

NDLA Executive Board Meeting
Doublewood Inn, Fargo
September 25, 1999

Members present: Karen Anderson, Marlene Anderson, Phyllis Bratton, Diane Briggs, Karen Chobot, Dorrene Devos, Susan Dingle, Sally Dockter, Janet Essency, Kelly Hell, Mike Jaugstetter, Agnes Jensen, Marilyn Johnson, Barb Knight, Melody Kuehn, Bonnie MacIver, Nancy Mulhern, Jeanne Narum, Paulette Nelson, Dennis Page, Lila Pedersen, Ann Pederson, Marlene Ripplinger, Jane Schulz, Rhonda Schwartz, and Roberta Steckler. Kirstin Narum, representing APT, was also present.

Members absent: Leeila Bina, Tom Bremer, Melva Brend, Thom Hendricks, Mary Hagle Drewes, Darlene Fairaizl, Debbie Job, Bonnie Kettleleson, Ellen Kotrba, Suzanne Morrison, Char Myrhe, Mike Safratowich, and Konnie Wightman.

Call to Order/Introductions: The meeting was called to order by President Marilyn Johnson at 10AM. Incoming and outgoing board members introduced themselves and Marilyn welcomed the new members to the board. She also clarified voting privileges -- elected officers and elected section/roundtable chairs (or their proxies) may vote; committee chairs (or their representatives) may not vote. A directory of 1999-2000 NDLA executive board members was distributed. Marlene Ripplinger, incoming Public Relations Chair, noted that her correct e-mail address should be publib@ndak.net. An alternative e-mail address for Marlene is mmripp@hotmail.com

Executive Board Minutes: The minutes of the September 22, 1999 meeting were distributed, read, and corrected as follows:

- ◆ page 4, 2nd full paragraph, last sentence -- delete "although the wrong hotel is noted for the triconference in Fargo"; full sentence should read: "Members may be interested in the section on state happenings."
- ◆ page 5, 2nd full paragraph, line 9 -- delete "of \$ 200" and "\$ 220"; full sentence should read: "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."
- ◆ page 6, 3rd full paragraph, line 4 -- change "Pederson" to "the Committee"; AND, line 5 -- insert "Association" between "with" and "memberships"; full sentence should read: "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 Association memberships."
- ◆ page 6, 3rd full paragraph, lines 7-8 -- delete "has one too many meetings listed; it"; full sentence should read: "MPLA holds two meetings between conferences, but occasionally holds a third if there are 18 months between conferences."
- ◆ page 6, 3rd full paragraph, line 12 -- insert "Finance" between "the" and "Committee."; full sentence should read: "Knight referred these sections back to the Finance Committee; Hell asked the Finance Committee to meet at the conference to deal with this charge."

Barb Knight, Past President, moved to accept the minutes with corrections; Janet Essency, incoming Technical Services Roundtable Chair, seconded; motion carried. Phyllis Bratton, outgoing Secretary, will make the corrections.

Conference Report Marilyn Johnson reported that 177 registered for the 1999 NDLA conference. Planners had hoped for 150 registrants and were pleased with the turnout. Lila Pedersen, Treasurer, reported that **Ron Rudser Auction** receipts were \$1018.50. \$50 will be deducted from those receipts to pay the auctioneer. She also reported that estimated conference registration income was between \$9-\$10,000. \$580 was collected from the sale of humanities grants books (\$5 each) and \$407 was collected from sales of Gary Dulabaum tapes. Expenses from those sales are still pending. Marilyn Johnson asked

board members to submit **conference expense forms** to her as soon as possible. She also asked chairs of sections and roundtables that sponsored programs to review the **evaluation forms**, tabulate the totals, and summarize comments. Final tabulations will be done in November. Marilyn announced she would proceed with the **resolutions** passed at the Third General Session. There was some procedural discussion of the resolution to add a second citizen-at-large to the North Dakota Library Coordinating Council. Marilyn stated that she would forward the resolution to the North Dakota Library Coordinating Council, which, in turn, would forward it to the Legislative Council to be put into proper form for presentation to the legislature.

Constitution, Bylaws, and Policies: Ann Pederson, outgoing Constitution, Bylaws, and Policies Chair, urged board members to "get to it!" and finish their bylaws and policies handbooks, then turn them over to the incoming chair, Karen Chobot, for final checking and approval by the Executive Board. Ann also reminded members that it is an annual responsibility of the Executive Board to approve the policy handbook.

The Good Stuff: Ellen Kotrba, Guest Editor for 1998-99 and outgoing Past President, was not present, but has turned over materials to APT, our executive secretary, which will take on the duties of producing the quarterly publication.

M. V. Hubbard Grant: Agnes Jensen, both incoming and outgoing Professional Development Chair, clarified that the M.V. Hubbard grant monies are intended for *any* projects that improve bookmobile services, *including* purchasing books. She apologized for past misstatements.

Auction Proceeds Ideas: Nancy Mulhern, outgoing Government Documents Roundtable Chair, reported a suggestion from GODORT regarding the use of future auction proceeds. Citing Shelby Harken's recent NACO training at the Library of Congress as an example, GODORT suggested that auction proceeds could be used to fund "mentoring and training" visits to various locations in the state when individual NDLA members have received special training that they could share. Dorrene Devos, outgoing TECHSERT Chair, stated that this is also a way of achieving professional development, one of the missions of the roundtables. Diane Briggs, outgoing Public Library Section Chair, stated that it is important to have a specific purpose for the auction in mind when soliciting funds or donations, and that donors are especially supportive of continuing education or scholarships.

Finance Committee: Kelly Hell, outgoing Finance Committee Chair, reminded board members that incoming Chair, Leeila Bina, will be soliciting **operating budget requests** soon. This budget includes such items as travel expenses to and from executive board meetings, photocopying and mailing expenses, and supplies. The operating budget is separate from the conference budget. Lila Pedersen clarified that travel and lodging expenses for the annual conference are not part of the operating budget. Conference expenses are the responsibility of individual members or their libraries.

State Library Announcements: Mike Jaugstetter, State Librarian, reported that Pat Wagner of Pattern Research will present half-day **workshops for public library trustees** in Sioux Falls, Watertown, Fargo, and Bismarck during the week of May 8, 2000. The North Dakota State Library will provide some scholarships for travel for trustees and individuals that the trustees want to mentor. Marilyn Johnson stated that NDLA could help with publicity. Mike will provide more details at our December board meeting. Mike also announced that the State Library is sponsoring a workshop at the Doublewood Inn in Fargo the afternoon of November 4 and morning of November 5 regarding the **new copyright legislation**.

Old Business: Barb Knight moved that the Executive Board recommend that Section 2C* [dues] of the Association **Bylaws be amended** to be consistent in wording with Article IX, Section 1** [bylaws] of the Constitution. This would make the voting procedures on dues increases consistent with the procedures for voting on bylaws changes.

***Section 2C:** A new dues structure is to be presented in writing to the membership and is voted upon by mail ballot sent to the voting membership at least thirty days prior to the annual conference. A majority vote of returned ballots determines adoption of a new dues structure.

****Article IX, Section 1:** All proposals for amending the Bylaws will be submitted in writing to the Constitution, Bylaws, and Policies Committee who will conduct a mail vote. Proposed Bylaws changes will be presented in writing to the membership at least one month before voting. Passage will require a majority of those voting.

Lila Pedersen seconded the motion. Discussion and clarification of the process followed. Ann Pederson stated that the new Constitution, Bylaws, and Policies Committee would need to review the change and present the final wording to the Executive Board for its approval. Marilyn Johnson noted that the mail ballot should be coordinated with the publication of *The Good Stuff*. Marilyn called for a vote on the motion; motion carried.

New Business: Lila Pedersen asked if there was a table at the conference for collecting dues for the new membership year. There was not.

Marilyn Johnson reported on a suggestion she made at the program on the "Statistical Abstract of North Dakota on the Web." When Legislative Council Library staff members fill requests for information, they append a note indicating where the information was obtained. Marilyn suggested that other libraries could do something similar by appending a note to fax and mail requests, saying, "This material comes to you through the combined efforts of educators, historians, and librarians." It could also include the NDLA logo, and would serve to remind people of the value of tools like the Statistical Abstract and garner support for projects like updating the Abstract. Discussion followed. Mike Jaugstetter questioned the wisdom of including the NDLA logo, but thought the statement was good and that NDLA should be included somewhere in the statement. Jane Schulz, incoming Legislative Chair, suggested that NDLA adopt a **motto** or some kind of catch phrase to use on official correspondence. She said it helps people to remember who you are and gave an example from the Bismarck Symphony Association, "Without you, the music stops." No official action was taken, but the board agreed that these were ideas worth pursuing. Mike and Marilyn will draft wording and present it for consideration at the December board meeting.

December Board Meeting: The next board meeting will be held in Carrington on December 3, 1999. The alternate (storm) date is December 10.

Barb Knight made a motion to adjourn; Dennis Page, ALA Councilor, seconded; motion carried. The meeting was adjourned at 11AM and lunch was served.

Respectfully submitted,

Marlene Anderson, Secretary