

NDLA Executive Board Electronic Discussion
October 2- Nov. 29, 2013

September 30, 2013

President Victor Lieberman sent out a Doodle survey to determine the date of the first Executive Board meeting. Friday, December 6, 2013 was chosen with 17 attendees and 11 voting members confirmed which constituted a quorum. President Lieberman will send out a message to determine who needs hotel reservations.

October 2, 2013

Virginia Bjorness questioned making a general announcement to the NDLA membership for the Secretary position, thinking it would elicit too many candidates to put on the ballot. NEV Chair Susie Sharp reported that it's hard to get even two candidates to run for offices.

President Lieberman replied that we must secure, verify, and announce candidate(s) to fill the board Secretary vacancy. S. Sharp, will contact those NDLA members who have either been nominated or indicated they wish to run for this office. The Executive Board must vote to approve the slate of candidates prior to the announcement going out, and a 30-day announcement period must occur prior to voting.

October 3, 2013

Michael Safratowich sent out the 3rd Quarter Treasurer's Report with supporting documents to the Executive Board. He moved that the report be approved. Shelby Harken seconded. Motion approved. 9 votes affirmative.

October 7, 2013

The minutes from the first Executive Board meeting on Wednesday, September 25, 2013 at the SDLA, NDLA, MPLA Tri-conference were distributed to members. Shelby Harken moved to approve the minutes. Al Peterson seconded. Motion approved. 5 votes affirmative.

October 11, 2013

Draft of NEW BYLAW TEXT: Executive Committee of the Board

The Executive Committee of the Board shall consist of the President, President-Elect, Past-President, Secretary, and Treasurer. In situations where the full Board cannot address a matter in a timely fashion, as determined by the Executive Board, the Executive Committee of the Board may be called upon to investigate, discuss, and either recommend a course of action or to act with final authority for the Executive Board when dealing with the matter at hand (if explicitly stated in the charge); however, proposed or final course(s) of action are subject to review, modification, approval (if required), or rescinding by a majority vote of the Executive Board. Any action taken by the Executive Committee of the Board must be reported to the full Executive Board within 14 days or at the next Executive Board meeting, whichever occurs first.

Rationale:

The need for an Executive Committee of the Board was felt when going through the process of hiring a new Executive Secretary. Once the initial interviews were conducted and references were checked, it became apparent that bringing all of the qualified applicants before the entire Executive Board (as indicated in the Executive Secretary Search Committee handbook) would be impractical. One of the Search Committee's main concerns was that we would lose desirable candidates in the time to set up an interview before the entire Executive Board

(the Executive Board met in March and was not expected to meet again until June). We discussed setting up a conference call with the full Board and each of the candidates, but this too was deemed impractical and unwieldy.

It was proposed to have an Executive Committee of the Board conduct the second round of interviews (if necessary) and to make the final hiring decision. The intent of the proposed Bylaws change is to formally define an Executive Committee.

The NDLA President does have the authority "...to establish additional committees as needed," (art.6, sec.1). However, Sturgis makes mention of the suitability for forming "The Executive Committee of the Board." The wording that this committee should have the authority to act "on emergency matters or on recurring matters that must be disposed of promptly," seems to get at the heart of what we wish the functions of this group to be (Standard Code of Parliamentary Procedure, 2012; p. 196).

October 17, 2013

Proposed change in Executive Committee of the Board Bylaws sent to NDLA membership for 30 discussion period.

November 6, 2013

Two candidates have agreed to run for NDLA Secretary. They are Sam Stover, Patron Services Librarian, Valley City State University and Mary Lorenz, Reference Librarian, Grand Forks Public Library. Mike Safratowich moved to approve the nominations. Shelby Harken seconded the motion. Motion approved. 8 votes affirmative.

November 8, 2013

30 day notification period for NDLA Secretary Candidates sent to NDLA membership.

A mentoring program has been discussed at Executive Board meetings and NDLA General Membership meetings since September 2011. Aubrey Madler has agreed to Chair such a committee with Board approval.

Mentoring Committee Charge:

"The NDLA Committee on Mentoring, to be Chaired by Aubrey Madler, is asked by the Executive Board to examine the issue of librarian mentorship, how such a program might be developed and managed by NDLA, what guidelines need to be developed for participants, and to bring such recommendations and/or questions back to the Executive Board for further discussion or approval. The Committee shall be asked to make a progress report on its findings and activities at the Spring NDLA Executive Board meeting."

President Lieberman asked the Executive Board to appoint "The NDLA Committee on Mentoring."

November 12, 2013

Al Peterson made the motion to approve the charge of the mentorship committee and the appointment of Aubrey Madler as chair of the Mentorship Committee. Stephen Banister seconded. Motion approved. 11 votes affirmative.

November 15, 2013

The need for an initiative on strategic planning for NDLA was discussed at the Tri-Conference General Membership Meeting in September 2013. Laurie McHenry offered to Chair a committee that will work on strategic planning for NDLA.

Strategic Planning Committee Charge:

“The NDLA Executive Board Committee on Strategic Planning, to be Chaired by Laurie McHenry, is asked by the Board to explore what steps are needed to advance the process of strategic planning for the Board, and for NDLA as a whole. The Committee may propose steps to adopt an organization Mission Statement, Vision, and Goals for NDLA. The Chair is asked to gather a Committee together as representative of the NDLA membership as is reasonable and deemed appropriate to reflect its diversity, and of a workable size for the task. The Committee Chair is asked to bring recommendations or questions back to the Executive Board for further discussion, approval, or action. The Committee shall be asked to make a progress report on its findings and activities at (or by) the Spring (May-June/Bismarck) NDLA Executive Board meeting.”

November 20, 2013

President Lieberman called for a motion to form “The Executive Board Committee on Strategic Planning” to be Chaired by Laurie McHenry. Al Peterson made a motion to approve the forming of this committee. Shelby Harken seconded. Motion approved. 9 votes affirmative.

November 29, 2013

Quarterly reports submitted: Mike Safratowich – Treasurer, Shelby Harken – ALA Councilor, Paulette Nelson – MPLA Representative, Sandi Bates – Health Science Information Section, Carrie Scarr – Public Library Section & Archivist/Historian, BreAnne Meier – Government Documents Roundtable, Jason DeShaw – Technical Services Roundtable, Virginia Bjorness – Constitution Bylaws & Policies, Kelly Steckler – Legislative Committee, Laurie Robertsdahl – Public Relations & Executive Secretary, Erienne Graten – New Members Roundtable, & Kalan Davis – Membership Committee.

Respectfully Submitted,
Mary Lorenz
Interim Secretary