if it is within our financial ability to do so.

At least, I would like to see a trend of diminishing profits, or worse, losses, before increasing our registration costs. My reason for this is, that while we will surely impose an increase when times are tough, or a particular venue is more expensive than another, it has almost never (actually, precisely never) been my experience that these fees are reduced should our costs go down (tri-conference excepted).

Also, there are other ways we might explore recouping expenses, such as raising non-member registration fees, vendor fees, or seeking alternative sources of funding.

Peterson expressed that “we should go forth with the Alerus Center/CanadInn for the 2010 conference. There doesn’t seem to be a less expensive option available.”

Lieberman agreed, saying, “Any fee adjustment conversation can happen when we all meet.” President Bratton called for the vote to accept or reject the motion. Motion passed.

Thursday, July 30, 2009

Thomas submitted the following information regarding institutional dues paid via PayPal:

PayPal is now working to pay individual dues. However, it doesn't allow entering a variable amount necessary for institutional dues as we currently figure them

("calculate using formula: \$35.00 for the first \$5000 of operating budget or portion thereof, PLUS \$1 per \$1000 of budget thereafter, to a maximum of \$200"). Continuing to use this formula would require setting up an additional 166 different dues choices. Checking a few other library association web sites, most have institutional dues at a single rate or grouped into just a few ranges. For example:

MPLA:

Under \$100,000 \$50
 \$100,000-299,999 \$75
 \$300,000-499,999 \$100
 \$500,000+ \$125

Arizona:

\$150 and includes complimentary membership for 2 people.

Montana:

\$100

Nebraska:

\$150

Nevada:

\$70

New Mexico:

\$55

Wyoming:

\$1 to \$100,000 \$25
 \$100,000 to \$250,000 \$40
 \$250,000 and above \$55

Additionally, Thomas said, "We'll need a different schedule for institutional dues if we want to make paying possible through PayPal. An institutional member asked for PayPal to start with."

Wednesday, August 26, 2009

President Bratton distributed partnership information from Drexel University with the following explanation, "Drexel University is offering a 20% tuition reduction on an online MLS degree as a member benefit to NDLA if we want to sign up for it. Other degree programs are also available. This benefit will also apply to family members of our membership." This matter will be discussed at the pre-conference Executive Board meeting.

Thursday, August 27, 2009

Baesler distributed the proposed changes to the Government Documents Roundtable Policies Handbook received from GODORT Chair Rachel White and the proposed changes to the Health Science Information Section Policies Handbook received from HSIS Chair Chandra Hirning. James motioned to include the approval of the HSIS Policies Handbook as well as the GODORT handbook. Harken seconded. Motion passed.

Wednesday, September 16, 2009

McHenry distributed information regarding internet connectivity at Days Grand Dakota Lodge in Dickinson, ND:

I am in receipt of a fax sent to Rita Ennen by Gloria of the hotel on September 11 in the afternoon. This is their response to the issue of Internet robustness.

I quote, "Rita, this cost will be the NDLA's the Hotel won't pick this up. The new section is gonna have the state of the art equipment call me with any Questions Gloria" The attachment is a bid from Consolidated to the Day's Hotel for :

1 Conference Room Wireless Connection
 2 20meg Cable Modems
 4 Linksys Wireless Routers
 2 Labor - installation of Routers/Modems
 with a price of \$448

AND

2 20meg Internet Connections** @ \$48 (total \$96)

** *Connection charge only. Day's Inn will not be charged a monthly recurring charge.*

Day's Inn will only pay a connection charge each time the connection is activated.

Consolidated will install two 20meg Internet connections to guarantee enough bandwidth for large conferences. Connection charges will be billed on your monthly phone bill. If you would like to leave these connections permanently connected, the monthly recurring charges would be \$89.95 per connection.

Equipment subtotal (\$446)
 Equipment installation (Included)
 Taxes (not included)
 Total system Cash Price (\$446)

We are at a disadvantage in that no one has been able to locate the original contract with the Day's Hotel.

McHenry moved that we go ahead with the additional expense for Internet access during the conference. Harken seconded. Motion passed.

Respectfully Submitted,

Zach Packineau, Secretary

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