

NDLA Executive Board Meeting Minutes
December 11, 2000

(These minutes are a draft and have not yet been approved by the Executive Board.)

Members present: President Sally Dockter, Marlene Anderson, Leeila Bina, Susan Dingle, Marilyn Johnson, Melody Kuehn, La Dean Moen, Lila Pedersen, Kristen Rall, Kristine Shrauger, Kathy Thomas, and Executive Secretary Kathy Waldera

Members Absent: Janet Essency, Gary Littlefield, Liz Mason, Suzanne Morrison, Jeanne Narum, Judith Omlid, Dennis Page, Marlene Ripplinger, Stacey Sheppard, Iris Swedlund, Charlene Weis, and Acting State Librarian Joe Linnertz

Guests: Mike Safratowich, incoming Treasurer

Call to Order: President Sally Dockter called the meeting to order at 10:40a.m. on December 11, 2000 at The Chieftain in Carrington. Members introduced themselves and distributed their written reports. Dockter presented a plaque of appreciation to Past President Marilyn Johnson.

Minutes: The minutes of the September 22, 2000 meeting were presented. Lila Pedersen, Treasurer, noted errors in the attendance lists. Pedersen should have been included in the list of members absent. Mike Safratowich should have been included in the list of guests. Safratowich is the incoming treasurer, but does not assume office until January 2001 since that term of office coincides with the calendar year. Leeila Bina, Finance Committee Chair, moved the minutes be approved as corrected. Melody Kuehn, MPLA Representative, seconded. Motion carried.

2001 CONFERENCE

Dates: La Dean Moen, President-elect and Conference Chair, reported on conference plans. The Williston multi-type library group will serve as the local arrangements committee with Kelly Hell as the tentative chair of that group. After discussing the three vs. four-day format, the consensus was to continue with the three-day format. The conference will be Wednesday, September 26 – Friday, September 28 at the Airport International Inn in Williston.

Pre-Conference/Field Trip: Pre-conference possibilities were discussed. Dockter suggested contacting Winnebago about conducting a pre-conference. Kuehn stated that MPLA is also a source for programming. Since the Badlands tour was a success at the 2000 conference, Kuehn suggested a field trip to Williston area attractions, e.g., Fort Buford, Fort Union, etc. The field trip could be offered in addition to a pre-conference. Dockter stated that \$5 is too little to charge because of transportation expenses. She suggested \$10-\$15 instead.

Budget: Moen presented a preliminary budget based on figures from previous conferences. Several budget items were discussed and amended:

- Reduce proposed member registration fee from \$50 to \$40;
- Keep the \$350 exhibitor's fee, but plan for 15 vs. 25 exhibitors since Williston is a smaller venue and may not attract as many exhibitors;
- Delete both audiotape revenue (\$450) and expenses (\$450) as budget items; those items reflected a unique situation at the 1999 conference when Gary Dulabaum was a presenter;
- Reduce speakers budget from \$4000 to \$2500 since we anticipate lower revenues from the 2001 conference;
- Delete \$500 booth expenses as a budget item;
- Change "Draping for exhibit areas" to "Booths/Draping" and retain the \$700 proposed budget for this item

Pedersen moved to approve the amended conference budget. Kristine Shrauger, Academic and Special Libraries Section Chair, seconded. Motion carried.

Exhibits: Based on feedback from the Dickinson conference, we agreed that exhibits should be open longer. Bina suggested opening the exhibits in conjunction with the NMRT Social on Wednesday evening and keeping them open all day Thursday and perhaps part of Friday. Coffee breaks could also be held in the exhibits area. Exhibitors should be introduced at a general session, a luncheon, or the banquet. Both telecommunications and security needs are challenges at the Airport International Inn in Williston. Ken Quamme of Williston State College is our contact for telecommunications.

Speakers: Moen has several ideas for speakers, including Larry Woiwode, Francie Berg, Donna Schaff, Ceil Ann Clement, Lance Brown (a Will Rogers impersonator), and Gerard Baker of Fort Union. Moen will continue to work on finding speakers in our price range.

Theme: The conference theme was discussed at length. Kathy Waldera, Executive Secretary, suggested "2001 Odyssey: Taking the Byte out of Information." Johnson suggested "Back to the Future." Board consensus was to use a hybrid of the two ideas: "2001 Odyssey: Back to the Future." Moen plans to use a fifties/sixties memories motif (encouraging members to dress in styles from the fifties and sixties, using music from that time, etc.) for the NMRT Social.

Contract: Moen reported that she has contacted the Airport International Inn, but has not seen the final contract yet. She will report on conference room rates, etc. at a later date.

REPORTS (Oral Discussion/Presentation Highlights)

[Note: Written reports are summarized separately; summaries are also published in *The Good Stuff*. If you want copies of the full written reports and other materials distributed at the meeting, contact Marlene Anderson, Secretary.]

Past President: Johnson referred to her written report, which focused on plans and ideas for improving exhibits at the 2001 conference. The Past President serves as the Conference Exhibits Chair. Johnson asked about NDLA policies/procedures when individuals ask for special considerations/price breaks on exhibits, e.g., they want to display their brochures, but don't want a booth per se. Discussion followed. The consensus of the Board was that consistency in fees and consistency in applying those fees is essential to ensure fairness.

Treasurer: Pedersen presented the third quarter report. Johnson moved to approve the report. Kuehn seconded. Motion carried. Pedersen also reported that the second quarter report was overlooked at the September 20 board meeting so it still needed to be approved. Bina made a motion to approve the second quarter report. Kristen Rall, Information Technology Roundtable Chair, seconded. Motion carried.

The group broke for lunch at noon and reconvened at 12:30.

MPLA Representative: Kuehn distributed her written report on MPLA activities and reported that 700 participants are expected at the MPLA/NDLA/SDLA Tri-Conference at the Ramada Suites in Fargo, October 2-5, 2002. She also distributed copies of the draft version of the MPLA 2000-2004 long-range plan and a condensed version of the plan, which highlighted her individual responsibilities as MPLA representative. Kuehn reviewed the condensed version and asked for input about who within NDLA can help with specific responsibilities.

***The Good Stuff* Editorial Committee:** Marlene Anderson, Chair of the Editorial Committee, reported on the rise in per issue costs for *The Good Stuff*. She presented several ideas for containing costs, including limiting the number of extra copies printed, being consistent with the number of pages in each issue, using a lighter paper stock for the inside pages, and summarizing written reports vs. publishing them verbatim. Anderson is waiting for a final bid from Richtman's Printing. After discussion, the Board gave the go ahead to summarize written reports and pursue other options for containing costs. The Board also decided to raise the budget for *The Good Stuff* from \$5300 to \$6000.

Executive Secretary: Kathy Waldera, Executive Secretary, distributed her quarterly activity log (Sept.-Dec.) and reviewed her work for the Constitution, Bylaws, and Policies Committee (CBPC). Board members are responsible for printing their own copies of bylaws and policies for their manuals. The latest versions of these documents are available on the NDLA web site (<http://ndsl.lib.state.nd.us/ndla>). Waldera asked members to use Microsoft Word and Courier New font when creating or revising CBPC documents.

Waldera reminded Kuehn about the children's bibliography (compiled by the Children's Roundtable several years ago), which Kuehn had planned to pick up and distribute at the NDEA conference in October. Waldera will retain 20 copies for Kuehn and discard the rest. She also has a supply of NDLA stationery on hand and has ordered more. Waldera will transfer appropriate documents to Susan Dingle, Archivist/Historian, before leaving her position on December 31, 2000. Pedersen complimented Waldera on her work as Executive Secretary.

School Library and Youth Services Section: La Dean Moen, Co-chair, reported that she and Iris Swedlund, Co-chair, are working to get SLAYS back on track. They had a productive business meeting at the conference and think they have developed a better process for ordering and distributing Flicker Tale books. Pedersen inquired about the status of the humanities grant. Moen stated that it was written and submitted by Marvia Boettcher. The focus of the grant is on supporting author visits vs. the procedural part of the Flicker Tale project (ordering, distribution, etc.).

Finance Committee: Bina presented the proposed general operating budget. After discussion of individual line items, decisions were made as follows:

- Increase Legislative Committee budget from \$400 to \$1000. Part of the proceeds of the 2000 Rudser auction will go to this committee to provide travel monies for attending legislative hearings. The Legislative Committee is charged with developing guidelines for use of travel money.
- Reduce Public Library Section budget from \$150 to \$100. The section had asked for additional funds to cover legislative travel, but that is now part of the Legislative Committee budget.
- Grant SLAYS request for \$425 to cover regular expenses plus the cost of the summer reading program now administered by the State Library.
- Change Intellectual Freedom to Read Foundation contribution from \$150 to \$50. Pedersen raised this issue again since it had been tabled at previous Board meetings. Johnson suggested contributing \$50; Board concurred.

Kuehn moved to approve the budget as revised. Moen seconded. Motion carried.

Archivist/Historian: Susan Dingle, Archivist/Historian, distributed a written report, a handout on preserving organizational records, and a suggested form to include when transferring records to the Archives.

OLD BUSINESS

Lewis and Clark Bicentennial: Dockter distributed a letter from Cheryl Hesel of the Montana Library Association (MLA), Chair of the MLA Marketing and Public Relations Committee. Hesel is responsible for MLA's Lewis & Clark Bicentennial preparations and has invited NDLA to join them in supporting the National Park Service Corps of Discovery II project. Discussion followed. Dockter will write to Hesel expressing our

support for the project. Dockter also shared a press release about Governor Schafer's proposal to promote and plan our state's commemoration of the bicentennial. Shrauger stated that the State Library also plans to sponsor workshops on Lewis and Clark.

Kuehn reported on her committee's work for the Lewis and Clark Bicentennial. She needs to replace committee member Kathy Hendricks, who has moved. Dockter volunteered to serve in her place. Kuehn's committee has several ideas in the works for the 2002 NDLA/SDLA/MPLA Tri-Conference in Fargo.

Kuehn updated the Board on the "Canoe Award," a fundraising and recognition idea first discussed at the May 15, 2000 meeting. The idea is to recognize individuals who have shown support or done something special for libraries. NDLA members would nominate deserving individuals by donating \$10 to the Professional Development Grant fund and submitting a written nomination. NDLA would give the honoree a small canoe pin and a certificate, then send a press release to the honoree's local newspaper. Discussion followed. Waldera suggested calling the award "**Canoe Kudos**." Monies would be handled by the Treasurer and deposited into the Professional Development Grant fund (less expenses for pins, certificates, etc.). The project would also be publicized via an article in *The Good Stuff*. Kuehn made a motion to proceed with the project. Bina seconded. Motion carried. Moen moved to adjust the budget to provide start-up costs for the project by adding an additional \$200 (total \$300) to the Public Relations Committee budget. Shrauger seconded. Motion carried.

Dues Renewal Form: Kathy Thomas, Membership Chair, recommended deleting the North Dakota Statistical Abstract donation option from our dues renewal form. Board concurred. This donation option was part of a short-term project to get the Statistical Abstract online and that has been accomplished. Dockter also distributed a message about the project from former president Barb Knight. The web site for the North Dakota Statistical Abstract is <http://ndsl.lib.state.nd.us/abstract.html>

Executive Secretary Position: Since Waldera is leaving this position at the end of the year, the Board asked for her thoughts about the value of the position, its salary, tax issues (self-employment vs. being an NDLA employee), recommendations for changes, and overall assessment of her experience. Waldera sees a need for a centralized address and a person to field various requests, although we may not necessarily need a salaried position for an organization of NDLA's size. She expressed concerns about the job description and felt that she had been asked to do things that were committee responsibilities, e.g., retyping and correcting CBPC documents. Waldera recommended a salary of \$250/month, if we continue with a salaried position. She also suggested that the Executive Secretary track his/her hours. Overall, Waldera found the work to be fun and interesting. Discussion followed. Thomas, Executive Secretary Search Committee Chair, reported that she has received one application for the position. Kuehn moved that we leave the salary at \$200/month minimum (as listed in the job advertisement). Bina seconded. Motion carried. Waldera stated she is willing to continue checking the post office box, handle stationery needs, and manage the bulk mail permit until the transition to a new Executive Secretary is complete.

New Business

Legislative Session: Kuehn suggested that members make an effort to contact state legislators about funding statewide access to full-text magazine, journal, and newspaper databases. She read a sample letter to the Board. Johnson suggested demonstrating the databases in the Great Hall during the legislative session. Kuehn said she could post her sample letter on the NDLA listserv, but people should personalize their own letters for maximum impact. Johnson suggested that Kuehn contact Charlene Weis, Legislative Committee Chair, regarding this idea and other plans before taking action.

Hotel Negotiations for Conferences: Dockter received a call from the Bismarck Holiday Inn about the 2003 conference and had questions about the contract negotiation process. Johnson stated that the 2003 contract was signed. Moen said she has had difficulty getting a copy of the 2001 contract from the Airport International Inn. Other Board members stated that it has been signed and should be available. Moen will inquire again.

PLA 2008: Dockter sent a letter supporting holding the PLA (Public Library Association) conference in Minneapolis in 2008.

Campaign for America's Libraries: Dockter noted that ALA's new five-year initiative is "Campaign for America's Libraries."

Attendance: Johnson expressed concern about the number of Board members absent from today's meeting. Dockter will remind Executive Board members that it is their responsibility to attend Board meetings or to arrange for a proxy if unable to attend.

The meeting was adjourned at 3PM. The next meeting will be held in March 2001 in Carrington with the exact date pending.

Respectfully submitted,

Marlene Anderson, Secretary