

NDLA Executive Board
Electronic Discussion/Action
September 28, 2009—November 30, 2009

Monday, September 28, 2009

NDLA-Exec Mailing List:

Thomas distributed a list of members who may post to the NDLA-Exec mailing list and a list of chairs-elect who are on the mailing list with read-only status.

Tuesday, October 6, 2009

Budget:

Krenz solicited budget requests for 2010 to cover costs of serving on the NDLA board which members' institutions do not cover. As explained in the policy manual, these are costs for attending board meetings, not for conference expenses.

West inquired whether the Professional Development Committee asked for funds last year. Baesler inquired about the locations of the board meetings.

Wednesday, October 7, 2009

Third Quarter Financial Reports:

Safratowich provided the 3rd quarter financial reports and supporting documents. Safratowich moved that the report be approved. Frantes seconded the motion. President McHenry asked for discussion.

Board Meeting Locations:

President McHenry provided a list her expectations for the 2009-2010 Board meeting locations.

December 4 - Jamestown - 10am-

March TBA - IVN

May/June TBA- Grand Forks @ CanadInn/Alerus Center

September 29 (Pre-conference) & Oct 1(Post-conference)- Grand Forks @ CanadInn/Alerus Center

Thursday, October 8, 2009

Third Quarter Financial Reports:

Hearing no discussion on the motion to approve the 3rd quarter financial reports, President McHenry asked for a vote.

2010 Conference Dates and Location:

President McHenry opened a discussion regarding the dates of our 2012 Conference in Fargo. The Best Western Doublewood in Fargo has asked to bid for our conference, but the date had yet to be set. President McHenry proposed that we schedule our conference for Sept. 19-22, 2012.

Kujawa wrote in favor of using the Best Western Doublewood in Fargo as our conference location. Langemo wrote in support of using the Best Western Doublewood and discouraged use of the Ramada Plaza Suites. Markland suggested that the Fargo Convention and Visitors'

Bureau could help us in comparing bids from other hotels. Markland also mentioned holding the conference downtown, possible at the Radisson which connects to the Civic Center by a skywalk. Thomas wrote that three members toured the Radisson, the Holiday Inn, and the Doublewood prior to the last conference in Fargo. The Radisson had limited conference space, and the Civic Center could not be booked far enough in advance for the conference. Thomas mentioned that a new hotel is nearing completion in the West Acres area. President McHenry pulled the discussion back the suggested dates of September 19-22, 2012.

Friday, October 9, 2009

Budget:

Langemo requested that the budgets for Public Relations and for Executive Secretary remain the same as the previous year. Vonasek stated that no funding is needed for the Public Library Section.

Third Quarter Financial Reports:

President McHenry wrote, "A majority of yes votes have been received and I declare the 3rd quarter treasurer's report is approved."

2010 Conference Dates and Location:

Baesler commented that the 2012 conference dates suggested by McHenry seem fine and reminded board that we try to steer clear of religious holidays.

Wednesday, October 14, 2009

Conference Planning Duties of Past-President, President, and President-Elect:

Bratton posed the following question to the Executive Board and asked for discussion:

One of the suggestions – made by a former President – is to change the responsibility of putting the conference together from the President-Elect to the Past-President.

The rationale for this is that the p-e does not know how the Board operates and does not have as many contacts to help him/her along. Also, with a two-year lead time, the p-p can really shape a program and a message, without all the scrambling that the first year entails.

The vendor contacts would be done by the p-e with the help of a committee. This would be pretty standard from year to year.

Lieberman responded:

My initial reaction is that this switch in responsibilities will help NDLA recruit candidates for the office of President. As it stands, the President-Elect has a quite monumental task in front of them from the get-go, and really has to hit the ground running. I agree with your sentiment, too, that many of the less-formal connections and relationships that get established from serving on the executive board, and being a more visible participant in NDLA, will help a Past-President work more effectively on the many complicated planning issues and volunteer recruitment.

We've been lucky in the past that many (most) of our presidential candidates have come from the board, or were long-active in NDLA and had much of the knowledge and relationships in place when elected to very capably plan the conference. But I believe this change will help. Let's allow the President-Elect to first work on part of the conference (exhibits chair), and only then as Past-President be the overall chair.

Vonasek commented that the contacts made by the Past-President during the prior two years would be useful when planning the conference program.

Hirning wrote that potential candidates for President-Elect may find the conference planning responsibilities daunting and may choose not to run for the position, whereas moving the planning responsibilities to a Past-President would allow that person to build contacts and gain a better overview of conference operations.

Marlene Anderson researched conference planning duties for library associations in Montana, South Dakota, Wyoming, and Minnesota. Based on her research and previous experiences, Anderson supports allowing the conference planning committee to move beyond the current way of planning conferences. Her research showed...

- In Montana, the President appoints the Chair and the members to the Conference Planning Committee. The President also serves as an ex officio member of the Conference Planning Committee.
- In South Dakota, a conference planning committee with duties assigned like this:
 - Programming Committee - chaired by President and including the Executive Secretary/Treasurer, Section Chairs, and Local Arrangements Chair
 - Registration – EST (Executive Secretary/Treasurer) and Registration Support Volunteers
 - Printing and Publicity – Public Relations Committee (PRC)
 - Exhibits – VP/Pres. Elect.
 - Local Arrangements Committee – Meals, Meeting Rooms and Equipment, Registration Support
- In Wyoming, there is a WLA Conference Committee. The President-Elect serves as the overall conference chair, but many individuals and/or sub-committees are charged with specific conference tasks.
- In Minnesota, “The Vice-President President-Elect shall serve the first year after election as Vice-President and as Vice Chair of the Conference Program Committee, the second year as President, and the third year as Past-President and as Chair of the Conference Program Committee.” The Past-President serves as Chair of the Awards Committee and Chair of the Conference Program Committee.

James voiced her support of moving the duties of Conference Chair from the President-Elect to another officer or to a committee.

Steckler added that she would consider running for President if it did not entail planning a conference. She suggested that the board research funding to hire a conference planner to handle

contracts, hotel accommodations, room layouts, accessibility, etc., so that the President-Elect can focus on program content.

Safratowich agreed with Steckler's idea of how to split the duties. Safratowich offered that using the same person yearly to deal with hotels, etc., would provide expertise while allowing the President-Elect or Past-President to focus on program planning. Safratowich reminded that the current practice allows the President-Elect to access the expertise of the President. If the planning duties were to move to the Past-President, there could be a question of what happens if the officer leaves the organization prior to the third year. Safratowich suggested that NDLA poll past Presidents on their views concerning conference planning.

2010 Conference Dates and Location:

Safratowich wrote that Markland indicated that the Midwest Chapter of MLA is considering September 28-October 2, 2012, for potential conference dates for their meeting to be held in Rochester, MN. Some members of HSIS may want to attend the Midwest Chapter conference.

Thursday, October 15, 2009

Conference Planning Duties of Past-President, President, and President-Elect:

Lieberman asked that the transfer of responsibilities be considered so that Past-Presidents do not have to plan successive conferences following the year after moving the responsibilities from President-Elect to Past-President. Lieberman asked if the Executive Board or President have the power to appoint a person to fulfill the duties of an office in the event of a resignation.

2010 Conference Dates and Location:

President McHenry again asked if the dates September 19-22, 2012, are acceptable.

Safratowich reported that the Midwest Chapter of MLA had books Sept. 21-25, 2012, but due to Rosh Hashanah and Yom Kippur, they were trying to move dates to Sept. 28-Oct. 2. Thomas reported that Rosh Hashana begins at sundown on Sept. 16, 2012, and Yom Kippur begins at sundown on Sept. 25, 2012.

President McHenry summarized her discussions with the Best Western Doublewood as excerpted below. She also distributed supporting documents.

The Best Western Doublewood Inn has requested that we hold our 2012 Conference at their location. The past two Fargo Conferences have been at this location and we have been pleased. Our dates of Sept 19-22, 2012, will work at the Doublewood if we can decide by Monday. They have another group booked at this time; however the other group meets there annually and is willing to move to a different weekend if we want the facility.

They are offering a group rate of \$73 and are willing to meet the state rate for state employees.

We can of course decide to look at other venues, and in the meantime we would lose the option of the Doublewood. We have found the Doublewood to meet our needs. And these

are usually booked at least two years out. We have already signed the 2011 contract and we looked at 2010 much later than we should have.

Sunday, October 18, 2009

2010 Conference Dates and Location:

Vonasek wrote in favor of using the Doublewood in Fargo as our 2012 venue. Vonasek moved that we hold our 2012 annual conference at the Best Western Doublewood for Sept. 19-22, 2012.

Monday, October 19, 2009

2010 Conference Dates and Location:

Frantes seconded Vonasek's motion to hold our 2012 annual conference at the Best Western Doublewood, Sept. 19-22, 2012. President McHenry opened the voting.

Friday, October 23, 2009

NDLA Mailing Lists:

Thomas distributed information about NDLA's e-mail lists.

Tuesday, October 27, 2009

2010 Conference Dates and Location:

President McHenry reported that the motion carried, and we will hold the 2012 conference at the Doublewood in Fargo, Sept. 19-22, 2012.

Tuesday, November 24, 2009

December Executive Board Meeting:

President McHenry sent out notice that the Executive Board will meet on December 4, 2009, at 9:30 am in Jamestown College, Level 2 in the Nafus Center/Westminster Hall. President McHenry asked that agenda items be sent to her, and she provided a list of reports to be submitted on or before December 1.

Respectfully submitted,
Chandra Hirning, Secretary

Approved during December 2009 Executive Board meeting