

NORTH DAKOTA LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
SEPTEMBER 22, 1999

The meeting was called to order at 7:40 p.m. Members present were Karen Anderson, Marlene Anderson, Phyllis Bratton, Melva Brend, Diane Briggs, Karen Chobot, Dorrene Devos, Susan Dingle, Kelly Hell, Mike Jaugstetter, Agnes Jensen, Debbie Job, Marilyn Johnson, Barb Knight, Ellen Kotrba, Melody Kuehn, Nancy Mulhern, Paulette Nelson, Lila Pedersen, Ann Pederson, Mike Safratowich, Rhonda Schwartz, Roberta Steckler, and Konnie Wightman. Kirstin Narum was present, representing APT. Members absent were Mary Drewes, Betty Gard, and Dennis Page.

New blue notebooks were handed out for every committee, roundtable, section, and board position. Members introduced themselves. Marilyn Johnson had forms for expenses from the conference and evaluation forms for the different sessions. Diane Briggs reported that the resolution form has been loaded onto the computer.

At present, there are 159 paid registrations and 36 paid exhibitors; more vendors may come.

Barb Knight asked for additions or changes to the agenda. Hearing none, she asked for corrections to the minutes. Hearing none, the minutes were approved as circulated.

Knight gave the President's report. She received a letter from ACRL, stating that plans for a national conference from March 31-April 3, 2005, in Minneapolis were in process and asking if NDLA had any objections. Knight responded that there were none, and suggested contacting the North Dakota/Manitoba chapter.

She talked to Dennis Page about passing on ALA information through the councilor; he is working to put this into the policies manual.

The Holiday Inn in Bismarck has asked to host NDLA at its conference there in 2003; the new board can work on this.

The Executive Board has voted several times since the last meeting via email. On 9/13/99 Knight requested validation of the election results; there were 9 votes in favor. On 6/25/99, she asked the board to approve the slate of officers nominated; there were 13 votes in favor. On 6/17/99, she asked the board to approve the disposition of the auction proceeds as follows: \$ 250 to the Ron Rudser fund, and the remainder to producing the web version of the STATISTICAL ABSTRACT OF NORTH DAKOTA. There were 11 votes in favor. On 6/17/99 she asked the board to approve the disposition of NDLA funds as outlined by Lila Pedersen; there were 11 votes in favor. On 6/30/99, she asked to board to approve the

financial statement; motion passed. She has stapled a list of those voting to a printout of the motions, but needs to establish a procedure for electronic voting for the policy manual. Diane Briggs noted that most organizations keep the tally for one year and then dispose of it.

Knight has received a letter from the University of Maine at Augusta describing a new Library and Information Technology degree, which will be offered through distance education as a bachelor's program.

She also received email from Kathleen (Rudser) Lyons donating money for a gift membership to NDLA to be given away at the conference; this will be given as a door prize.

Kirstin Narum is here from APT and has been helping with the conference and the exhibitors.

The North Dakota Library Coordinating Council met earlier in the day. The Gates Library Initiative application has been approved for the state; the organizers now will look at individual libraries. The program will start in December 2001. She summarized the activities associated with Library Vision 2004: a) 25,000 more records are now available electronically; b) the LaND brochures and exhibit have been prepared, although they will not be ready for public until January. SiteSearch cost an initial \$ 55,000; the continuing cost is \$ 10,000/year/100 users. The project will continue with LV2004 funding, but the State Library will ask the legislature for separate funding at some point. Proprietary databases can be added to the search structure and protected from unauthorized users in various ways. Access will be over the web, and everybody can participate in it. The NDLC will establish a committee to choose databases for this project. Winnebago is working to make its software compliant with Z39.50 protocols.

Knight presented a working copy of the policy manual for the executive board. The procedure for validation of electronic voting will be described in the president's duties. A discussion arose concerning the board's need to vote on the validation of the election; Lila Pedersen noted that in order to validate the results, the board needs to have the number of votes for each office. The board also needs to ensure that those who are elected to office are members of NDLA; this should be done before the ballot is printed and in conjunction with the Membership Committee chair. A place needs to be reserved for write-in candidates and nominations from the floor.

Under procedures, a discussion occurred of the number of

Executive Board meetings each year. The wording agreed on is: "A post-conference meeting, a fall/winter meeting, a spring meeting, and a preconference meeting are recommended." Knight will consult the Constitution, Bylaws, and Policies Committee to see if this is in accord with the Constitution, which states that meetings will be held "at least three times a year".

A quorum is formed from voting members of the Executive Board.

Ann Pederson noted that there is no mention of a budget; Knight will add this, along with a statement about the use of the money.

Ellen Kotrba noted that APT will now do the editing of THE GOOD STUFF. The question arose about approving APT as editor every year; Kotrba suggested that the Board "evaluate" rather than "approve". Knight will consider the wording for the manual. Pederson asked if there will be a policy section for the executive secretary; it is in the Executive Secretary's job description to give an annual report.

Marlene Anderson noted, under the meetings section, that special meetings require two weeks' notice. If a special meeting is needed to deal with a legislative issue, the Board will not have two weeks to wait. Knight will add the phrase "are open" to the first sentence under meetings and clean up the grammar. She will add a section on conducting business in an electronic format under a new section headed Electronic Business. Knight asked members to tell her about any other changes before the Saturday meeting, as the new board will have to deal with the policy manual then, before sending it back to committee.

Marilyn Johnson gave the Incoming President's report, which consisted of the new officers. She needs members for the Nominations and Elections Committee.

Kotrba gave the Past-President's report. She will present the Librarian of the Year award at the banquet.

Lila Pedersen gave the Treasurer's report. She had an update on the new accounts. She closed four accounts. There are five new accounts, consisting of two cd's and three money market accounts, and almost \$ 17,000 in the checking account, due to the conference. The money market account is very fluid and it is easy to transfer money to the checking account. Kotrba expressed appreciation for all the work Pedersen did to improve the investments; the board applauded. The total equity of the Association is \$ 55,374.98. She noted an error on the report: "Dues 98" should read "Dues 2000", as some dues

have come in for next year. The total of "Accounts Closed" is wrong. Kelly Hell noticed that there is \$ 105 missing on the expense column of the Profit and Loss sheet. Pedersen said that the problem is in the reporting; some donations came in with memberships and were posted to the wrong account. After she found this, she made paper transfers, but apparently they did not appear on the Profit and Loss sheet; this needs to be corrected. The Treasurer's report is correct. The Budget Line Items report shows that the Executive Board is over budget; Pedersen needs to move Johnson's trips to Fargo for conference planning from that line to conference expenses, which will reduce the overage. Pedersen moved to approve the Treasurer's report with corrections; Kotrba seconded; motion passed.

Dennis Page sent the ALA Councilor's report, which is published in the materials for the Second General Session.

Melody Kuehn gave the MPLA Representative's report. She had one report for the conference and another for the board meeting. She gave the final figures from the Big Sky conference. The next conference is in Omaha in early October, 2000. Members may be interested in the section on state happenings.

Pedersen, as treasurer, spoke of a policy problem which arose when making changes to the association's accounts. She felt that a second signature was needed on these accounts, so she and Knight made Knight a cosigner. The Board should decide what to do about changing the cosigner every year as the president changes. The cosigner should be an elected board member from the same city as the treasurer. Diane Briggs suggested moving through the Board in terms of seniority. Knight will add to the duties of the president section of the manual that it will be the duty of the president to signify a second elected board member as an additional signer. Johnson moved that Knight retain the second signature for the next year; Kuehn seconded; motion passed. Knight will write this procedure into the President's and the Treasurer's duties of the Policy Manual.

Reports of Sections and Roundtables

Karen Chobot, for the Academic and Special Libraries Section, had nothing to add to the printed report. She brought many items for the archives, including large cutouts for the centennial project, which she does not want to throw out. Some NORTH DAKOTA PERIODICAL INDEXES will be put into the auction; Nancy Mulhern will take the others to give away at the NDEA convention.

The Government Documents Section has no chair, but will elect one at the business meeting; a program is ready for the conference.

Knight noted that Nancy Mulhern and Erin Richards have been asked to present a program at the NDEA conference this year.

Karen Anderson gave the Health Sciences Information Section report. This section also has no chair, but will elect one at the business meeting. The Executive Board has approved the section bylaws. The section has started a listserv which initially was closed, but which has been opened to the GMR. The conference program is on consumer health resources on the internet.

Rhonda Schwartz gave the New Members Roundtable report. The NMRT has its officers and program in place.

Diane Briggs gave the Public Library Section report. The section is concerned about the summer reading program. It has some funds from the time that the section did the planning and distribution of materials, but now that Upstart is doing this, the section is not making a profit. The Public Library Section has been covering the expenses associated with the summer reading program, but the nest egg is almost gone. The State Library has agreed to assign a staff person to deal with administrative issues if NDLA will cover the membership fee to the cooperative. If the Executive Board agrees to this, Briggs will take the proposal to the Section for approval and report the results to the State Library. The State Library and the Public Library Section will need a great deal of cooperation and coordination; the State Library staff member will report to the section every year. Travel expenses will be the responsibility of the State Library. Some of the auction money in the future could go to this line item. Either SLAYS or the Public Library Section budget needs to have some commitment to this project. The section will address means of raising funds through booksales or other projects. Briggs moved that upon approval of the Public Library Section at this meeting, the administration of the summer reading program will be managed by the State Library, with NDLA's responsibility being to continue to pay the annual membership fee to the cooperative: Kotrba seconded and thanked the State Library for its cooperation. Pedersen expressed concern that bringing in authors will reduce the profits that SLAYS gets from this activity, and that since that section will probably not receive a Humanities grant indefinitely, they will need to consider other funding for programs. Motion passed.

The program for the Public Library Section and SLAYS will be a

Mulhern seconded; motion passed.

Pederson then asked the board to look at the working copies of the MPLA representative and the ALA councilor manuals in unison. Finance questions have arisen for each. In the ALA section on the budget, second paragraph, the committee felt that more formal reporting is needed, as travel expenses are put in with the association memberships. The committee needs to add definition to the budget in both the ALA and MPLA sections. MPLA holds two meetings between conferences, but occasionally holds a third if there are 18 months between conferences. The committee needs to clarify both meetings and funding. ALA meets only twice a year. Knight referred these sections back to the Finance Committee; Hell asked the Finance Committee to meet at the conference to deal with this charge.

NDLA traditionally gives a contribution to the Freedom to Read Foundation; this is on the ALA membership line, which the Finance Committee should itemize. MPLA expects all expenses to be paid by the state association; this should be noted in the policies manual.

A clarification of the procedures involved for a joint conference also needs to be added to the policies manual. The MPLA conference chair is not chosen until the year before the conference, but a great deal of preparatory work is done before that time. The MPLA representative needs to be the contact person before the conference chair is chosen. The executive secretary of MPLA has asked to be put on ND-LIB and will also get a subscription to THE GOOD STUFF.

Kotrba moved to accept Diana Kiel as the fourth member of the editorial board of THE GOOD STUFF; seconded; motion passed. Marlene Ripplinger is succeeding Marlene Anderson as Public Relations chair and so is on the editorial committee. Kotrba moved to accept THE GOOD STUFF manual with these two changes; Briggs seconded. The chair of the committee will be the NDLA executive secretary. A change was accepted: "The budget request is solicited by the Finance Committee", eliminating the phrase, "prior to the first Executive Board meeting". Motion passed.

Kotrba moved acceptance of the draft policies of the Nominations and Elections Committee; Kuehn seconded. Discussion centered on adding more specificity about nominations; the manual should specify what is sent to the president to validate elections. Motion defeated pending revision.

Nancy Mulhern moved to accept the draft policies of the Professional Development Grants Committee; Paulette Nelson seconded; motion passed.

Johnson moved to accept the draft policies of the Public Relations Committee; Kuehn seconded; motion passed.

Briggs moved to accept the State Librarian's draft; Mulhern seconded; motion passed.

The Executive Board is charged with reviewing the policy handbooks every year. Next year, this can be done by consent or by bringing forward any changes at once.

The Executive Board applauded Pederson and thanked the committee.

Kelly Hell gave the Finance Committee report. There have been many changes in the association's investments; the article in THE GOOD STUFF summed them up very well. The committee is working on the policy handbook. She included information on the conference in 2001.

Hell would like to have the quarterly financial reports published in THE GOOD STUFF. Pederson moved to publish them there; Dorrene Devos seconded. The treasurer will have to give the report to the Finance Committee which will have to approve it before it is published. Consequently, two reports may appear in the same issue. Discussion centered around whether the membership would prefer quarterly or annual reporting; the consensus was that for clarity and historical interest, quarterly reports are preferable. Also, as the change to the dues structure proposal is coming up, members may be very interested in the financial status of the association. Quarterly reports are also useful to pinpoint when problems arise. Question called; motion passed.

Debbie Job gave the Intellectual Freedom Committee report. There were no challenges, so it was a quiet year. The committee has started the revision of the Intellectual Freedom manual.

Konnie Wightman gave the Legislative Committee report, which will be distributed at the First General Session. The committee is working on the Legislative Procedures manual by email.

Mike Safratowich gave the Membership Committee report. The membership directory went onto the homepage in December and has been updated three times since. He created archival copies for the State Library and the NDLA archives. Membership renewal notices went out in January with personal information on them. The committee solicited new members in February by sending invitations to join to 500 libraries. It

is difficult to attribute membership to this effort, but the committee feels that ten more members came through this mailing. The committee also wrote the membership section of the policy handbook. There were 380 members last year, compared to 389 this year.

Betty Gard could not attend the meeting but sent the report of the Nominations and Elections Committee.

Agnes Jensen gave the Professional Development Grants Committee report. The committee awarded three grants. The policy handbook was approved. She is concerned that the committee members have all been public librarians, and would like members from other types of libraries. She asked for volunteers. Kotrba wrote to the Hubbard Grant donor, telling about the grant.

Marlene Anderson gave the Public Relations Committee report. She sent out media packets about the conference to ten daily newspapers; information has run in at least two of them. She hopes that some reporters will come during the conference.

Ellen Kotrba gave THE GOOD STUFF report. The executive secretary will take over as editor. Issues have been bigger, but this is because more information is coming in on email from many libraries. Marnie has asked to be removed as production artist because she is unable to fulfill the commitment. Rickman's Printing will mock up the last issue of the year. APT will evaluate costs for a year to determine them accurately. Knight led the Executive Board in applause for Kotrba for her work on THE GOOD STUFF over the last few years.

Susan Dingle, having just taken on the position of Archivist/Historian, had no report.

Mike Jaugstetter stated that the LaND brochure and demonstration are the State Librarian's report.

OLD BUSINESS

Knight started a discussion of the dues increase, which the Finance Committee recommended as an increase of \$ 5.00 in all membership categories with a maximum of \$ 100 for institutional members. The board can discuss this with the membership at conference, but will not be able to vote on it if the old bylaws are in place. No change would occur until 2001.

It is possible to proceed under these bylaws or make the changes to the bylaws in a mail ballot and then change the

dues. The reason that changes to the dues structure are supposed to occur 30 days before the annual conference is so that the vote on any dues changes could be sent with the ballots for officers. Kotrba noted that if this second procedure is followed, the new Finance Committee will have to recommend the increase again to the new Executive Board. Johnson suggested a discussion on the floor advocating a bigger increase. NDLA does not receive enough in dues to pay for a lobbyist. Association funds are good now partly because recent conferences have been in big cities that draw members, and consequently they have done well. Discussion centered on what to stress in the rationale of a dues increase.

Knight would like to have the Constitution, Bylaws, and Policies Committee examine the process of how to change the dues. She would like to change the bylaws so that at any time during the year, not just within 30 days of the annual conference, a majority vote could allow change to the dues structure.

Pederson reported that the Major Benefactor Award guidelines have been passed.

NEW BUSINESS

Knight asked Emporia State University if they would be interested in bringing the distance MLS program back to North Dakota. The University first needs to see an interest survey of the state. She asked Jaugstetter if the State Library would be interested in sponsoring this; he reported that another program also had expressed interest in coming to North Dakota. NDLA could do this survey; Knight will turn this suggestion over to the new president.

Announcements followed. The Legislative Award will go to Judy DeMers; she will be at the banquet. The State Library is giving the Technology Award to Hettinger. Kuehn reported that the University of Denver and the University of Arizona both failed re-accreditation by ALA. The cost at Emporia State University is \$ 300/credit hour.

The meeting adjourned 10:30 p.m.

Respectfully submitted,

Phyllis Ann K. Bratton
Secretary

Minutes as corrected following Board meeting September 25, 1999.

