

Minutes
Executive Board Meeting
Travelodge Hotel, Dickinson
Friday, September 22, 2000

Members present: President Sally Dockter, Marlene Anderson, Leeila Bina, Susan Dingle, Clarice Hackman, Marilyn Johnson, Liz Mason, La Dean Moen, Judith Omlid, Dennis Page, Kaaren Pupino, Marlene Ripplinger, Michael Safratowich, Kristine Shrauger, Kathy Thomas, and Kathy Waldera

Guest: Victor Lieberman, NMRT Chair-elect, attended in place of Stacey Sheppard, incoming NMRT Chair

Members absent: Janet Essency, Melody Kuehn, Joe Linnertz, Gary Littlefield, Suzanne Morrison, Jeanne Narum, Kristen Rall, Stacey Sheppard, Iris Swedlund, and Charlene Weis

Call to Order: President Sally Dockter called the meeting to order at 4PM. The group posed for a picture taken by Executive Secretary Kathy Waldera. Members introduced themselves and their positions on the Board. Marlene Anderson, Secretary, distributed the minutes of the September 20, 2000 meeting and a roster of the 2000-2001 Executive Board. Members were asked to check the information on the roster and make corrections as needed. The information will be printed on the back cover of each issue of *The Good Stuff*. Leeila Bina, Finance Committee Chair, moved to accept the minutes as written. Marilyn Johnson, Past President, seconded. Motion carried.

OLD BUSINESS

Executive Secretary Search Committee: After some questions by Marlene Ripplinger, Public Relations Chair, the composition of the Executive Secretary Search Committee was clarified. According to the policies handbook, the incoming NDLA President appoints the search committee and the recommendation is that the Membership Committee Chair, Public Relations Committee Chair, Constitution, Bylaws and Policies Chair, President-elect, and a member-at-large from the Executive Board serve on the search committee. The NDLA President does not serve on the search committee. If you wish to serve on this committee as a member-at-large, please contact President Dockter as soon as possible. Marlene Anderson will post the job description on the NDLA web site and the NDLA listserv.

NEW BUSINESS

December Board Meeting: Marlene Anderson raised the question of scheduling our next Board meeting earlier than December in order to avoid the holiday rush as well as possible bad road and weather conditions, and to simply get things started earlier. Leeila Bina stated that she needs the time before the next Board meeting to solicit information for the 2000-2001 budget, prepare the proposed budget, and meet with the Finance Committee. General discussion followed. The next Board meeting will be held on Tuesday, December 5 at The Chieftain in Carrington. The alternate (storm) date is Monday, December 11.

Board Manuals: Past President Marilyn Johnson asked Kathy Waldera, Executive Secretary, about updating Board manuals. Waldera stated that several bylaws and policies documents are in process, e.g., several sections ratified their bylaws at this conference, so it is premature to update them right now. If you need to prepare or amend bylaws or handbook documents, Waldera prefers to receive them electronically in Word with the font set as Courier New. She suggested that the Association would save money on copying and mailing costs if individual Board members would print the updates to their own manuals from the NDLA web site. The spreadsheet that was distributed by the Constitution, Bylaws, and Policies Committee (CBPC) at the September 20 Board meeting can be used to check the status of documents for the manuals. Waldera will also prepare a checklist later on, indicating which documents and versions should be in the manuals.

Nominations and Elections Committee Policies Handbook: Clarice Hackman, outgoing Chair of the Nominations and Elections Committee, distributed the policies handbook for that committee. She stated that Karen Chobot, outgoing CBPC Chair, recommended approving the handbook at this time. Revisions may still be needed, but can be done later. The Nominations and Elections Committee needs an approved policies handbook in order to proceed with its work. Leeila Bina moved to approve the policies handbook. Kaaren Pupino, outgoing Government Documents Roundtable Chair, seconded. Motion carried.

The Good Stuff: Marlene Anderson, Editorial Committee Chair, announced that the deadline for the post-conference issue of *The Good Stuff* is November 3, 2000. She will be in touch!

2001 Conference: President-elect La Dean Moen asked if the 2001 Conference is still scheduled to be in Williston. Past President Marilyn Johnson said that the dates are set and that it will be at the Airport International Inn in Williston. The final contract has not been signed.

Mike Jaugstetter Memorial: Marlene Ripplinger clarified what should be included in the Mike Jaugstetter press release, which she was directed to write in a resolution passed at the Conference. Since Mike was also named Librarian of the Year, Ripplinger suggested the press release include that information as well as an announcement of the Executive Board's memorial gift to the North Dakota State Library. Ripplinger will also send the story to ALA for publication in *American Libraries* and MPLA for the *MPLA Newsletter*. She was also asked to include the cause of death (arteriosclerosis and chronic lung disease) in the story.

Public Relations: Marlene Ripplinger asked for suggestions about getting NDLA news into the media more effectively and efficiently. If anyone has ideas, contact Ripplinger. Kathy Thomas, Membership Chair, asked if we should clip stories from our local newspapers. Kristine Shrauger, incoming Academic & Special Libraries Section Chair, stated that the State Library already maintains a clippings file.

December Board Meeting: La Dean Moen moved to adjourn the meeting. Kristine Shrauger seconded. Motion carried. The meeting was adjourned at 4:45PM. The next Board meeting will be held at The Chieftain in Carrington on Tuesday, December 5. The alternate (storm) date is Monday, December 11.

Respectfully submitted,

Marlene Anderson, Secretary