

NDLA Executive Board
Electronic Discussion/Action
September 30, 2010, to November 22, 2010

Thursday, September 30, 2010

Pre-Conference Board Meeting Minutes

Hirning distributed a draft version of the minutes of the pre-conference board meeting for approval during the post-conference board meeting. She requested that Al Peterson and Kirsten Baesler provide updated wording regarding the electronic survey policy.

Thursday, October 7, 2010

Press Release: Awards

Langemo distributed a copy of a press release to announce awards given at the 2010 NDLA Annual Conference. Doris Ott was honored with the 2010 Librarian of the Year Award. The 2010 Major Benefactor of the Year Award was presented to PEO Chapter W of Cooperstown. Kirsten Baesler received the President's Recognition Award for her years of dedicated work on the Constitution, Bylaws and Policies Committee. NDLA recognized long-time members Cheryl Baily, Judith Omlid, Doris Ott, Dan Koper, and Renee Paasch.

Electronic Minutes

Hirning redistributed a draft of the electronic minutes for June 1, 2010, to September 29, 2010, which had been previously sent out on Wednesday, September 29, 2010, during the conference. Approval of the minutes had been tabled during the post-conference meeting to allow attendees time to read the minutes. Hirning asked for Board members to review the electronic minutes and to discuss and approve them electronically. McHenry proposed corrections to the electronic minutes for June 1, 2010, to September 29, 2010.

Pre-Conference Board Meeting Minutes

Hirning distributed the approved version of the minutes of the pre-conference board meeting which had been approved during the post-conference board meeting. She requested Norton post the approved pre-conference minutes to the website.

Friday, October 8, 2010

Press Release: Awards

Several Board members thanked Langemo for creating the press release. Krenz stated that she provided her local newspaper with the press release and additional information about the PEO.

Saturday, October 9, 2010

Press Release: Executive Board

Langemo distributed a copy of a press release to announce the members of the 2010-2011 Executive Board.

Sunday, October 10, 2010

Press Release: Executive Board

Drewello noted that the Alfred Dickey Library merged with the Stutsman County Library to form the James River Valley Library System on January 1. McHenry suggested listing the town/city after the job held in each instance. McHenry also suggested several corrections to capitalization. Langemo made the suggested additions and corrections and distributed the amended press release.

Thursday, October 14, 2010

Treasurer's Report, Sept. 30, End of 3rd Quarter

Safratowich submitted the 3rd quarter financial report for 2010, along with supporting documents. Safratowich moved that the report be approved.

Tuesday, October 26, 2010

Budget Information

Krenz informed the Board that budget requests are needed by November 10, 2010. She attached the 2010 approved budget and a letter with additional information about how to make budget requests. Greff asked President Ennen to provide the locations of the Executive Board meetings to allow members to budget for mileage.

Anticipated Board Meeting Locations

In reply to Greff's question regarding locations of Board meetings, President Ennen replied that the November meeting will be in Jamestown on either Nov., 22, 24, or 29; the March meeting will be held in IVN, and the May meeting will be in Minot. Ennen requested that members reply to her regarding availability and preference for the dates in November. Various members replied regarding availability and preference for the dates in November.

Archive on NDLA Site

President Ennen forwarded information from Norton regarding the new archive on the NDLA website. Norton provided the user name and password for the archive. If Board members have forms or other documents which would be useful for future Board members, they are to send Norton the items to be added to the archive.

Treasurer's Report, Sept. 30, End of 3rd Quarter

President Ennen inquired whether anyone would offer a second to the motion by Safratowich to approve the 3rd quarter financial report. McHenry seconded the motion to approve the 3rd quarter financial report. President Ennen recognized the second and asked for discussion or questions.

Wednesday, October 27, 2010,

Anticipated Board Meeting Locations

Various board members continued to reply to President Ennen's request for feedback regarding dates for the November meeting. Krenz suggested Nov. 29 as it would allow her more time to prepare the budget. Wightman stated that she will not be in North Dakota at the time of the March meeting and inquired whether she should ask someone to sit in as proxy.

A Nation without School Librarians

Baesler forwarded an e-mail regarding a Google Maps Project titled A Nation without School Librarians. The project features a map marked to show schools or districts which have lost or are missing a certified school librarian.

Thursday, October 28, 2010,

Anticipated Board Meeting Locations

President Ennen responded to Wightman's statement that she will be out of the state during March. President Ennen noted that part of the reason for using IVN during March is to eliminate the need for travel. Wightman replied that she will be in Arizona at that time and inquired whether she would be able to connect by phone, Skype, or Pronto as she will not have access to IVN at that time.

Treasurer's Report, Sept. 30, End of 3rd Quarter

President Ennen reiterated that Safratowich moved and McHenry seconded the motion to approve the 3rd quarter financial report. President Ennen asked for a vote.

Tuesday, November 2, 2010

Anticipated Board Meeting Locations

President Ennen thanked members for their input regarding our November meeting and asked for responses from any members who had not yet given their input. Members continued to reply with their preferences.

Budget Information

Krenz requested that anyone who had not submitted budget requests for this year do so this week. She also requested that anyone not needing funds would let her know.

Wednesday, November 3, 2010

Treasurer's Report, Sept. 30, End of 3rd Quarter

President Ennen stated that the motion to approve the 3rd quarter financial report carried.

Electronic Minutes

Hirning redistributed a draft of the electronic minutes for June 1, 2010, to September 29, 2010. On October 7, 2010, Hirning had asked for Board members to review the electronic minutes and to discuss and approve them electronically. On that same date, McHenry proposed corrections to the electronic minutes for June 1, 2010, to September 29, 2010. No motion had been made to accept the minutes during the intervening weeks, so at this time Hirning asked the board to review the minutes and to make a motion for the approval of the minutes.

Thursday, November 4, 2010

Electronic Minutes

McHenry moved to accept the revised electronic minutes for June 1-September 29, 2010. Harken seconded the motion. President Ennen opened discussion.

Friday, November 5, 2010

Electronic Minutes

President Ennen asked for a vote on the motion to accept the revised electronic minutes of the Executive Board for June 1 to September 29, 2010.

Monday, November 8, 2010

Electronic Minutes

President Ennen announced that the motion to accept the revised electronic minutes of the Executive Board for June 1 to September 29, 2010, carried.

Wednesday, November 17, 2010

Contact and Listserv Information

Thomas distributed a list of contact information for Executive Board members and asked to be notified of any changes, additions, or updates. Thomas also distributed a list of all NDLA e-mail discussion lists available for various groups.

Action Needed: Review of Policy Handbooks

Baesler requested that each Executive Board member, officer, and employee review their respective bylaws and policy handbooks to make sure they are accurate and attributable and to recommend any necessary changes to the Constitution, Bylaws, and Policies committee for their review and subsequent recommendation to the board for approval. Baesler asked all members of the Executive Board to notify her when they have reviewed their policy handbooks, whether or not changes are needed.

November Meeting of Executive Board

President Ennen reminded the Board that the meeting is scheduled for November 29, 2010, from 9:30 am to 3:00 pm at Jamestown College in Westminster Hall. She provided information regarding lodging and directions. President Ennen requested that agenda items be sent to her on or before noon on November 23. She also requested that quarterly reports be sent to the list on or before November 23. She requested that members read the reports prior to the meeting.

Thursday, November 18, 2010

Action Needed: Review of Policy Handbooks

Safratowich notified Baesler that the Treasurer's handbook needs updating. Hanson stated that he will be contacting Baesler about the by-laws for the Archives/Record Management Roundtable. Krenz stated that some changes will be made to the Finance Committee policy manual. Baesler stated that she is keeping a list of responses received.

November Meeting of Executive Board

Trude asked whether position numbers for the quarterly reports had changed recently. President Ennen replied that the numbers had changed, which was not reflected on the numbering system she distributed on November 17. President Ennen provided a list with the correct numbering for board reports.

Saturday, November 20, 2010

Action Needed: Review of Policy Handbooks

Baesler forwarded questions raised by Krenz when Krenz reviewed the Finance Committee Policy Handbook, particularly the Chronological Guidelines for September and for August/September. Baesler stated that the handbooks should be reworded to direct incoming chairs and chair-elects to the NDLA website to access the committee/roundtable/positions Policy Handbooks. This should be changed in all policy handbooks that include that item. Baesler noted that because we are no longer giving oral reports, references to oral reports should be removed from any handbooks which still include that item.

Monday, November 22, 2010

Action Needed: Review of Policy Handbooks

Wightman stated no changes are necessary for her section of the Policies Handbook.

Respectfully submitted,
Chandra Hirning, Secretary

Approved during November 29, 2010, Executive Board meeting