

NDLA Executive Board
Electronic Discussion/Action
June 2, 2010, to September 29, 2010

Wednesday, June 2, 2010

June Board Meeting Preparation

President McHenry thanked Board members for submitting their reports. President McHenry asked Board members to confirm whether they would be present at the June 4 Board meeting. Board members responded. President McHenry provided details regarding meeting location and lunch plans. Theresa Norton notified the Board that she posted submitted reports to the NDLA website.

Bylaws, Academic and Special Libraries Section

President McHenry reported on the passage of the motion made by Beth Greff and seconded by Shelby Harken to approve the proposed changes to the Academic and Special Libraries bylaws as distributed to the list by Kirsten Baesler on May 27, 2010.

Thursday, June 3, 2010

June Board Meeting Preparation

President McHenry distributed the agenda for the June 4 Board meeting.

Tuesday, June 8, 2010

NDLA E-mail lists

Kathy Thomas distributed information about NDLA's e-mail lists. The information was updated to include the new Archives/Records Management Roundtable.

Thursday, June 10, 2010

Academic & Special Libraries Chair-Elect Candidate

Victor Lieberman informed the Board that due to an oversight, the nominations committee did not receive the name of the nominee for Chair-Elect of the ASL Section. Lieberman provided minutes of the ASL Section to show that the ASL Section passed a motion to nominate Donna James for the Chair-Elect position.

Monday, June 14, 2010

Academic & Special Libraries Chair-Elect Candidate

Victor Lieberman made a motion that the Board amend the slate of officers to include Donna James as Chair-elect of the Academic & Special Library Section. After the motion was recognized by President McHenry, Mike Safratowich seconded the motion. President McHenry opened discussion on the motion to amend the slate of candidates. As there was no discussion, President McHenry opened the vote on the motion.

Friday, June 18, 2010

Academic & Special Libraries Chair-Elect Candidate

The motion to amend the slate of officers to include Donna James as Chair-elect of Academic and Special Libraries section passed.

Candidates for MPLA Representative

Sandi Bates reported that Jeanne Narum withdrew her name for consideration as candidate for MPLA representative.

Tuesday, June 22, 2010

Technical Services Roundtable Chair-Elect Candidate

Elizabeth Jacobs made a motion to amend the slate of officer candidates to include Stephanie Kom as Chair-elect of Technical Services Roundtable. President McHenry recognized the motion, and Al Peterson seconded the motion. President McHenry opened discussion on the motion to amend the slate of officers. As there was no discussion, President McHenry opened the voting on the motion.

Friday, June 25, 2010

Technical Services Roundtable Chair-Elect Candidate

President McHenry announced that the motion to amend the slate of officer candidates to include Stephanie Kom as Chair-elect of Technical Services Roundtable carried.

Minnesota Library Association Annual Conference

Cathy Langemo forwarded information about the 2010 Annual Conference of the Minnesota Library Association.

Friday, July 7, 2010

Treasurer's Report, End of 2nd Quarter

Treasurer Mike Safratowich distributed the financial report for the second quarter of 2010, along with supporting documents. Safratowich moved that the Treasurer's report be approved. President McHenry recognized the motion, and Shelby Harken seconded the motion to approve the Treasurer's report. President McHenry opened discussion.

Monday, July 12, 2010

Treasurer's Report, End of 2nd Quarter

President McHenry opened voting on the motion to approve the 2nd quarter Treasurer's report as distributed.

Wednesday, July 14, 2010

Treasurer's Report, End of 2nd Quarter

President McHenry announced that the motion to approve the 2nd quarter Treasurer's report as distributed carried.

Saturday, July 17, 2010

Contact Information

Rite Ennen inquired regarding contact information for a specific NDLA member, and Cathy Langemo provided the information.

Monday, July 19, 2010*SurveyMonkey Username and Password*

Al Peterson asked for clarification on who keeps the username and password for NDLA's subscription for Survey Monkey. Mike Safratowich replied that he has the original username and password from when the account was set up and stated that he would provide Peterson with the information.

Monday, August 2, 2010*Donation to Wadena School*

President McHenry forwarded an article regarding the restocking of the school library at Wadena, MN, after a tornado. President McHenry invited discussion. Phyllis Bratton replied that after the tornado in Northwood, the Board had discussed the topic of making donations after catastrophes. Mike Safratowich reported on his visit to Wadena after the tornado. He shared pictures of the school and storm damage. Safratowich wrote, "In 2005 and again in 2006 NDLA donated \$500 to ALA's Hurricane Katrina Library Relief Fund for a total of \$1,000. In 2007 NDLA donated \$287.50 to the Northwood City Library and another \$287.50 to the Northwood Public School Library after those facilities were destroyed. NDLA has \$500 in its current budget earmarked for donations. I think helping the Wadena High School rebuild its library collection would be a worthy endeavor." Chandra Hirning suggested that NDLA make a donation to the Wadena project at this time but reserve some of the funds earmarked for donations until later in the summer in case additional donations were needed by other libraries. Toni Vonasek stated that she agreed with Hirning's comments.

Tuesday, August 3, 2010*Donation to Wadena School*

Phyllis Bratton stated that it is close enough to the end of the fiscal and calendars years to allow for the entire \$500 to be donated to Wadena now. Bratton stated that if there would be another disaster-related rebuilding project which would inspire our donations, we could address that effort in the next fiscal year. Mike Safratowich stated his agreement to donating the full \$500 to Wadena at this time. Safratowich remarked that NDLA has not donated to disaster recovery since 2007, so opportunities like this do not occur every year or frequently.

Wednesday, August 4, 2010*Donation to Wadena School*

Sarah Devereaux verbalized her support for the donation and shared from her personal experiences.

Sunday, August 8, 2010*Conference Materials*

Cathy Langemo listed items needed by August 17 so that she can prepare the conference program book and awards banquet program and order the awards.

Monday, August 9, 2010*Future Conference Dates & Sites*

President McHenry listed dates and sites of future conferences.

2011 - September 21-September 24 International Inn, Minot, ND

2012 September 18-September 21 Doublewood Inn, Fargo, ND

2013 Tri-Conference joint with MPLA and SDLA, Sioux Falls, SD

2014 Mandan-Bismarck

2015 Jamestown & Valley City

2016 Dickinson

Friday, August 13, 2010*Donation to Wadena School*

Toni Vonasek moved that NDLA donate \$500.00 to the Wadena Public School library to help replace the more than 7,000 library books that were contaminated or damaged in the June 17 tornado. Mike Safratowich seconded the motion. President McHenry opened discussion.

Tuesday, August 17, 2010*Donation to Wadena School*

Hearing no discussion, President McHenry called for a vote on that motion that NDLA donate \$500.00 to the Wadena Public School library to help replace the more than 7,000 library books that were contaminated or damaged in the June 17 tornado.

Wednesday, August 18, 2010*Conference Materials*

Cathy Langemo repeated her request for information required for the various publications to be distributed at the Annual Conference. Phyllis Bratton distributed a spreadsheet listing the vendors who are planning to be at the conference.

Thursday, August 19, 2010*MPLA Representative Policies Handbook*

Kirsten Baesler reported that she reviewed the proposed changes to the MPLA Representative Policies Handbook and recommended approval by the Executive Board. Baesler attached a document named MPLA Rep Policies.

Friday, August 20, 2010*Donation to Wadena School*

President McHenry reported that the motion that NDLA donate \$500.00 to the Wadena public school library to help replace the more than 7,000 library books that were contaminated or damaged in the June 17 tornado carried.

MPLA Representative Policies Handbook

Naomi Frantes moved to approve the MPLA Representative Policies Book as distributed by Kirsten Baesler on August 19, 2010. Shelby Harken seconded the motion. President McHenry invited discussion.

Wednesday, August 25, 2010

MPLA Representative Policies Handbook

Hearing no discussion, President McHenry called for a vote on the motion made by Naomi Frantes to approve the MPLA Representative Policies Book as distributed by Kirsten Baesler on August 19, 2010.

Friday, August 27, 2010

Donation to Wadena School

Mike Safratowich forwarded a note from Laura Dauffenbach from the Burnsville, MN, office for Funds4Books concerning NDLA's donation to Wadena Deer Creek High School's library fundraiser.

MPLA Representative Policies Handbook

President McHenry announced that the motion to approve the MPLA Representative Policies Book as distributed by Kirsten Baesler on August 19, 2010, carried.

Monday, August 30, 2010

Conference Materials

Cathy Langemo requested information for all awards other than the Flicker Tale Award.

Wednesday, September 1, 2010

Conference Registrations/Speaker Meals

Al Peterson asked for clarification for how to register the MPLA President for our annual conference. Sandi Bates replied that a registration would be needed so that the MPLA President would receive a name tag, a meal plan, and a registration packet. Bates suggested that Kathy Thomas address the issue of registration for this situation. Christine Kujawa noted that two people not registered for the conference will be participants in the intellectual freedom panel discussion. Kujawa would like to invite the participants to the Thursday lunch just prior to the panel discussion. Kujawa inquired as to whether they would need badges in order to attend lunch. President McHenry deferred the added question to Kathy Thomas. Kathy Thomas replied that she will make name badges for speakers. Thomas wrote that the (old) conference manual says, "Free meals for speakers and for award winners may be reimbursed by the organization or section, but generally they are a convention expense." Rita Ennen reminded of the importance of knowing how many to expect for meals.

Evaluation of Executive Secretary

President McHenry distributed an evaluation form for Board members to fill out as an evaluation of Cathy Langemo, Executive Secretary. Completed evaluation forms are to be submitted to Phyllis Bratton, Past President, for compilation. Compiled results will be reviewed and discussed at the September 29, 2010, Executive Board meeting. Langemo's 2-year contract is up for renewal December 31, 2010.

Friday, September 3, 2010*Evaluation of Executive Secretary*

Sandi Bates asked for clarification whether non-voting members were to fill out the evaluation. President McHenry stated that the entire Executive Board may fill out the evaluation and submit them to Phyllis Bratton. Bratton replied that the Executive Secretary Policy Manual states, “The written evaluations are to be completed by each voting member of the Executive Board and used for discussion in the evaluation process.”

Saturday, September 4, 2010*Evaluation of Executive Secretary*

President McHenry acknowledged the correct evaluation procedure as detailed by Bratton on September 3. President McHenry suggested that the statement regarding who should complete the evaluation be included on the evaluation form and in the Past President Handbook. President McHenry wrote, “Although we know that the evaluations are sent to the Past President who summarizes and presents the results at the pre-conference board meeting, the language varies and could be misconstrued as some instances the language states President and other places it states Past President.” President McHenry stated that she will look to work with Kirsten Baesler to clarify the matter for the future.

Tuesday, September 7, 2010*Evaluation of Executive Secretary*

Kirsten Baesler agreed with President McHenry’s suggestion that the Board update the Past President Handbook and the evaluation form. Baesler also noted that the Board may want to discuss changing the practice to asking all Executive Board members to participate in the evaluation rather than only the voting members. Baesler commented that “oftentimes the non-voting members are the most consistent (longest serving/dedicate) members of the Executive board and would most likely be able to offer some very authentic and helpful feedback.” Additionally, Baesler wrote, “The best way to go about updating these things in the handbooks and the forms is for each person to review their handbook annually when I send out the reminder to do so, and send any suggestions/changes to me for review and subsequent recommendation to the full board for approval.”

NDLA Insurance

President McHenry reported that she had been working with a local insurance agent in Grand Forks regarding insurance coverage for the association. President McHenry summarized a June 3 conversation with the agent regarding Director’s and Officer’s Liability Insurance and General Liability as it applied to our association. At that time, the agent thought such coverage would be a good idea for NDLA as many associations are pursuing similar coverage, and event liability insurance is becoming very common. President McHenry reported that as July ended, the agent was less sure that such coverage was necessary. On August 30, President McHenry received a quote for annual liability coverage along with coverage for this year’s Annual Conference. President McHenry distributed the quote to the Board and summarized that if “we just wanted the annual liability coverage and insure the event through the Alerus, the annual coverage would

be just over \$400. If we want both the event and the annual coverage it is just over \$900.” President McHenry reported that on July 13, Charlene Wifall of the Alerus Center contacted her to say that a new quote from their Director of Finance regarding insurance for the NDLA conference came in at \$225 for the entire conference. President McHenry reminded the Board that the Alerus Center requires that we have event insurance, and she summarized that the least expensive way is to pay the Alerus Center \$225 for this insurance. President McHenry opened the topic for discussion and a motion.

Wednesday, September 8, 2010

NDLA Insurance

President McHenry suggested that the Board discuss the information she provided regarding NDLA insurance. Shelby Harken summarized President McHenry’s report and made a motion: “In as much as we know we need the coverage for the Alerus; and we discussed officers liability but Laurie has been led to believe it may not be necessary; and I don't know if we have information on whether Minot would require event insurance or many of the other places we hold conferences; therefore I move that NDLA pay the \$225 event liability insurance offered by the Alerus.” Travis Schulz seconded the motion that NDLA pay the \$225 event liability insurance offered by the Alerus. To facilitate a discussion in a timely manner, President McHenry suggested that each voting member who does not have points to add to a discussion respond with “I have no discussion.” She stated that if discussion is desired, she will allow 24-48 hours for discussion. Mike Safratowich stated that Harken made strong points regarding purchasing event coverage through the Alerus Center for our immediate need. Safratowich also stated that NDLA must address long-term protection for its board members as originally planned. Victor Lieberman referred to a discussion at the Board’s June meeting regarding the soundness of the idea of liability insurance for our functions and meetings. Lieberman remarked that we can purchase the \$225 coverage available via the Alerus Center for this event but that we should get liability insurance in place afterward so that subsequent meetings and conferences will be coverage regardless of location. Harken commented that this needs to be an agenda item and that if we decide we want just liability insurance, we would need a new quote. Safratowich clarified that with his previous comment, he intended to state that we should approve the insurance offered by the Alerus but continue working towards liability insurance afterwards. Safratowich suggested this be put on the agenda for the upcoming board to consider. Rita Ennen voiced her agreement that we should move forward with insurance from the Alerus Center for this year.

Information Release to General Membership

Sandi Bates reported that she received a request that we put out a change jar at the NDLA conference registration table to collect funds to send to Wadena’s library. Bates stated that she told the person who made the suggestion that the association had already sent \$500 to the library. During the conversation, Bates realized that only the Executive Board knows about the contribution. Bates requested that the publicity committee send a message to the entire membership announcing the \$500 donation made by NDLA to the school library in Wadena. Cathy Langemo replied that she can send out the information and requested ideas for what to include in the information release.

Thursday, September 9, 2010

Information Release to General Membership

Phyllis Bratton replied that it is a good idea to let the membership know what we have done on their behalf. Bratton supports the idea of a collection jar for additional impact. Kirsten Baesler voiced support for the idea shared by Sandi Bates. Baesler offered suggestions to Cathy Langemo for what to include in the information release. President McHenry voiced her support for Baesler's suggestions and thanked Langemo in advance for posting the information.

Additional Exhibitors

Phyllis Bratton reported that three additional exhibitors have come to her attention within the previous 24 hours. Bratton inquired whether there is a cut-off date for exhibitors to register for a booth. President McHenry stated that it is important to have and enforce a cut-off date, if not now then with future conferences. President McHenry stated that the Alerus Center will enforce the number of booths/tables in the room we have rented. President McHenry suggested that we have a significant price difference, perhaps \$100, for those who register prior to August 1 or 15, making it appear that there is a discount for early registration rather than a penalty for late registration. President McHenry inquired as to who the added vendors are, and she commented that the additional vendors will require us to put more tables in the registration area. President McHenry asked if all the tables in the registration area be provided gratis or if paying vendors would be located in that area as well. Rita Ennen wrote that in the future, we should have a cut-off date if we are willing to enforce it. Ennen stated that for now, we should visit with the Alerus Center to be sure of how many tables they will allow us to put in the hallway. Ennen brought up the idea of moving the food elsewhere to allow for two additional booths. Bratton provided the names of the added vendors and voiced her willingness to rework the map of the vendor area. Bratton stated that the exhibit room is full and that Charlene from the Alerus has been very helpful in working out ways to put 6 tables outside the door. Bratton is trying to put our affiliated organizations outside the exhibit room as they do not need electricity. President McHenry suggested that David Bliss and other first-time authors can be out in the hall. President McHenry suggested that food should remain in the exhibit room. Ennen stated that she thought the first-time authors' table was going to be with the Flicker Tale table and asked if they could share a space. Bratton remarked that her understanding was that the Flicker Tale table and the first-time authors' table would be separate. Bratton reported that based on her conversations with Charlene, the refreshments will be in the exhibit room. Bratton stated that so far, everyone outside the exhibit room is a donated table rather than a paying vendor. Marlene Anderson added that she is willing for the *Dakota Gold* table to be outside the main exhibit area. Because the *Dakota Gold* table will be staffed only part of the time, cookbooks will be available for sale at the registration table at times when the cookbook table is not staffed. Beth Greff voiced concern that putting first-time authors with the authors who have won the Flicker Tale award may make it appear that SLAYS is endorsing the other authors as well. President McHenry stated that she does not want to confuse people by having books other than children's books (such as those by David Bliss) at the Flicker Tale table. Bratton agreed and stated that she is planning for David Bliss to be set up outside the exhibit room. Ennen clarified that she intended

to suggest that the tables for first-time authors and Flicker Tale be in the same vicinity, not at the same table.

Friday, September 10, 2010

Additional Exhibitors

Phyllis Bratton reported that there will likely be a total of 5 tables outside the exhibit room, and one of those is for Thursday only.

Monday, September 13, 2010

NDLA Insurance

President McHenry opened voting on the motion made by Shelby Harken and seconded by Travis Schulz. The motion states that NDLA pay the \$225 event liability insurance offered by the Alerus.

Evaluation of Executive Secretary

President McHenry reminded voting members of the time remaining to submit to Phyllis Bratton the evaluation forms for our Executive Secretary.

Wednesday, September 15, 2010

NDLA Insurance

President McHenry reported that the motion carried. The motion which passed stated that NDLA pay the \$225 event liability insurance offered by the Alerus.

Thursday, September 16, 2010

Funding of Literacy Programs, State Literacy Teams

President McHenry forwarded information regarding State Literacy Teams.

Location of Section Meetings

Rita Ennen reported that all section meetings are scheduled in meeting rooms and that the Alerus has given permission for members to carry breakfast with them into meeting rooms.

Major Benefactor Award

Phyllis Bratton made a motion that the Griggs County PEO Chapter W, Cooperstown, be given the Major Benefactor Award at the 2010 NDLA Annual Conference. Bratton provided rationale behind the motion.

Friday, September 17, 2010

Major Benefactor Award

Shelby Harken seconded the motion that the Griggs County PEO Chapter W, Cooperstown, be given the Major Benefactor Award at the 2010 NDLA Annual Conference. President McHenry opened the floor for discussion.

Conference Resolutions

President McHenry suggested that members consider their section's resolutions before the conference and attached the resolution form. President McHenry summarized the procedure for submitting resolutions.

Vendor Summary

Phyllis Bratton distributed a listing of the vendors for the annual conference. She reported the following information. We have 29 booths/tables inside the exhibit hall and 7 outside. Two vendors have rented double spaces. Theresa Norton has posted a notice that we have no more room for vendors and will not accept additional vendor registrations. David Bliss will bring a check for his table; we had been planning to donate a table for him as a new North Dakota author. Shelby Harken gave up the ALA table so that we could fit another paying vendor into the space. Bratton estimates we will gross \$10,330 on vendor income. We will be conducting vendor bingo. Bratton also highlighted two vendors who donated money to the conference: Guy Mackner of Western Books, and Samanthi Hewakapuge of the National Library of Medicine. Rita Ennen added that Minitex gave \$1000 to sponsor food for the breaks throughout the conference.

Monday, September 20, 2010

Numbering for Reports

President McHenry provided a list showing the updated numbering of reports due to the addition of the Archives and Records Management Roundtable.

Tuesday, September 21, 2010

Numbering for Reports

Reports already submitted do not need to be resubmitted with correct numbering.

Wednesday, September 22, 2010

Major Benefactor Award

President McHenry announced that the motion regarding the major benefactor award carried. The motion stated that the Griggs County PEO Chapter W, Cooperstown, be given the Major Benefactor Award at the 2010 NDLA Annual Conference.

Numbering for Reports

President McHenry requested that Board members who have not yet submitted reports do so at this time with the correct numbering. Reports submitted prior to the announcement of numbering change will have numbering corrected by Cathy Langemo before printing.

General Session Agendas

President McHenry distributed draft agenda for the three General Sessions. Bratton enquired whether she should talk about the transition plan during a General Session. She also asked if there will be a ribbon cutting for the exhibits on Thursday morning.

Thursday, September 23, 2010

General Session Agendas

President McHenry distributed revised agendas for the three General Sessions and specified that those listed on the agenda review the agendas for any needed corrections.

Quarterly and Annual Reports

President McHenry stated that she will e-mail the membership at large to encourage them to read the reports online as Langemo will be printing a limited number of copies to be available at the registration desk. President McHenry requested quarterly and annual reports from specific Board members and stated that the report of the Nominations and Elections Committee will not be available until Monday as the voting ends at midnight Sunday.

Executive Secretary Evaluation

Bratton distributed a spreadsheet of responses and additional comments provided as part of Langemo's job performance evaluations.

Sunday, September 26, 2010

Bylaws Ballot

Bates provided a ballot to use during the second General Session for voting on a proposed Bylaws change. Bates asked Langemo to make 170 copies on a light blue paper.

Monday, September 27, 2010

General Election Results

Bates submitted a PDF document showing the results of the 2010 North Dakota Library Association general election for the positions of President Elect, Secretary, Treasurer, and Mountain Plans Library Association Representative. The report was generated by Survey Monkey. The PDF generated through Survey Monkey does not display the single write-in vote for Christine Kujawa for President Elect. Bates requested that after the validation of the election results, President McHenry notify those elected into position. Frantes made a motion to validate the 2010 Election results as distributed to the list by Sandi Bates on September 27, 2010; Hirning seconded the motion. President McHenry opened the voting on the motion to validate the NDLA 2010 General Election results.

Section/Roundtable Election Results

Bates submitted a PDF document showing the results of the 2010 North Dakota Association election for the positions within Roundtables and Sections. The report was generated by Survey Monkey. The PDF generated through Survey Monkey does not show the single write-in vote for Cheryl Lackman for Chair Elect of the New Members Roundtable. Results submitted by Bates included Academic Special Libraries Section, Government Documents Section, Health Sciences Information Section, New Members Roundtable, Public Libraries Section, and Technical Services Roundtable. Bates noted that other Sections and Roundtables within the organization did not submit candidates for the election. Bates requested that after the validation of the election results, President McHenry notify those elected into position.

General Session Agendas

President McHenry attached the General Session agendas and asked for copies to be made. Kujawa requested that if certificates of appreciation are made for members of the Board, the certificates include “NDLA Executive Board 2010-11” on them somewhere.

Pre-Conference Board Meeting Agenda

President McHenry attached the agenda for the Pre-Conference Executive Board meeting to be held on September 29, 2010.

Tuesday, September 28, 2010

General Election Results

President McHenry reported that the motion to validate the 2010 Election results as distributed to the list by Sandi Bates on September 27, 2010, carried.

Section/Roundtable Election Results

Greff made a motion to validate the results of the NDLA 2010 Section/Roundtable Election Results as distributed to the list by Sandi Bates; Hirning seconded the motion. President McHenry opened the voting, stating that voting would end at 8:00 am on Wednesday, September 29.

Wednesday, September 29, 2010

General Election Results

President McHenry informed the Board that the vote to validate the 2010 NDLA Section/Roundtable Election Results was one vote short of passing, based on the number of votes which had come in prior to the announced end of the voting period. President McHenry tabled the vote on the motion until the September 29, 2010, Board meeting at which time the Board will vote on the motion as stated.

Respectfully submitted,
Chandra Hirning, Secretary

Approved November 8, 2010.