

Minutes  
NDLA Executive Board Meeting  
Remington Room, Travelodge Hotel, Dickinson  
September 20, 2000

**Members Present:** President Marilyn Johnson, Marlene Anderson, Leeila Bina, Melva Brend, Susan Dingle, Sally Dockter, Mary Hegle Drewes, Janet Essency, Clarice Hackman, Melody Kuehn, Bonnie MacIver, Jeanne Narum, Kaaren Pupino, Marlene Ripplinger, Kathy Thomas, and Kathy Waldera.

**Members Absent:** Karen Chobot, Darlene Fairaizl, Thom Hendricks, Jan Hendrickson, Agnes Jensen, Barbara Knight, Suzanne Morrison, Dennis Page, and Lila Pedersen.

**Call to Order and General Announcements:** President Marilyn Johnson called the meeting to order at 5PM. She announced that some Board members on the Badlands tour would be coming as soon as they returned from the tour and that several Board members were unable to attend the Conference. She also announced that registration packets for speakers are available at the Conference registration tables. Room 204 has been designated as the Technology Room for the Conference. A copier and computers are available. The key to the room may be signed out at the NDLA registration table.

**Executive Board Minutes:** The minutes of the May 15, 2000 meeting were distributed. Leeila Bina, Finance Committee Chair, moved to accept the minutes. Kaaren Pupino, Government Documents Roundtable (GODORT) Chair, seconded. Motion carried.

**Past President's Report:** Barbara Knight, Past President, was unable to attend the meeting and did not submit a written report for this meeting. Her annual report will be presented at the 2<sup>nd</sup> General Session.

**President-elect's Report:** Sally Dockter reported that as of last week, 123 persons had pre-registered for the Conference. She is hoping for a total of 130 and is excited about the turnout. About 30 people went on the Badlands tour and had a great time. Dockter distributed a list of committee assignments for 2000-2001. Marlene Ripplinger tentatively agreed to continue as Public Relations Chair for one more year.

**Treasurer's Report:** Lila Pedersen, Treasurer, was unable to attend the meeting, but submitted a written report. The current checkbook balance is \$12,036.85. Melody Kuehn, MPLA Representative, asked if that balance reflects where we usually are at this time of year. Discussion indicated that we are financially on track. Kuehn moved to accept the written report. Bonnie MacIver, Small Libraries Roundtable Chair, seconded. Motion carried. President Johnson stated that "Speaker Payment and Expense Reimbursement" forms are available and should be submitted to the Treasurer.

**ALA Councilor:** Dennis Page, ALA Councilor, was unable to attend and did not submit a written report for this meeting. His annual report will be presented at the 2<sup>nd</sup> General Session.

**MPLA Representative:** Melody Kuehn, MPLA Representative, submitted a written report and noted that MPLA is currently working on strategic planning for 2000-2004. They are also preparing for the MPLA 2000 Tri-Conference in Omaha, Nebraska, October 25-28.

#### **SECTION/ROUNDTABLE/COMMITTEE REPORTS**

President Johnson announced that we would not take the time to hear individual reports unless there was a specific concern to address. A packet of written reports was distributed.

**Public Library Section:** Jeanne Narum, Chair, reported that Jan Hendrickson, incoming Chair, resigned her position at the Hazen Public Library effective August 31, 2000. Hendrickson has also resigned as Chair-elect for the Public Library Section. Narum stated that she reviewed the Section bylaws for guidelines to fill the Chair position and decided to hold an election at the Section's business meeting at Conference. Pupino, GODORT Chair, related that a similar situation happened in GODORT in 1999 and they handled it the same way.

**Government Documents Roundtable:** Kaaren Pupino, Chair, commented about cuts made in the GPO's distribution program of documents to libraries. She sent a letter to North Dakota's congressmen expressing GODORT's concerns about the cuts. President Johnson said that she also sent a letter on NDLA's behalf about the same issue. Pupino stated that some monies have been restored to the program, but not all.

Board members, who were on the Badlands tour, arrived at 5:20. We paused to let them get settled.

**Constitution, Bylaws, and Policies Committee:** Karen Chobot, Chair, was unable to attend the meeting, but submitted a chart of progress for developing policies and bylaws for various Board positions, sections, and roundtables. President Johnson reported that Chobot recommended we table approval of pending bylaws or policy handbook documents. Several section and roundtable chairs indicated they still need to ratify bylaws changes at their business meetings before the Executive Board can approve them anyway.

**Legislative Chair:** President Johnson announced that because of a move to a new job outside of the library profession, Jane Schulz resigned her position as Chair of the Legislative Committee this past spring. Charlene Weis has agreed to serve as the Legislative Chair for 2000-2001.

**Nominations and Elections Committee:** Clarice Hackman, Co-Chair, reported on some of the on-going problems this committee encounters. It is difficult to find candidates for office, deadlines are missed, and the School Library and Youth Services Section (SLAYS) did not submit any candidates for this year's election nor did they respond to repeated requests for information. General discussion followed. Suggestions included starting earlier in the year, having sections and roundtables assume responsibility for an election if they miss the committee's deadlines, and, for school librarians, sending NDLA materials to the home address vs. the work address so they will be certain to get Association mailings in a timely fashion. Kuehn is a member of SLAYS and will bring up these concerns at their business meeting.

Hackman announced that LaDean Moen is the new Chair-elect, Marlene Anderson was re-elected Secretary, and Michael Safratowich will be the new Treasurer. President Johnson thanked Hackman for all of her hard work on this committee.

Mary Hegle Drewes, New Members Roundtable Chair, asked whom she should contact for an address change. Kathy Thomas, Membership Chair, handles that.

**Membership Committee:** President Johnson reported that she and Marlene Anderson, Secretary and *The Good Stuff* Editorial Committee Chair, were discussing what NDLA could do to encourage people new to the state to join our Association. Johnson stated that she has sent an issue of *The Good Stuff* and a note to a couple of people, but thought this might be something the Membership Chair could do. Kathy Thomas, Membership Chair, agreed to send NDLA information packets to new people. If you know of someone who should get a packet, contact Thomas.

Kuehn suggested another way to promote NDLA membership would be to give new library directors a free one-year membership. Discussion followed. Kuehn then moved that the President welcome new directors of North Dakota libraries to NDLA by giving them a one-year free membership in the Association, starting with the 2000-2001 NDLA year. Bina seconded. Motion carried.

Anderson reported that a new column is being considered for *The Good Stuff*. The purpose of "The Director's Corner" would be to profile a new library director using an interview format. Both NDSU Libraries and UND's Chester Fritz Libraries have new directors, directorships are currently open at Williston Community Library, Hazen Public Library, Fargo Public Library, Lake Region College Library, and some retirements are also on the horizon. MacIver suggested that a standard questionnaire be developed for the column and that pictures be included.

**Professional Development Committee:** Agnes Jensen, Chair, was not able to attend, but submitted a written report. Jeanne Narum is the incoming Chair.

**Public Relations Chair:** Marlene Ripplinger, Chair, reported that she has been busy working on columns for *The Good Stuff* throughout the year and most recently on press releases for the Conference. President Johnson stated that she saw the release in *The Bismarck Tribune*. Ripplinger also saw it in the *Minot Daily News*.

**The Good Stuff Editorial Committee:** Marlene Anderson, Chair, submitted a written report and also noted that she would continue as Chair during 2000-2001.

**Archivist/Historian:** Susan Dingle, Chair, submitted a written report and stated that about 4 linear feet of records were transferred to the Archives in 1999-2000. Kuehn asked when records should be transferred. Dingle responded that it seems to be a personal decision based on the needs of individual Board positions. She suggested that if you find you are not consulting the back files in your possession, they are probably ready to be transferred. Hackman asked about the how-tos of transmitting records. Dingle reviewed the basic steps and referred her to the information that was distributed at the May 15, 2000 Board meeting.

**Executive Secretary:** Kathy Waldera, Executive Secretary, submitted a written report. She needs an up-to-date list of 2000-2001 Executive Board members, including correct mailing addresses, phone numbers, fax numbers, and e-mail addresses. This information will be gathered at the Board meeting on September 22.

## **OLD BUSINESS**

**Executive Secretary Hiring Practices:** President Johnson reported on the work of the committee, which drafted an Executive Secretary Search Committee policy for the policies handbook. Lila Pedersen, Ann Pederson, and Johnson served on the committee. President Johnson distributed a copy of the draft policy, which included annotations from the first review by the Constitution, Bylaws, and Policies Committee.

General discussion of some of the recommendations and the reasons for them ensued. Kathy Waldera, Executive Secretary, stated that Conference duties need to be more clearly defined. Waldera will describe her 2000 Conference experience in her annual report, along with recommendations for changes in the job description, in her December annual report. Unlike other Board members, the Executive Secretary position is for the calendar year. The rationale for this is ease of tax preparation and to ensure continuity on the post-conference Board. Kuehn asked if the recommendation to make the Executive Secretary position a two-year term meant that we need to undertake a search every two years, or if it is a two-year review so the position can be offered to the same person again. President Johnson stated that it is a two-year review.

President Johnson raised the issue of increasing the salary from \$200/month to \$250/month. The Executive Secretary will be an independent contractor vs. an employee of NDLA, and will be responsible for the paperwork and expense involved in self-employment, withholding, etc. Bina inquired about the wording of the current job advertisement. Johnson stated it currently indicates a salary of \$200/month. Narum stated that we need more information about our finances in order to decide if the Association can afford an increase. Kuehn moved that we look at adjusting the Executive Secretary salary to include the costs of withholding, medical, and social security, with a report due by the December Board meeting. Pupino seconded. Motion carried.

Discussion of the job ad continued. Anderson suggested we could change the salary in the job description to \$200/month minimum vs. \$200/month. Bina moved that the language of the current job description be amended to read a minimum of \$200/month. Narum seconded. Motion carried. President Johnson directed Bina and the Finance Committee to include the increase in the 2000-2001 budget proposal, which will be discussed and finalized in December. Waldera was directed to ask her accountant about the costs of self-employment. When she asked if NDLA would pay the accountant's charge for such information (estimated \$60), Johnson indicated that she would consult with some of the accountants at her workplace in the State Capitol to see if we can get some "free" answers to our questions.

The Executive Secretary search will be announced at the Conference, on the NDLA web site, and various electronic discussion lists. Anderson stated that placing an ad in *The Good Stuff* is irrelevant since the search closes on October 15 and the next issue won't be published until December.

Additional discussion centered on procedures if the Executive Secretary were to resign or leave the position mid-term. Since this really wasn't an issue for the search committee policy, Bina moved that we accept the Executive Secretary Search Committee policies handbook as presented. Dockter seconded. Motion carried. Language indicating that NDLA's President appoints an Executive Secretary to complete a vacated term will be reflected in revised President policies, Executive Board policies, and Executive Secretary policies.

**Snowbird Library Leadership Institute:** This issue was tabled since Agnes Jensen, Chair of the Professional Development Committee, was absent. The committee had been directed to investigate the Institute and how NDLA could support it, and prepare a proposal.

**Spectrum Initiative:** President Johnson shared some information that Narum found on the ALA web site. The Spectrum Initiative is a training program that provides scholarships to librarians of color with the goal of increasing and supporting diversity in librarianship. ALA wants to create a million-dollar endowment and is seeking donations from state chapters. Johnson suggested we table this matter and leave the decisions to the incoming Board.

**Lewis and Clark Bicentennial:** Kuehn distributed a written report of several ideas for celebrating the upcoming Lewis and Clark bicentennial. One idea is for a canoe award, which would be a small pin given to someone worthy of recognition. Nominating someone for the canoe award would include paying a \$10 fee, which would go to NDLA's scholarship funds. Kuehn needs a to find a producer for pins. Anderson suggested contacting Mary Lovell, an NDLA member and jewelry-maker from Dickinson. Kuehn thinks we are ahead of the game at this point. She will continue working on ideas and welcomes suggestions. MacIver suggested that the Bremer Foundation might be an additional source of funding. Johnson stated that we play up the "limited edition" angle of Lewis and Clark because that may increase the value of our final product. Kuehn will present additional ideas and information at the December Board meeting.

The meeting was adjourned at 6:55PM so members could attend part of the NMRT welcome reception. The group reconvened at 7:30PM.

## **NEW BUSINESS**

**Conference Evaluations:** Dockter asked Chairs of Sections and Roundtables to pick up the session evaluations for programs they sponsor. The compiled results can be sent to Dockter.

**Conference Resolutions:** Resolutions are due at 11:35AM on Friday, September 22. President Johnson asked if there are any resolutions that the Executive Board should write. Three ideas were proposed. Anderson offered to write a resolution thanking the hotel staff, local arrangements committee, etc. for their work on the 2000 Conference. A resolution in memory of State Librarian Mike Jaugstetter, recognizing his many contributions to libraries and librarianship in North Dakota, was also proposed. Anderson and Pupino volunteered to work on the wording of that resolution. Bina made a motion to write these resolutions. MacIver seconded. Motion carried.

Narum proposed a resolution to state that NDLA supports the North Dakota State Library supplemental budget for an increase in state-aid for libraries and full-text databases. Janet Essency, Technical Services Roundtable Chair, seconded. Motion carried.

**Executive Secretary Evaluation:** Kathy Waldera, Executive Secretary, stated that it has been a pleasure to work in this capacity. She has had a good experience, enjoys the work, and feels she plays an important role. President Johnson highlighted some of the things Waldera has done during the past year, including her work with the Constitution, Bylaws, and Policies Committee, making copies, stuffing envelopes, providing labels, etc. Anderson also noted that Waldera provides a column, "Forthcoming," for each issue of *The Good Stuff*. Johnson stated that the Executive Secretary position is evolving, but gives the Association consistency and an established address. Waldera will make recommendations for changes in the job description in her annual report in December. She has also done initial work on a policy statement for the policies handbook and forwarded that document to the Constitution, Bylaws, and Policies Committee.

**Increasing Citizen Membership on LCC:** President Johnson gave us an update on the 1999 NDLA resolution recommending an increase in the citizen membership of the Library Coordinating Council (LCC). The LCC was established by statute with one citizen-at-large member. Rita Traynor, the current citizen-at-large member, made the initial recommendation to add a second citizen-at-large member for purposes of continuity. Johnson has asked Amy Bryn of the Heart of America Library in Rugby to talk to State Senator Ken Solberg about carrying a bill to make a change in the wording of the statute.

**Memorial for Mike Jaugstetter:** After hearing the news of the untimely death of State Librarian Mike Jaugstetter in July, the Board discussed memorial ideas via e-mail, but decided to make a final decision at the Conference Board meeting. Several ideas were proposed, but the Board settled on the idea of honoring Mike's interest in Native American culture by donating money to the North Dakota State Library for the purchase of materials. Doris Ott of the State Library staff was invited to the meeting to answer questions and offer advice. Ott stated that Mike was particularly interested in Native American music and the State Library currently has a need for recorded material. He also collected three-dimensional objects, e.g., dream catchers, so that might be another possibility. Materials for the book collection would also be welcome.

Bina moved that the NDLA Executive Board donate \$365 [note: represents approximately \$1 per NDLA member] to the North Dakota State Library to purchase Native American resources of their choice in memory of State Librarian Mike Jaugstetter, and to identify the items purchased with a plaque, bookplate, and/or designation on the MARC record. Pupino seconded. Motion carried.

We will also announce this memorial gift at the Conference and encourage individual members to add to it by sending personal contributions to the State Library by December 31, 2000. Make checks payable to the North Dakota State Library and include a note that the gift is for the NDLA Mike Jaugstetter memorial. We will ask Ott to write an article for *The Good Stuff* about how the State Library used the memorial gift.

**Response to NDSU Library Flood:** We discussed what NDLA could do to support the flood recovery effort. Thomas and Hackman, both of the NDSU Library staff, indicated that there are many unknowns right now. Dockter suggested that NDLA do something for the staff since the collection damage is covered by FEMA funding, insurance, etc. Hackman suggested talking to Director Pamela Drayson, who is attending the Conference. Thomas called to invite her to the meeting.

While awaiting Drayson's arrival, Dockter suggested the Board write a resolution commending the staff for their efforts. Pupino put the motion into words and called for a resolution commending the staff of NDSU Libraries for their efforts to save the serial collection and deal with the library flooding. Kuehn seconded. Motion carried.

Drayson suggested NDLA avoid sending money designated for flood recovery because it counts against them for FEMA. She stated that the biggest gift we could give NDSU Libraries is patience. They won't be able to do interlibrary loan of their serials collection for a long time. Drayson suggested that when the time comes to install new shelving and shelve the journal collection, NDLA could assist with putting out a call asking for help with that effort. She isn't sure when that will be, but will let us know.

Johnson proposed adding Drayson's recommendation to the resolution, i.e., "when the call goes out, turn out." The Board concurred.

**Update to Library Vision 2004:** President Johnson reported that the LCC would meet in November and begin work on updating LV2004.

**Password to NDLA Web Site:** Some members have asked why the password to the membership directory on the web site isn't published. The reason is that our membership list is private and our policies handbook states that we do not allow commercial use of our list. Publishing the password would violate that policy. If you forget the password, check the information sent out with your membership card, or contact Kathy Thomas, Membership Chair, or an Executive Board member.

#### **OTHER BUSINESS**

**Membership renewal forms** are printed on bright yellow paper and are available at the NDLA registration tables.

Dockter stated that the Conference schedule is tight so business meetings and programs need to start and stop on time. She asked program sponsors to keep things moving.

Dockter made a motion to adjourn. Melva Brend, Health Science Information Section Chair, seconded. Motion carried. The next Board meeting will be held on Friday, September 22, 2000 at 5PM in the Remington Room.

Respectfully submitted,

Marlene Anderson, Secretary