



## **NDLA Executive Electronic Discussion**

**Oct. 1 – Dec. 2012**

### **Oct. 1, 2012**

Pres. Peterson informed board that he and Aubrey Madler had discussed the Executive Secretary position with Cathy and informed her that they were opening the position up for bid. The final changes to the handbook are underway.

### **Oct. 10, 2012**

President Peterson thanked board members for gift of books for his son.

### **Oct. 12, 2012 – Oct. 16, 2012 – Treasurer's Report**

Michael Safratowich provided treasurer's report for end of 3<sup>rd</sup> quarter and moved to approve report. Pres. Peterson seconded the motion and asked for discussion. No discussion. Pres. Peterson called for a vote to approve financial report by 6:00 p.m. on Oct. 15. Motion carried. Oct. 16, 2012

### **Oct. 16, 2012 – Executive Secretary's Handbook**

Pres. Peterson distributed the Executive Secretary's Handbook with revisions via email. Pres. Peterson called for a motion to approve the document. Motion was withdrawn pending some wording issues and the document was sent back to the Constitution, Bylaws, and Procedures for corrections.

### **Oct. 22-24, 2012 – Executive Secretary's Handbook**

Pres. Peterson re-distributed the Executive Secretary's Handbook with revision including the additional changes to the wording and asked for a motion to approve the document. Rosemary Flynn moved to accept, Will Martin seconded. There was no discussion. Pres. Peterson called for a vote to close by 7:00 p.m., Oct. 24, 2012. Motion to adopt the Executive Secretary's Handbook passed 15-0.

### **Oct. 31, 2012**

Pres. Peterson informed the Executive Board of the following: As you may have read in the Sept. 21<sup>st</sup> board minutes, when the voting members of the board reconvened after executive session, the board voted on putting the executive secretary position out for bid. The decision to seek bids for the

Executive Secretary was based on the number of changes made to the handbook that the board voted to accept last week. These changes as well as changes made in other handbooks, have significantly changed the duties of this position. We, the voting members of the board, felt that rather than renew a contract based on a previous job description and handbook, the prudent thing to do was to put the position out for bid based on the new handbook, the new job description, and the new duties associated with the Executive Secretary position. The current secretary was made aware of decision the following week after the 21<sup>st</sup> meeting and is planning on bidding on the position. A search committee has been formed and are working on the RFP and the job description. The committee consists of Victor Leiberman, Pres. Elect, Aubrey Madler, Past President, Virginia Bjorness, Constitutional, Bylaws, and Policies Chair, Kathy Thomas, Membership Chair, and a member at large, Tim Dirks, Public Library Chair. According to the Executive Secretary Search Committee Handbook, the President is not part of the search committee.

#### **Nov. 1, 2012**

Pres. Peterson sent out a Doodle survey to determine time and location of the December Board meeting with voting closing on Nov. 7 at 5:00 p.m.

#### **Nov. 6, 2012**

Pres. Peterson distributed job announcement for the position of Executive Secretary to the Executive Board based on the handbook. Pres. Peterson asked for approval of the announcement. Lisa Martin moved to approve. Will Martin, seconded. Pres. Peterson called for discussion. There was no discussion. Pres. Peterson called for a vote to close by Friday, Nov. 9<sup>th</sup> at 6:00 p.m.

#### **Nov. 13, 2012**

Pres. Peterson announced that the next board meeting will be held on December 12, 2012 from 10:00 a.m. to 4:00 p.m. at the Gladstone Inn in Jamestown.

#### **Nov. 20, 2012**

A motion was made by Eric Stroshane and seconded by Shelby Harken that NDLA should join with other library associations in opposition to "unfair conditions for the sale of e-content to libraries," as delineated in ALA's prepared statement presented to the board by ALA Councilor Shelby Harken. Motion passed with 10 yeas, one nay, and 4 abstain. Shelby will forward to ALA.

#### **Dec. 5, 2012**

Reports submitted by: Shelby Harken - ALA Councilor; Marlene Anderson - Good Stuff report; Kathryn Thomas – Membership report; Elizabeth Madsen – NDLA TECHSERT Report; Holly Gabriel – Health Sciences Information Section; Carrie Scarr – NDLA Archivist Report