

NDLA EXECUTIVE BOARD
MAY 21, 1999

Barb Knight called the meeting to order at 9:10 a.m. Members present were Karen Anderson, Marlene Anderson, Phyllis Bratton, Melva Brend, Diane Briggs, Karen Chobot, Dorrene Devos, Marilyn Guttromson, Kelly Hell, Mike Jaugstetter, Debbie Job, Barb Knight, Ellen Kotrba, Melody Kuehn, Paulette Nelson, Lila Pedersen, Ann Pederson, Rhonda Schwartz, Roberta Steckler, and Konnie Wightman. Members not present were Roiann Baird, Agnes Jensen, Nancy Mulhern, Dennis Page, and Mike Safratowich. Also present were Kirstin Narum, Ken Tupa, and Tom Tupa. The board members and guests introduced themselves. Knight noted that Tom Tupa's email is: ttupa@aptnd.com; it is wrong on the Executive Board mailing list.

Knight asked for any changes to the agenda. Ellen Kotrba asked to have a discussion of the major benefactor award added to new business. Knight added a report from the Information Technology Roundtable under section and roundtable reports, and under New Business, told the board that Doris Ott will report on the STATISTICAL ABSTRACT OF NORTH DAKOTA when she is free from her duties at the Spring Workshops.

Phyllis Bratton moved acceptance of the minutes; Kotrba seconded; motion passed.

Knight gave the President's report. The North Dakota Library Coordinating Council met on May 6 and went over the grant applications for the LSTA funds. The applicants should have the results by now. There were many requests to get records into databases and those requests were funded more than others, as they will benefit everyone in state. Some applications were for unique projects; the council approved several of these requests. Applicants should review their ideas with State Library personnel before writing a grant. The NDLC also discussed Library Vision 2004; it will be updated, but not on an annual basis. The Council will look at goals and objectives in the next year. The Public Library Section is very interested in this review, and the NDLC will check with the sections to see what might be developed. Knight reported that having a background document was very helpful when working with the legislature. She never heard from the legislators that she was asking for too much money, but rather that they wished that more was available for libraries. Lila Pedersen pointed out that we didn't ask for much. Knight would like to encourage the State Library to break down LV2004 into phases for funding. The President's other activities revolved around the legislature, the NDLC, and the 1999 conference.

Marilyn Guttromson gave the Conference Report. She has tried to reach the school librarians before the end of school. She asked

to have speaker biographies and equipment needs by the end of the summer. Ninety invitations have been sent to exhibitors; 8 have returned with money. She has preliminary schedule and registration information, and will send out a draft schedule for comment. Nothing is scheduled before 8 a.m.!

Knight stated that this has been a transitional year, with hiring an executive secretary. She asked members to remember that APT is now handling the association mailings, and to call Kirstin Narum as needed for this activity or for stationery. APT, Inc.'s Tom and Ken Tupa did bill tracking; Kirstin attended all of the hearings with Knight and helped compile the fact sheet.

Kotrba gave the Past President's report. She is responsible for the Librarian of the Year award, and has asked other past presidents to serve on the committee. She would like to have a member from the western part of the state. She has also been working on the policies manual for Executive Board.

She reported on the Community Library Advocacy Project, which can be helpful in establishing Friends of the Library groups. The State Library has been very active in this area. CLAP provides information and technical assistance. A PowerPoint presentation will be put on the NDLA website for the use of other librarians. There are four North Dakota sites which are involved in this training, and each will train four more sites until the state has been covered.

Lila Pedersen gave the Treasurer's reports. On the March 31 report, she noted that the conference auction line should be called bill tracking. The check book balance was \$ 29, 895.36; the savings account has \$ 8,747.67. On the budget line item sheet, the executive board expenses should be listed as \$ 681.44, which changes the monies available to the board to \$ 1,818.56, as well as the balances in each column. The Profit and Loss sheet through March showed a net income of \$ 7,072.16; she also provided a January - May 20 profit and loss statement. The current balance in the checkbook is \$ 23,034.99. Ann Pederson inquired as to the number of passthrough accounts; there is a charge of \$25.00/quarter for each. Pedersen will correct the line items to reflect this; the list of these accounts is in the minutes from September, 1997. The bills have been paid for APT, but they are not reflected in the January - March figures, as Pedersen wants to break out the amount spent for bill tracking. The balance from dues income includes the donations which were sent with the dues; she will transfer the donations to the proper account. Knight noted that the Ron Rudser savings account has not been moved into a cd, as it is in transition. Pedersen will move \$ 400 from regular NDLA funds into it to offset the interest loss. The cd comes due in December, when treasurer's position is changing; it will be moved to the summer, so that rolling it over

will not come at a time of transition. Kotrba moved approval of the report, with a change in the description of the auction line item; Melody Kuehn seconded; motion passed.

Kotrba asked if the Humanities Grant had any remaining funds; Konnie Wightman replied that the committee is expecting more monies. There are thirteen or fourteen book sets left, which will be advertised for sale in THE GOOD STUFF. Another \$ 2,000 payment will come from the grant; expenses will take half of that. The committee may have to use book fund money to cover all expenses. Pedersen is concerned that she and Wightman are not tracking funds the same way. To resolve this problem, Knight suggested a monthly statement from the committee to help reconcile the books. Wightman will discuss the problem with Pat Sandness, who tracks the payments. There is \$ 87.00 left over from last year. Pedersen would like a long-range plan to make the activity self-sustaining; a committee within SLAYS has been doing the work, but it may be appropriate to transfer it to a subcommittee of NDLA.

Doris Ott spoke about the STATISTICAL ABSTRACT OF NORTH DAKOTA. Scott Stradley was its editor at UND, until he lost the funding for it. The last edition was in 1988. The Academic and Special Libraries Section would like to have it updated. Stradley has received \$ 4,000 for student workers for this from the Bureau of Business, and is proposing that the library community match it with another \$ 4,000. It will be put on the State Library's homepage, with an annual cost of \$ 4,000 for updating. Although not every table from the print version will be updated and put into the electronic version, it will include the most important tables from the ABSTRACT. The State Library will give \$ 2,000 to the project. Knight reported that Stradley is asking for \$ 2,000 from NDLA; he will complete the project over the summer and will present a program at the conference. It will include both retrospective and updated information. He will create links to sites that are confidential but have a contact person. He will not print it from the website, but will update it continually. Stradley will raise the funds for the updating.

Pedersen asked about the input from librarians as to its contents and what other kinds of data are needed around the state. It will be of interest to more than just libraries; economic development roundtables are now hampered because the printed information is not current. Guttromson suggested dedicating the auction money this year for the project, as Stradley will be able to wait until September for the money. The \$ 2,000 from the State Library will be available July 1. The Association could contribute money from NDLA funds to make up the difference if the auction falls short, and could also take donations for the project. Marlene Anderson asked about capturing information archivally; this issue is being studied and should not be

difficult. Stradley will start with demographic studies. One concern is that he may not have access to all of the computers which contain the information he needs. Ott will present the website at the conference in the Government Documents Section. Kotrba moved that 1999 conference auction proceeds and donations be earmarked for payment to the project producing a web statistical abstract of North Dakota; Karen Chobot seconded; motion passed.

Ott reported that the NORTH DAKOTA BLUE BOOK is in disk form and ready to be indexed. It will go to the printer in early June, and be out by July 1. The Secretary of State's office always needs people to help write the BLUE BOOK. The cost will be under \$ 20.

Kelly Hell gave the Financial Report. There was a meeting on February 5 for the annual audit; the committee discovered a minor error, which is being corrected. The committee is changing the handling of bulk mail. The total income for the year was \$ 62,713.36; total expenses were \$ 55,581.56, with an ending profit of \$ 7,131.80. The checkbook balance on December 31, 1998 was \$ 22,854.22; conference income was \$ 6,127.03. The committee discussed investment options. Donna Maston did a good job of implementing QuickBooks. The committee also discussed an increase in membership dues.

Concerning investments, the committee had the following recommendations: invest \$ 10,000 from the Ron Rudser savings account in a longer cd and put the balance of the fund in a money market account at a higher interest rate. The committee also would like to increase the NDLA cd to \$ 10,000 and to invest approximately \$ 20,000 from the NDLA checking account in a money market account, where it will earn a better interest rate but not be as difficult to access as a cd. APT can monitor the accounts and notify the association about renewals; it can also give options for investments. Diane Briggs felt the committee should proceed, using the expertise available to us from APT. Further discussion can be put out on email to the executive board. When the portfolio is put together, it can be sent to the board by email for vote. This should be accomplished by July 1. Pedersen restated what money should go into which fund. Kotrba noted that the Ron Rudser cd comes due on June 29. Guttromson informed the board that the Bismarck/Mandan Library Association has disbanded and voted to give its remaining treasury of over \$ 419 to the Ron Rudser fund; this news was greeted with thanks and applause.

Hell then spoke of the association dues. The committee proposed an across-the-board increase of \$5.00 in every category, with a cap of \$ 100 for institutional memberships. Nationwide, NDLA dues are on the low end for a state library association; an increase will help stabilize funding, especially for years when

the conference loses money. Conference planners try for a break-even budget, but depend on the exhibitors for any profit. The Association made about \$ 5,000 on the last tri-conference.

Briggs has finalized the contract with Ramada Inn Suites for the tri-conference in 2002. There are wonderful facilities; the exhibitors can drive into the exhibit hall and there is good security.

Kotrba moved that the NDLA Executive Board endorse the dues increase of \$ 5.00 per membership category with a cap of \$ 100 for institutional members; Pedersen seconded. The Executive Board will present the motion to the Constitutions, Bylaws, and Policies Committee, as it is an amendment to the bylaws. An article discussing the need for an increase will appear in THE GOOD STUFF, and it will be discussed at conference. Any increase would go into effect on January 1. It would probably come to a vote in October. All printed membership material would need to be changed. Kotrba proposed as a friendly amendment that the dues increase become effective on January 1, 2000; Pedersen seconded; amendment passed; motion passed.

Pederson asked to have a discussion of the proposed dues structure placed on the agenda at conference. THE GOOD STUFF deadline is June 12; Kotrba will have an article in it about the issue.

Hell proposed that first time members be admitted at half price for the first year; this would not apply to trustees or institutions and would start after January 1, 2000. The Membership Committee will be asked to discuss this idea and come with a proposal at the next Executive Board meeting. The New Members Roundtable should be included in this discussion, as it fits with their mission.

Knight introduced Tom Tupa, and asked to change the agenda to allow for the Legislative Committee report while he could be present. Konnie Wightman reported that this was the first year that APT helped with legislative issues, and that the staff did a good job. There was a planning meeting in December, which led to a fact sheet. There was also discussion of how the committee could evolve, now that APT has taken over some of its duties. Any changes will be incorporated into the policies handbook.

Knight reported on the fate of the legislation which NDLA supported by resolution. There is full funding of \$ 250,000 for Library Vision 2004, half included in the State Library's budget, and half included in the supplemental budget. State aid to public libraries was funded at \$ 887,300 instead of the requested \$ 1,000,000 or full funding of \$ 1,600,000; the rationale was that the legislators wanted to fund all libraries, not just one

type. The proposal to add the records from the State Archives and the Historical Society did not succeed because there was no line item in their budget for this; proposals need to be tied to a dollar amount. The Legislative Committee can communicate to the State Archives that NDLA would like to see a line item in its budget for adding these records, so that we can support it; Tom Tupa remarked that this can be part of the refocusing of the Committee. For the legislation concerning electronic documents, Judy Demers took the NDLA resolution verbatim and incorporated it into a bill, which was passed by the Government Relations Committee and the legislature. Unfortunately, it was not picked for study between the sessions. The issue is broader than that of the statistical abstract, as the activity concerns the archival preservation of all North Dakota State electronic documents; it could possibly be blended with the North Dakota Historical Society resolution. The other resolutions from conference did not deal with legislation directly.

NDLA members need to think about desired legislation, even though next year is not a legislative year. Members will have more chance to study issues and to be more effective. The Committee needs feedback from the membership about what each person did to support legislation. Members should go to the hearings if at all possible. The Association may want to pay for private email through APT, as emails can be monitored and the issue of who owns email has not been resolved. Tom Tupa can present to the board information on how to do communications and stay out of trouble. The Association can set up an email address on the APT server. Ken Tupa, in reference to bill 4047, reminded the board that failed legislation can introduced again.

Mike Jaugstetter said that the Historical Society's budget was submitted in July, and that the new superintendent, who started in November, had to support it. The new superintendent is interested in requesting funds to join ODIN in the next legislative session, and will be invited to come to conference. Pederson reminded the members to word resolutions needing legislative action so that they go automatically to the Legislative Committee.

The meeting broke for lunch at noon and resumed at 12:50 p.m.

Dennis Page was not present and did not send the ALA Councilor's report.

Melody Kuehn gave the MPLA Representative's report. New Mexico is the newest member of MPLA. The incoming president will attend part of the NDLA conference. Kuehn cannot attend the next meeting; Jerry Kaup will go in her place. She is not sure if SDLA has signed the Tri-conference agreements; the Tri-conference will be at the Ramada Inn Suites in Fargo, October 2-5, 2002.

NDLA might want to coordinate roommates.

Karen Chobot gave the Academic and Special Libraries report. The STATISTICAL ABSTRACT has been launched, the bylaws are being worked on, and she needs to get nominations for officers.

Dorrene Devos brought the Government Documents Roundtable report. The members are planning a conference session on the STATISTICAL ABSTRACT. They had a very successful spring meeting, and from now on will compile notable websites as well as notable documents. In AMERICAN LIBRARIES, ALA has listed three North Dakota notable state documents.

Karen Anderson's report for the Health Sciences Information Section was postponed.

Rhonda Schwartz gave the New Members Roundtable report. The conference program will be on North Dakota Legal Resources for Libraries.

Diane Briggs gave the Public Library Section report. With SLAYS, the section will sponsor a workshop on filtering at conference. Libraries need to establish partnerships with the community on this issue. Jaugstetter will be taping a teleconference on the subject. The section would like the State Library to take over management of the summer reading program, as is the practice with the other seven states in the consortium. It is a lot of work for a volunteer position and the funds to support the volunteer efforts are getting very low.

Paulette Nelson gave the School Library and Youth Services Section report. The Flickertail winners have been posted on the NDLA website. The section is advertising for nominations for two awards: School Administrator of the Year and the Winnebago award. Members are also working on the bylaws and the policies handbook. Gary Dulabaum will speak at the conference, and the section will cosponsor a workshop on internet filtering. Konnie Wightman will do a presentation on Information Power; she has received some money from the NDLCC to attend a training program in Las Vegas.

Roberta Steckler gave the Small Libraries Roundtable report. The section is working on getting nominations and revising the bylaws. They have planned no workshop at conference. Their officers will go from two year to one year terms.

Dorrene Devos gave the Technical Services Roundtable report. Members are planning a workshop on interim preservation techniques. She has nominations for officers and is working on the bylaws.

Melva Brend gave the Information Technology Roundtable report.

Julia Kelly will be their speaker for the conference. The members are working on the bylaws.

Ann Pederson gave the Constitution, Bylaws, and Policies Committee report. The committee has not received many documents from the sections, roundtables, and officers. She reported on the status of each board position, committee, section, and roundtable and encouraged the chairs to work on the documents. She will put them up on the homepage, both in draft and final form, and they will be there permanently. Karen Chobot moved acceptance of the Health Science Information Section bylaws; the Constitution, Bylaws, and Policies Committee policies handbook; and the Membership Committee policies handbook. Marlene Anderson noted that in the HSIS bylaws, article 4 should be reworded to remove a redundancy. Kuehn seconded the motion; motion passed. Pederson asked all members to download drafts of all the documents before the next executive board meeting.

Karen Anderson gave the Health Science Information Section report. Nominations for officers have been made and the bylaws have been revised. There were various reports from the section's spring meeting. The medical buying group is functioning. Pedersen reported on the new copyright rule. The NDLC grant for Ariel workstations will connect more medical libraries. DocLine will be available for Jamestown Hospital. Mercy Medical Center in Williston is starting a new library. The section liked the membership directory access very much, and has started an electronic list, which will be open only to HSIS members. The section held a two day PubMed workshop; the conference program will be on consumer health internet resources.

Debbie Job gave the Intellectual Freedom Roundtable report. She is deciding on a focus.

Ellen Kotrba gave the Membership Committee report. The memberships have come in well. Board members need to be NDLA members; Jaugstetter asked her to send out reminders to those on the board who need it. The committee is considering dropping the use of generic labels from the State Library, as these resulted in only ten responses. Instead, they will send out membership brochures in the State Library's Friday mailings. This year, the renewal form included information from last year. The website has the membership directory, which is password protected; any board member can give members the password and login. Mike Safratowich was commended for doing a very fine job of the membership directory.

The Nominations and Elections Committee sent a report. Members are working to get a slate of officers. All nominations should be forwarded to Betty Gard or Mary Drewes by June 15. The committee will then email the slate to the Executive Board for a

vote. The committee also plans to have a sign-up sheet at conference for members to indicate what committees they would like to join, as one of the committee's goals is to build a body of people to work on the interests of the organization. Chobot suggested sending it with the membership renewals as well.

Agnes Jensen sent the Professional Development Committee report. The deadline for grant applications is July 15; none have been received yet by the committee. Kotrba reminded the board that there is also a bookmobile grant.

Marlene Anderson gave the Public Relations Committee report. The members have been working on THE GOOD STUFF and revising the policies handbook. She gave the NDLA stationery to APT, which has eased reordering and distribution problems. She will meet with Guttromson soon to plan the public relations strategy for the conference.

For THE GOOD STUFF, Kotrba reported that all the issues have been published on time. The June issue is in draft at this time and contains a purchased advertisement from UMI. There will be another in the next issue. The policy manual is ready for Pederson. Many articles are coming in. Kotrba proposed a change, making APT the editor of THE GOOD STUFF in order to maintain consistency. The company would work with the Public Relations chair and committee members. Cost of this change is unknown, but is being explored. Pedersen suggested financing it with more advertising and offered to help get some. The policy manual should address the acceptance of advertising; APT has guidelines from other organizations. THE GOOD STUFF might become a self-sustaining publication.

Roiann Baird, as Archivist/Historian, sent no report.

Mike Jaugstetter gave the State Librarian's report. SiteSearch, from OCLC, will be implemented by the State Library, the UND Computer Center, and ODIN. It will enable searching across different systems and databases. He hopes it will be available by the fall and to have a presentation at conference. ODIN and Dynix are Z39.50 compliant, so they will be available for a demonstration; Winnebago will come later. There is a "records only" project in ODIN, which is helping small libraries to participate in the database; they pay a reduced annual maintenance fee. LSTA funds have been used by some small libraries to add their records to the database. Kotrba would like to ensure that there is not competition among systems, as SiteSearch will be, in effect, the statewide database. Fargo Public Library has a new director, Dave Davis, from Alabama.

Pedersen received agreement to adjust the reimbursement form to \$39.00 plus tax per night to comply with the state rate.

After a short break, the meeting resumed with old business.

Kotrba brought up the major benefactor issue. The Public Library Section has given this award, but she would like the Executive Board to give it and to open it up to all types of libraries, as a good public relations move. Mayville State University received \$ 400,000 for the library, and NDLA could give an award to the donor. The board could solicit nominations or find out about donors in other ways. The board agreed to give a posthumous award to Emil Seim for the gift to Mayville. Briggs will discuss this proposed change with the Public Library Section. The responsibility for the award can be part of the past president's duties. Kathy Waldera is taking care of awards this year. The board would need to develop administrative guidelines for the award.

New Business

On the subject of NDLA homepages, one section proposed starting a section homepage, but decided to direct that activity to the organization as a whole and mount information on the NDLA site. The reimbursement form will also be on the webpage.

A discussion followed of the goals and objectives of LV2004. It is easier to run an organization if it has specific goals and objectives. NDLA needs to highlight a few goals to work on or towards to improve the library community, such as education or certification guidelines. The State Library has just reprinted LV2004 as a booklet; all the sections should look at it during their business meetings so that there will be feedback on the goals when specific suggestions are needed by the Legislative Committee.

Kotrba reported that one library gives a Citizen Recognition award, and that it would be possible to establish this for NDLA as part of the advocacy work of the organization. Karen Anderson noted that awards need to be publicized more widely than simply library publications.

There will be one legislative award, to Judy Demers.

Steckler, commenting on the auction income, suggested polling the membership at the section and roundtable level for suggestions as to how the money should be spent.

Brend asked if the conference could coincide with a school day break, so that the school librarians could attend. One problem with this idea is that there are not universal breaks. School library programming is generally on a Friday, to make it easier for the school librarians to attend. The conference might

possibly be combined with the NDEA conference, as has been done in other states. Kotrba noted that sharing vendors presents problems in sharing vendor registration fees between organizations. Pederson suggested that the school and public library sections sponsor a spring or summer meeting, or have a program in conjunction with the spring workshops.

Wightman spoke of the Teaching and Technology Conference in Bismarck, June 7 - 10. Doug Johnson, a library media specialist from Mankato, will be the speaker, and it would be of interest to any type of library.

Pedersen reported on the Ariel proposal. It received \$ 10,000 in LSTA funds, enough for the six health science libraries to participate. Any library can buy receiving software for \$ 150.

The next meeting will be at the pre-conference, 7:30 p.m. on September 22.

Meeting adjourned at 3:10 p.m.

Respectfully submitted,

Phyllis Ann K. Bratton,
Secretary