

Minutes  
NDLA Executive Board Meeting  
Buffalo Room, The Chieftain, Carrington  
May 15, 2000

**Members present:** Marlene Anderson, Melva Brend, Karen Chobot, Susan Dingle, Sally Dockter, Mary Hegle Drewes, Janet Essency, Clarice Hackman, Jan Hendrickson, Agnes Jensen, Marilyn Johnson, Barbara Knight, Melody Kuehn, Jeanne Narum, Lila Pedersen, Kaaren Pupino, Marlene Ripplinger, Kathy Thomas, and Kathy Waldera

**Members absent:** Leeila Bina, Darlene Fairaizl, Thom Hendricks, Bonnie MacIver, Suzanne Morrison, Dennis Page, and Jane Schulz

**Call to Order:** The meeting was called to order by President Marilyn Johnson at 9:35AM.

**Executive Board Minutes:** The minutes of the December 3, 1999 meeting were distributed and corrected as follows:

- ◆ Page 4, Old Business, Constitutional Amendment section, second paragraph -- Karen Chobot, Constitution, Bylaws, and Policies Committee Chair, noted that the second sentence in this paragraph (The actual proposal for a dues increase ...) should be deleted because it does not accurately reflect the decision of the Board, which was to do a separate mailing for the dues increase proposal. The full paragraph should read: "Discussion of procedural questions followed. Barb Knight and Marilyn Johnson will prepare a story for *The Good Stuff* and will work with Clarice Hackman of the Nominations and Elections Committee."

Karen Chobot moved to accept the minutes as corrected. Barbara Knight, Past President, seconded. Motion carried.

**President's Report:** Marilyn Johnson reported that she has sent the Board several e-mail messages and talked to many people on the phone about NDLA business since our last meeting.

**President-elect's Report:** Sally Dockter, President-elect, stated that conference plans are going smoothly. She distributed a draft of the conference program and a copy of the registration form. The registration form will be printed in the June issue of *The Good Stuff*. Lila Pedersen noted that the format of the itemized meal portion of the registration form is problematic because the prices for some of the individual meals exceed the state per diem. Option 2 lists flat fees for full-conference registration and option 1 is itemized, with both options appearing on the same form. Perhaps there is a better way to design the form so financial officers won't question the individual meal prices. Possible solutions would be changing the layout of the information on the form, and/or putting them on the web site as separate forms. For this year, we will leave the printed form as is for publication in *The Good Stuff*.

**Past President's Report:** Barbara Knight submitted a written report and noted that the details for the Librarian of the Year and Major Benefactor Awards will be in the June issue of *The Good Stuff*.

**Treasurer's Report:** Lila Pedersen, Treasurer, submitted a written report and discussed some of the issues related to taxes for the Executive Secretary and *The Good Stuff* Production Artist positions. In addition, she brought up the use of IRS Form 1099 for conference and program speakers, who are reimbursed over \$600 during the year. The consensus of the Board was to make no changes in current practice. She also noted that she found an error in a subtotal in her December Treasurer's Report. The correction will be printed in the June issue of *The Good Stuff*.

**ALA Councilor's Report:** Dennis Page, ALA Councilor, was unable to attend the meeting and did not submit a written report.

**MPLA Representative's Report:** Melody Kuehn, MPLA Representative, submitted a written report, intended to help us generate ideas. The report included several good public relations and program ideas from other state MPLA representatives. Melody pointed out an idea from the Montana Library Association to issue Montana Library Passports to tourists. She noted that NDLA has an opportunity to tie some of our **public relations strategies** to the **Lewis & Clark Bicentennial** in 2004-2006. Melody also discussed a bill, which was signed by South Dakota Governor Janklow, directing the Board of Education to examine programs that prepare and certify school personnel, including school librarians. The lack of non-certified librarians in schools is a concern and various studies show the impact of library programs on test scores. Melody suggested board members look at the **Library Research Service** web site (<http://www.lrs.org>) for some of these studies, in particular "Study Shows Rise in Test Scores Tied to School Library Resources" and "Dick and Jane Go to the Head of the Class."

Melody announced that she has selected Mary Drewes as her MPLA Board Choice for a free MPLA membership. She was looking for a middle management level, academic librarian that she could promote in MPLA. Melody said that MPLA is looking at its role and what it can do for members, and thinks it will be giving away many more free memberships, providing program speakers, etc.

**State Librarian's Report:** Mike Jaugstetter, State Librarian, was unable to attend the meeting and did not submit a written report. Marilyn noted that the State Library sponsored trustee workshops this past week.

**The Good Stuff Report:** Marlene Anderson, Chair, submitted a written report and made special note of the **July 4<sup>th</sup> deadline** for the pre-conference issue. She also apologized to Agnes Jensen, Professional Development Committee Chair, for the omission of a story that was meant to appear in the March issue of *The Good Stuff*. It will appear in the June issue.

**Executive Secretary's Report:** Kathy Waldera, Executive Secretary, submitted a written report and activity log for February-May 1. She also brought stationery for those who requested it. The Board complimented Kathy on her comprehensive report and log. Marlene Ripplinger, Public Relations Chair, noted that Kathy's report almost looks like a humanities grant!

### **Section/Roundtable Reports**

**Academic and Special Libraries Section:** Sally Dockter, Chair, submitted a written report.

**Government Documents Roundtable:** Kaaren Pupino, Chair, distributed her written report. She showed a mock-up of the GODORT banner that the section will be using at their conference booth. She indicated that the section would co-sponsor a preservation workshop with TECHSERT. If anyone has documents for the Notable Documents Award, please contact Kaaren.

**Health Science Information Section:** Melva Brend, Chair, gave an oral report in lieu of the written report she left on her desk! She will send the written report to everyone. Melva reported that Gary Littlefield attended the Section's April 7 meeting. He reported on the fall education program for NDLA and said he had been approached by TECHSERT to join them in bringing in representatives from Colorado State University to discuss emergency development plans and how to deal with emergencies, such as floods. The group found his report very interesting and thought it would be an excellent program so they are talking to him about having it as part of the main program vs. a Section program. They also worked on their policy handbook and made some changes. The document should now be ready for its second approval and the changes will be submitted to the Constitution, Bylaws and Policies Committee.

**Information Technology Roundtable:** Thom Hendricks, Chair, was unable to attend the meeting, but submitted a written report. The Roundtable will sponsor a conference program, "Evaluating Web Resources." The presenter will be Dr. Wesley Jones of the University of Mary.

**New Members Roundtable:** Mary Drewes, Chair, submitted a written report and noted some highlights. The bylaws are ready for Executive Board review, the NMRT electronic discussion list has been established ([NDLA-NMRT@listserv.nodak.edu](mailto:NDLA-NMRT@listserv.nodak.edu)); EBSCO will once again donate \$250 for the NMRT welcome reception at conference; and the Roundtable still needs candidates for offices.

**Public Library Section:** Jeanne Narum, Chair, submitted a written report and noted some highlights. The Section is sponsoring a program on "Consumerism/Online shopping on the Web" at the conference. Jean Anderson will be the presenter.

**School Library and Youth Services Section:** Darlene Fairaizl, Chair, was unable to attend the meeting and did not submit a written report.

**Small Libraries Roundtable:** Bonnie MacIver, Chair, was unable to attend the meeting and did not submit a written report.

**Technical Services Roundtable:** Janet Essency, Chair, submitted a written report. She noted that the bylaws were approved by the membership via e-mail vote. The policy handbook needs additional changes and that is in process. With great difficulty and many phone calls, Janet found candidates for officers for the Roundtable.

### Committee Reports

**Constitution, Bylaws & Policies Committee:** Karen Chobot, Chair, distributed bylaws revision procedures; a spreadsheet detailing the status of various documents from various Sections, Committees, and Roundtables; and copies of the bylaws and policies statements that are ready for Executive Board review. She discussed some of the questions that still need to be addressed (e.g., quorum, budget, and archives statements), but recommends approving everything at this time so the process can move forward. Additional changes to bylaws and policies can always be made at a later date.

- ◆ **Executive Board Policies Handbook** -- The Board reviewed the document. Marlene Anderson, Secretary, noted that the production artist (manager) of *The Good Stuff* is not a member of the Executive Board. The statement on page one of the policies handbook should read: "Includes as **non-voting members**: ex-officio chairs of the standing committees: Constitutions, Bylaws, and Policies; Finance; Membership; and Nominations and Elections; *The Good Stuff*; State Librarian; Archivist/Historian; the Chair of the North Dakota Library Coordinating Council; and other Presidentially-appointed committee chairs such as Legislative, Professional Development; Public Relations, and Intellectual Freedom; and the Executive Secretary." A typographical error on page 3 ("with" not "wit") will also be corrected. Marilyn Johnson made a motion to approve the policies handbook as corrected. Melody Kuehn seconded. Motion carried.
- ◆ **Finance Committee Policies Handbook** -- A quorum statement will be added: "A quorum consists of a majority of the membership." Barbara Knight made a motion to approve the Finance Committee Policies Handbook as amended. Janet Essency seconded. Motion carried.
- ◆ **New Members Roundtable Bylaws** -- Mary Drewes moved to accept the bylaws as presented so they can go to the Roundtable for ratification. Barbara Knight seconded. Motion carried.
- ◆ **Technical Services Roundtable Policies Handbook** -- There was general discussion about the name of our official publication and how it should appear in print. The consensus was that it should be written in italic print and that the full name includes the word "the", i.e., *The Good Stuff*. The TECHSERT policies document will be amended to reflect that practice. Janet Essency moved to accept the policies handbook as amended. Mary Drewes seconded. Motion carried.
- ◆ **Government Documents Roundtable Bylaws** -- Article IV, Section 3, Quorum was amended to read: "A quorum will consist of 10% of the members." instead of "A quorum will consist of the members in attendance." A spacing error was also pointed out in Article VI, Section 3, C and will be corrected. Kaaren Pupino made a motion to approve the bylaws as amended. Barbara Knight seconded. Motion carried.

- ◆ **Small Libraries Roundtable Bylaws** -- Karen Chobot moved to accept the document as written. Melody Kuehn seconded. Motion carried.
- ◆ **Technical Services Roundtable Bylaws** -- An indenting error in Section 4A will be corrected. Jeanne Narum moved to approve the bylaws as corrected. Marlene Anderson seconded. Motion carried.
- ◆ **Health Science Information Section Policies Handbook** -- Marilyn Johnson noted that the official name of the section is "Health Science Information Section" not "Health Sciences Information Section." This needs to be corrected wherever it appears in the policies document. On page two, open bullet one, the full sentence should read: "If and when the Chair-Elect assumes the duties of the Chair, it will be his/her duty to appoint an HSIS member to assume the duties of the Chair-Elect." There is also a typographical error on page 4 in the word "chronological." Melva Brend made a motion to approve the policies handbook as corrected. Barbara Knight seconded. Motion carried.
- ◆ **Information Technology Roundtable Bylaws** -- Article I, Section 1 - change "willl" to "will"; the heading for Article IV should read "Article" not "Artilce"; and Association should be capitalized in Article III, Section 1. Karen Chobot noted that the quorum statement on the document needs to be changed, but recommended approving the bylaws. The Roundtable can make that change at a later date. Sally Dockter moved to accept the document with corrections. Melody Kuehn seconded. Motion carried.
- ◆ **Information Technology Roundtable Policies Handbook** -- Melva Brend moved to accept this document. Barbara Knight seconded. Motion carried.
- ◆ **Public Library Section Bylaws** -- Jeanne Narum moved to accept the bylaws. Barbara Knight seconded. Motion carried.
- ◆ **Academic and Special Libraries Section Bylaws** -- Sally Dockter moved to accept the bylaws. Karen Chobot seconded. Motion carried.
- ◆ **Legislative Committee Policies Handbook** -- Under Responsibilities, first bullet, add a space in front of the word "before." Under Procedures, Communicating with NDLA Members, first bullet, write title as "*The Good Stuff*" not the "*Good Stuff*". Barbara Knight made a motion to accept the document as corrected. Mary Drewes seconded. Motion carried.

In additional discussion, the consensus of the Board was that noting the date of the last update was sufficient for the policies handbook documents. However, for historical purposes, we will continue to record the date of every change on bylaws and constitutional documents. Kathy Waldera noted that words like "roundtable" have not been spelled consistently in the documents. Those changes will be made as needed. She will also work with Karen Chobot to do additional proofreading for other typographical and/or grammatical errors. Kathy Waldera will mail the documents we approved today to Board members who were not in attendance. Changes will need to be made to the policies for *The Good Stuff* editorial committee since APT, Inc. no longer serves as the editor. Marlene Anderson will work on this. The policy manual for Secretary also needs to be presented to the Board for final approval.

The Board gave Karen Chobot and Kathy Waldera a round of applause for their hard work. Well done!

**Finance Committee:** Leeila Bina, Chair, was unable to attend the meeting, but submitted a written report. Barbara Knight commented that the audit process went very smoothly and complimented former Treasurer Donna Maston and current Treasurer Lila Pedersen for the procedures they have established.

**Intellectual Freedom Committee:** Suzanne Morrison was unable to attend the meeting and did not submit a written report.

**Legislative Committee:** Jane Schulz was unable to attend the meeting and did not submit a written report.

**Nominations and Elections Committee:** Clarice Hackman and Jan Hendrickson, co-Chairs, reported that they still need candidates for some offices and are working on that.

**Membership Committee:** Kathy Thomas, Chair, distributed membership statistics as of May 12, 2000. Total membership stands at 307.

**Professional Development Committee:** Agnes Jensen, Chair, distributed a written report and announced that grant money is still available. She urged Board members to tell people about applying for grants, in addition to using the printed and electronic format publicity.

**Public Relations Committee:** Marlene Ripplinger, Chair, presented a written report. She has been busy with her work on *The Good Stuff* editorial committee and will be working with the local arrangements committee to plan public relations strategy for the conference. Sally Dockter clarified the conference dates: September 20-22 NOT September 20-23. The incorrect dates appeared in the latest issue of *MPLA Newsletter*. Marlene will check into this.

**Archives/Historian:** Susan Dingle, Chair, submitted a written report, which including an archives records transfer sheet to include with deposits to the Archives. She is working on her policies handbook. Kathy Waldera stated that she has 4-5 boxes of publications that NDLA sold in the mid-late 1980s. She would like to dispose of them and asked for direction from the Board. The consensus was to deposit two copies of each item in the Archives; take centennial posters to the conference for sale at the auction; pitch old, outdated disaster-preparedness manuals; and take the other publications to NDEA for give-away. Melody Kuehn volunteered to pick up the materials from Kathy and take them to the NDEA conference in the fall.

The meeting was adjourned at 11:55AM for lunch and the group reconvened at 12:40PM.

#### OLD BUSINESS

#### Executive Secretary

Marilyn Johnson stated that concerns about the hiring process for the Executive Secretary position had been raised. Because of that, the Board (via e-mail) decided to review that process. Kathy Waldera will remain as Executive Secretary through December 31, 2000. In the meantime, Ann Pederson, Marilyn Johnson, and Lila Pedersen will serve on a committee to develop policies and procedures for hiring for positions like Executive Secretary and Production Artist for *The Good Stuff*. They will present their recommendations to the Board in the fall. Kathy Waldera is invited to reapply for the position when it is re-opened. Marilyn Johnson apologized to Kathy and the Board for the missteps made in the Executive Secretary hiring process.

#### Bylaws Change and Proposed Dues Increase

Karen Chobot reported that 116 of 271 ballots were returned by the deadline. Ballots postmarked after the deadline were not counted and will be discarded. 100% of those voting voted FOR amending the Bylaws to make them consistent with the Constitution with regard to the amending process.

Discussion has been underway for some time about proposing an increase in membership dues. Melody Kuehn moved to accept the dues increase proposal submitted by the Finance Committee. Jeanne Narum seconded. Motion passed. As a result of the Bylaws change, the dues increase proposal approved by the Board can now go to a vote of the full membership this fall. The proposed dues increase is as follows:

- Individual active member - \$35 (\$10 increase)
- Special interest membership:
  - Library Trustee - \$20 (\$5 increase)
  - Associate member - \$20 (\$10 increase)
- Institutional members \$35 to a cap of \$200 (\$10 increase on the base, \$100 increase on the cap)
  - \$35 for the first \$5,000 of operating budget or portion thereof; and \$1 per \$1,000 of budget thereafter, to a maximum of \$200.
    - Examples:
      - \$ 5,000 - \$ 35
      - \$ 6,500 - \$ 36
      - \$ 10,000 - \$ 40

- \$ 50,000 - \$ 80
- \$105,000 - \$135
- \$170,000 - \$200

Discussion of how much income the increase would generate (est. \$3000) followed. The text of the proposal will be printed in *The Good Stuff* and will also be sent with the mail ballot for election of officers this fall. Karen Chobot will work with the Nominations and Elections Committee on balloting procedures. If the dues increase passes, it will go into effect in January 2001.

## NEW BUSINESS

### **Elections**

The Nominations and Elections Committee will finalize the slate of candidates; ask for biographical information and statements as needed; and set a deadline so the information can be included in the August issue of *The Good Stuff*. Marlene Anderson noted that the deadline for that issue is July 4.

### **Library Coordinating Council**

Marilyn Johnson reported that at the April meeting of the Council, the Council discussed development of the ND State Library's budget in the areas of Library Vision 2004, LaND (Library access North Dakota), state aid, and statewide databases. She distributed a **statewide survey** that NDLA Platform Committee of the Public Library Section did in December. The Council and the State Library are seeking input from librarians. For that reason, librarians and other interested parties are invited to the public forum at the May 18 meeting at the Doublewood Inn in Bismarck at 6:30PM. Marilyn and Barbara Knight both urged librarians to attend this meeting, as well as future meetings and legislative hearings. Barb stated that it is difficult to carry a message to policy makers by yourself. You need many people to stand with you.

### **NDLA Membership List**

There have been three requests for NDLA's membership list. Our policies handbook states that we do not allow commercial use of our membership list. Kathy Thomas turned down two of the requests because of their commercial nature.

### **Freedom to Read Foundation Dues**

There was discussion about the Freedom to Read Foundation dues, which are \$35. The Board received a letter from the Foundation asking for an additional contribution since we have given more (\$150) in the past. The Board questioned what we get for our contribution. Lila Pedersen stated that we have already paid \$150 for the year 2000, but that this question will come up again next year. Marlene Anderson will search old minutes for more information on the background of the Board's original decision to give \$150. The Board will review this matter at a future meeting.

### **Future Conference Sites**

Marilyn Johnson distributed a list of NDLA Conference sites from 1977 through 2006. She suggested that NDLA investigate the idea of keeping the conference in the larger cities (Bismarck, Minot, Grand Forks, Fargo) and rotating it among them. The reasons behind this suggestion are that NDLA loses money when the conference is in smaller cities (Williston, Dickinson, Jamestown) due to lower attendance and the sometimes remote locations. Another problem is that there aren't enough people to help with local arrangements when the conference is in a smaller city. Discussion followed. Karen Chobot noted that Nebraska had a similar situation. There the conference rotates among three larger cities and it works very well. Marilyn suggested that this idea be discussed at a full-membership meeting at the conference.

### **Spectrum Initiative - ALA**

Marilyn Johnson received a letter from ALA about the Spectrum Initiative project. It is a 3-year training program that provides \$5000 scholarships to librarians of color. ALA wants to create a million-dollar endowment and is seeking support from all chapters. They are asking for a donation by June 30. Board members had several questions about the training. Melody Kuehn will seek more information from the ALA web site, *American Libraries*, etc. The Board will revisit this issue when we have more information.

### **Leadership Institute at Snowbird (Utah)**

Marilyn Johnson received information about the Leadership Institute at Snowbird. Although the deadline for this year's Institute has already passed, she wondered if the Board had an interest in being involved in the future. In order to apply, individuals need to be nominated by a group like NDLA. It is expensive -- (\$950 registration) plus transportation costs. Discussion followed. Karen Chobot made a motion that the Professional Development Committee investigate the Leadership Institute and how NDLA could support it, and prepare a proposal. Sally Dockter seconded. Motion carried.

### **Resolutions**

Kathy Waldera and Marlene Anderson will be in charge of resolution procedures for the conference.

### **Awards**

Marlene Anderson carried a message from Marcella Schmaltz, who is handling the awards for the conference. Marcella had several questions about budget, inscriptions on plaques and certificates, programs, etc. Sally Dockter will send Marcella a copy of last year's awards program. Barbara Knight noted that The Trophy House in Grand Forks has done the awards for NDLA for the past two years. They will have the information that is needed and Marcella can contact them directly. Marlene will pass the information on to Marcella.

### **Ron Rudser Auction Proceeds**

The Board discussed a variety of options for using the proceeds from the Rod Rudser auction. Agnes Jensen clarified that \$250 from the proceeds goes directly to the Ron Rudser fund. In the past, auction proceeds have been earmarked for projects like bill tracking and publication of the *North Dakota Statistical Abstract* online. The Board consensus was that hiring a bill tracker is no longer needed because of electronic access to the legislative activities. Barbara Knight suggested that NDLA could pay for a private e-mail account so use of state equipment and conflict of interest is not an issue for lobbying activities. Barb Knight made a motion that a portion of the auction proceeds (no dollar amount or percentage specified) go to support NDLA's legislative activities. Mary Drewes seconded. Motion carried. Final decisions about the distribution of the remaining proceeds will be made at the Board meeting following the conference, including the possibility of providing travel assistance so NDLA members could attend legislative hearings.

Barb Knight also displayed a t-shirt she bought at the Medical Library Association Conference. It features the cover of a Harlequin romance entitled "Hospital Librarian." She plans to donate it for the auction. Melody Kuehn volunteered to write an article for *The Good Stuff* about unusual items that have been auctioned in past years.

### **NDLA Listserv**

Kathy Thomas suggested establishing a closed NDLA membership listserv for mass mailings, membership renewals, etc. She will ask the NDSU listserv administration if we can set up two private lists: one for NDLA members and one for the Executive Board. Kathy already administers four listservs so she is very experienced. The Board directed Kathy to investigate this possibility.

### **Lewis & Clark Bicentennial**

Marilyn Johnson suggested that we work on Melody Kuehn's proposal to promote North Dakota libraries and tie those efforts to the upcoming Lewis & Clark Bicentennial. She will appoint a committee to work on this and ask them to report to the Board in the fall. Melody Kuehn and Barbara Knight volunteered to work on this committee. Marilyn will also asked Dolores Vyzralek of the State Historical Society to be on the committee and will find a public library representative as well.

### **Fundraising Ideas**

Barbara Knight reported on an idea that Texas librarians use to raise funds for their professional grants. They adopted a mascot for their association, the armadillo, and give "Armadillo Accolades" awards. Librarians can nominate individuals for an Armadillo Accolade by donating \$10 to the professional grant fund and submitting a written nomination. The honoree is given a small armadillo pin and a press release is sent to the honoree's local paper. Barb suggested that NDLA could do something similar and perhaps tie it to planning for the Lewis & Clark Bicentennial.

### **Professional Development Grants**

Agnes Jensen brought a question from Donna James, a 1999 recipient of a Professional Development Grant. Donna did not use the entire dollar amount awarded and wondered if she could use the leftover monies to go to a different activity. The Board clarified that the money was awarded for a specific activity and could not be carried over to other activities.

### **Expenses**

Lila Pedersen reminded members that the expense reimbursement form is available on the web site.

### **September Board Meeting**

The next Board meeting will be held at the annual conference at the Travelodge Hotel in Dickinson on **Wednesday, September 20** at 7:30PM. The meeting was adjourned at 2:30PM.

Respectfully submitted,

Marlene Anderson, Secretary