

NDLA Executive Board  
Electronic Discussion/Action  
November 23, 2010, to March 13, 2011

**Saturday, November 27, 2010**

*Review of Bylaws and Policies Handbooks*

Langemo acknowledged Baesler's request of November 17 to review policy handbooks. Langemo stated that it is likely that the Executive Secretary policies handbook will need updating but was unsure about the policies handbook for the Public Relations Committee.

**Monday, November 29, 2010**

*November Board Meeting*

West informed the Board that she and Markland would be unable to attend the meeting due to weather conditions.

**Tuesday, November 30, 2010**

*Logo Images*

West thanked Norton for posting logos and images to the website with availability to the Executive Board.

**Monday, December 6, 2010**

*Contact Information for Board Members*

Anderson asked members of the Executive Board to verify their contact information for publication in the December issue of *The Good Stuff*. President Ennen provided a correction to her address. Safratowich corrected his e-mail address. Hanson verified that information shown for him was correct. Langemo added her fax number and pointed out that the document had inconsistent styles used for phone numbers.

*IMLS Connecting to Collections Implementation Grant*

Drewello forwarded a question from Ann Jenks. Jenks had asked whether she could say that NDLA is a program partner for the IMLS Connecting to Collections implementation grant. Drewello is on the committee but wanted clarification from the Board whether she is on the committee as an interested public librarian or as the chair of NDLA's Public Library Section.

**Tuesday, December 7, 2010**

*IMLS Connecting to Collections Implementation Grant*

Bratton referred to minutes from a September 24, 2008, meeting of the NDLA Executive Board regarding the ND Cultural Heritage Initiative. Those minutes stated that when needed Bratton would "be authorized to write a letter of support from NDLA." President Ennen asked Drewello to ask Jenks what being a program partner entails so that we would be in a better position to discuss and make a decision. McHenry asked whether we should make a motion that NDLA will be a program partner for the IMLS Connection to Collections implementation grant or we should make a motion that Drewello represent the NDLA Executive Board. McHenry emphasized that time is of the essence.

**Tuesday, December 7, 2010***Contact Information for Board Members*

Wightman submitted corrections to her contact information. West submitted an updated address.

**Thursday, December 9, 2010***IMLS Connecting to Collections Implementation Grant*

Drewello forwarded an e-mail from Ann Jenks with clarification about the partnership role of NDLA in regard to the IMLS Connecting to Collections grant. Jenks wrote, "Each partner listed is required to complete and submit a Partnership Statement form to the lead applicant for submission with the application." Jenks supplied a partnership form which asks for the partner's key roles and responsibilities in the project. Jenks wrote, "I think the role for NDLA would be through Daphne to provide the Advisory Board with the 'library perspective' to make sure we are addressing the needs of their constituents and to encourage the library community to take advantage of the project activities." President Ennen asked for input from the Board. McHenry stated that it would be in our best interest to support the project. McHenry provided suggestions for answers to several of the questions on the partner form.

**Monday, December 13, 2010***IMLS Connecting to Collections Implementation Grant*

Drewello asked for clarification whether she should fill out the form with the suggested text and send it to Ann Jenks. Drewello was uncertain whether a vote was required. President Ennen responded that a motion and a vote would be needed in this situation. President Ennen asked for additional comments or a motion. McHenry moved that NDLA provide support in a partnership role to the IMLS Connecting to Collections implementation grant. Strohshane seconded the motion. Hanson voiced his support by stating, "Anything we can do to increase SHRAB's grant possibility is a good thing. It certainly would help if NDLA could write a letter of support, especially since South Dakota already has support from librarians in the state." President Ennen acknowledged the motion and the second and called for a vote on the motion.

**Tuesday, December 14, 2010***IMLS Connecting to Collections Implementation Grant*

President Ennen announced that the motion that NDLA provide support in a partnership role to the IMLS Connecting to Collections implementation grant carried.

**Wednesday, December 15, 2010***Grant for Low Income School Libraries*

Langemo forwarded information regarding a grant through the Laura Bush Foundation for America's Libraries for schools having at least 50% of students qualifying for low-income meal programs.

**Thursday, January 6, 2011***Motion for a New Registered Agent*

Safratowich informed the Board that each year, nonprofit organizations must file an annual report and verify their continued existence with the Secretary of State's office. The report is due on or before February 1. Part of the report includes the name of the organization's registered

agent, and this year NDLA needs to name a new registered agent. Safratowich stated that he and President Ennen had discussed that need and had asked Cathy Langemo if she would be willing to serve in that capacity. Safratowich stated that Langemo had agreed to do so but that the action requires Board approval prior to naming Langemo as the registered agent on the report. Safratowich made a motion that Catherine A. Langemo be named as the noncommercial registered agent of the North Dakota Library Association effective January 2011. Madler seconded the motion. President Ennen opened the floor for discussion on the motion.

### **Friday, January 7, 2011**

#### *Motion for a New Registered Agent*

President Ennen called for a vote on the motion that Catherine A. Langemo be named as the noncommercial registered agent of the North Dakota Library Association effective January 2011.

### **Thursday, January 13, 2011**

#### *Motion for a New Registered Agent*

President Ennen announced that the motion carried.

#### *Treasurer's Report for 4th Quarter*

Safratowich submitted the financial report for the 4th quarter of 2010, along with supporting documents. Safratowich moved that the report be approved. Madler seconded the motion to approve the financial report for 4<sup>th</sup> quarter 2010. President Ennen acknowledged the motion and second to approve the Treasurer's 4<sup>th</sup> quarter financial report and called for a vote on the motion.

### **Friday, January 14, 2011**

#### *Treasurer's Report for 4th Quarter*

President Ennen announced that the motion to approve the Treasurer's 4<sup>th</sup> quarter financial report carried.

### **Sunday, January 30, 2011**

#### *House Bill 1396*

Hanson informed the Board about House Bill 1396 going forth in the North Dakota Legislature that will have an impact on archives, as well as any public libraries collecting material donated by private individuals. As summarized by Hanson, HB1396 would allow public libraries, archives, or museums to close materials received from private donors. Hanson provided a few examples of situations when the Department of Special Collections at the UND Chester Fritz Library closed materials received from private donors. Hanson reported that the three largest archival repositories in North Dakota (NDSU, the State Historical Society, and UND) have each received closed collections in the past. Hanson stated that the ND Century Code does not expressly address their legal standing to do so. House Bill 1936 would codify this ability in state law. Hanson attached the text of the bill.

### **Thursday, February 3, 2011**

#### *Treasurer's Handbook*

Baesler, via McHenry, distributed the Treasurer's proposed changes to the Treasurer's Policies Handbook. Baesler stated that the proposed changes were reviewed by the Constitution, Bylaws

and Policies Committee and were recommended for approval by the Executive Board. President Ennen asked if anyone would like to make a motion to approve the proposed changes to the Treasurer's handbook. Safratowich moved that the NDLA Board approve the proposed changes to the Treasurer's handbook. Hirning seconded the motion. President Ennen opened the floor for discussion.

- McHenry commented that on page 2-Backup and Archival of Records, wording should be changed to either *Backup and Archiving of Records* or *Backup and Archival Records* or *Backup of Archival Records*.
- McHenry commented that proposed changes on page 3 would necessitate the following addition to the Executive Secretary's Handbook
  - **NDLA's Executive Secretary** acknowledges donations with a letter of thanks to the individual **or organization** making the donation. **The Membership Chair informs the Executive Secretary about incoming donations.** A form letter is used containing information ~~of~~ **about** NDLA's donation categories. The letter includes a receipt for tax purposes.
- Baesler concurred that changes to the Executive Secretary's Handbook, as detailed by McHenry, would need to be made and could easily be added when Langemo reviews her handbook.
- Safratowich concurred that the heading on page 2 should be changed. His preference is *Backup and Archiving of Records*.

### **Monday, February 7, 2011**

#### *Treasurer's Handbook*

President Ennen opened the vote on the motion to approve the revisions to the Treasurer's Handbook.

### **Tuesday, February 8, 2011**

#### *Treasurer's Handbook*

Langemo forwarded information from Rob Shapiro with The Speaker Agency.

### **Wednesday, February 9, 2011**

#### *Treasurer's Handbook*

President Ennen announced that the motion to approve the revisions to the Treasurer's handbook carried. Baesler asked Norton to post the newly approved revision of the Treasurer's Policy Handbook to the NDLA website.

#### *March Meeting*

President Ennen asked Board members to discuss whether it would work for us to hold the March meeting via Wimba rather than IVN.

### **Thursday, February 10, 2011**

#### *March Meeting*

McHenry stated that she would prefer IVN or Skype but is willing to try Wimba. She can use Wimba at her work station but in a listen mode only; she would need to find a computer with speaker capability which she could use in a room where it would not disturb anyone. Madler

stated that she is unfamiliar with Wimba and will investigate whether she can get access to it. Hirning remarked that Wimba has a dial-in option (long distance) for users without speakers or a microphone. Kujawa inquired whether Wimba requires a subscription or just a setup and registration. Hirning clarified that only the host of the session needs a subscription; participants need only to follow a link and run a setup wizard. President Ennen added that Wimba is software used for webinars. ODIN uses it for their trainings. President Ennen stated that the subscription would not be an issue because she would take care of it at her location. McHenry asked whether there would be a long distance charge to each individual who had to dial in. Hirning answered that it would be a separate long distance charge for each person who called in. She also mentioned the option of using the computer's speakers to listen and either a microphone or a chat box to communicate. McHenry expressed that the meeting would be more effective if all attendees were able to talk through a microphone or telephone rather than through a chat box. She also expressed that she would have to find a computer with a microphone. Trude added that she is unfamiliar with Wimba.

### **Friday, February 11, 2011**

#### *Membership Application and Money*

Kujawa stated that Jamestown College sent a check for \$140 and NDLA membership applications to the Bismarck Public Library. Kujawa inquired whether Kathy Thomas is the person to whom she should forward them. President Ennen confirmed that they should go to Thomas.

#### *Call for Candidates*

Kuntz attached a call for candidates request which she composed in hopes that all chairs and all members of the Executive Board would start working toward the NDLA elections to be held electronically in the next few months. Kuntz stated that after the candidates have agreed to run, they will fill out biographies for inclusion in the next *The Good Stuff*.

### **Saturday, February 12, 2011**

#### *Membership Application and Money*

Bratton apologized for error in sending the NDLA applications and fees to the incorrect address.

### **Wednesday, February 16, 2011**

#### *NDLA 2010 Tax Return*

Safratowich stated that Augie Ternes has completed NDLA's 2010 tax return on a voluntary basis. Ternes has completed NDLA's returns for the past 12 years, and each year the Association sends him a gift certificate along with a letter of appreciation for his interest in and support of NDLA. Safratowich moved that the NDLA board authorize purchase of a \$100 gift certificate from a retail outlet for Augie Ternes in appreciation for preparing the Association's 2010 tax return and that President Ennen send a letter of thanks to him for his continued interest in and support of NDLA. Trude seconded the motion. President Ennen recognized the motion and the second and opened the floor for discussion.

### **Thursday, February 17, 2011**

#### *NDLA 2010 Tax Return*

President Ennen called for a vote on the motion that the NDLA board authorizes purchase of a \$100 gift certificate from a retail outlet for Augie Ternes in appreciation for preparing the Association's 2010 tax return and that President Ennen send a letter of thanks to him for his continued interest in and support of NDLA.

### **Friday, February 18, 2011**

#### *Executive Board Meeting Dates*

President Ennen stated that the Board will meet via IVN for the March meeting. She provided a link to a Doodle poll concerning possible dates for our next Executive Board meeting.

#### *NDLA 2010 Tax Return*

President Ennen announced that the motion regarding a gift card and letter of thanks for Augie Ternes carried.

### **Tuesday, February 22, 2011**

#### *CEC Policy Manual*

Baesler stated that the Constitution, Bylaws, and Policies Committee recommends that President Ennen entertain a motion to approve the Continuing Education Committee's Policies Handbook, which Baesler attached. President Ennen asked Board members to look at the handbook and asked if anyone would like to make a motion.

### **Wednesday, February 23, 2011**

#### *CEC Policy Manual*

Harken moved that the NDLA Executive Board approve the handbook for the Continuing Education Committee. Madler seconded the motion. President Ennen stated, "Upon the recommendation of the Constitution, Bylaws, and Policies committee, it has been moved and seconded that we approve the attached Continuing Education Committee Policies Handbook." President Ennen opened the floor for discussion.

### **Wednesday, February 23, 2011**

#### *CEC Policy Manual*

Safratowich stated, "There is a minor inconsistency in the term/phrase "institution of higher education" found in the membership and procedures section and the term/phrase "institute of higher learning" occurring in the chronological guidelines. Was this usage intentional?"

### **Thursday, February 24, 2011**

#### *CEC Policy Manual: Institution of Higher Education*

Baesler deferred to Bratton on the wording highlighted by Safratowich on February 23 but stated that even though the inconsistency does not alter the meaning, we should make them consistent unless the wording was intentional for a specific purpose. Bratton stated that the varying verbiage was an oversight, not intentional. Bratton asked Baesler to change it to *education* on the master form. Safratowich added that he was more concerned about the use of *institution* versus *institute* since the word *institute* has a narrower meaning. Bratton replied that she would like the wording to read *institution of higher education*. Baesler stated that she made the change on the master copy. Baesler asked if the people who made the initial motion and the second are

willing to accept this change and amend their motion. Harken stated that she accepts the change in the text to *institution of higher education* and that she amends her motion to include it. Madler also accepted the change and seconded the amended motion.

#### *CEC Policy Manual: Funding*

Krenz asked about the intent of a specific paragraph. She asked if it is the expense related to Board meetings, to other non-conference workshops, or to committee meetings. She also asked if the specified paragraph is in other committee handbooks. The paragraph referred to by Krenz states, “Funds are required for a number of activities carried on by the committee throughout the year. Since activities of the committee may vary from year to year, an assessment of needs should be made each year and a request for funding submitted to the Chair of the NDLA Finance Committee.” Safratowich responded that he examined a few handbooks. The handbooks he examined varied in detail concerning expenses to be budgeted but all had a section on estimating expenses and requesting the estimate. Expenses for attending Board meetings are dealt with in a universal statement in each handbook. Bratton responded by saying that the bulk of the expenses will be related to the conference and will come out of conference revenues. Those expenses would mostly involve paying for the pre- and post-conference speakers. Bratton wrote, “The expenses that relate to non-SLMS continuing education will probably be variable from year to year – possibly by a great deal. Most of the time, the committee could do a cost-recovery thing by charging to participate, which should certainly be equitable, but they may need some initial funds to start the process. However, there may be instances where the committee would like to subscribe to a series of lectures for the whole membership, or purchase a membership in an educational organization that would allow member discounts, or some other scenario. I left it vague because there are so many possibilities.” Other expenses would be typical ones related to meetings, postage, etc. Bratton stated that she did not take the wording from any other policy manual, so if it is inconsistent with practice or intent, it may need to be edited. Bratton added that she is unsure how SLAYS pays for author luncheons but is assuming that that is also paid for out of conference revenues. Krenz thanked Bratton for the explanation and for the information about non-conference educational opportunities which would be offered. Greff replied that in either the conference budget or the regular budget, there is a section called Flickertale. Greff thinks that the authors’ visits come out of conference but that continuing expenses, such as stickers and such, come out of the regular budget. Greff asked Safratowich to comment. Safratowich replied that “the Board at its December 2008 meeting passed a motion authorizing ‘costs associated with the speaker(s) at the annual conference for Flickertail Award be part of the annual conference budget.’ However, speakers outside of conference as well as the items you mentioned such as stickers still come from the funds which have accumulated over the years in the book sales account. This account is reported on the financial report each quarter. It is not a budgeted expense.”

#### **Tuesday, March 1, 2011**

##### *March IVN Meeting*

President Ennen announced that our next Executive Board meeting will be on Wednesday, March 16, from 9:00 to 12:00 Central Time via IVN. She will send out an agenda and the room numbers for the various sites.

### *CEC Policy Manual*

President Ennen stated that the motion has been amended and seconded to accept the CEC policy manual with changes as discussed. President Ennen called for a vote.

### **Wednesday, March 2, 2011**

#### *CEC Policy Manual*

President Ennen announced that the motion carried to accept the CEC policy manual with changes as discussed.

### **Thursday, March 3, 2011**

#### *Programming for Annual Conferences*

Bratton asked Board members to work with their sections and roundtables to sponsor a session within their particular field of expertise. The conference theme is *Librarians: Leadership for a New Decade*. The program form is on the conference website.

### **Monday, March 7, 2011**

#### *NDLA Executive Board Meeting, March 16*

President Ennen notified Board members of the March 16, 2011, meeting from 9:00 am to 11:50 am Central Time via IVN. She asked members to submit reports with the number/position in the subject line. She asked members to read reports before the meeting because the reports will not be addressed during the meeting other than announcements as needed. President Ennen sent out a list of the confirmed sites for the March IVN meeting. She stated that she is still working to confirm a site in Jamestown. James replied that she will be unable to attend the meeting.

### **Tuesday, March 8, 2011**

#### *NDLA Executive Board Meeting, March 16*

Wightman stated that she will be unable to attend the meeting via IVN but can make herself available by phone, e-mail, or Pronto (Wimba). She asked to be contacted regarding what she should do. President Ennen asked Wightman to send her quarterly report and any agenda items. She stated that March 16 was the date with the most positive responses and that she had received negative responses regarding using Wimba for this meeting. Davis stated that she will be unable to attend the meeting.

### **Thursday, March 10, 2011**

#### *NDLA Executive Board Meeting, March 16*

White stated that she will be unable to attend the meeting. Bivins stated that he will be unable to attend the meeting due to a conflict with the national LSTA meeting of IMLS.

#### *RILA Endorsement of ALA Statement on Collective Bargaining*

Langemo forwarded an e-mail which stated that the Executive Board of the Rhode Island Library Association endorses the American Library Association statement on collective bargaining.

#### *Report from Past-Past President*

Bratton submitted reports detailing what has been done and is being done during the transition. She also submitted the preliminary conference budget. She invited questions.



**Friday, March 11, 2011**

*Ghostwriting*

Langemo forwarded information about an upcoming broadcast on Prairie Public Radio entitled “Is Ghostwriting Ethical?”

**Sunday, March 13, 2011**

*NDLA Executive Board Meeting, March 16*

West stated that she would be unable to attend the upcoming meeting.

Respectfully submitted,  
Chandra Hirning, Secretary

*Approved during March 2011 Executive Board meeting*