

NDLA Executive Board Meeting  
March 30, 2001

[Note: These minutes are a draft and have not yet been approved by the Executive Board]

**Members Present:** President Sally Dockter, Marlene Anderson, Susan Dingle, Janet Essency, Marilyn Johnson, Melody Kuehn, Liz Mason, La Dean Moen, Jeanne Narum, Kristen Rall, Marlene Ripplinger, Michael Safratowich, and Kathy Thomas

**Members Absent:** Mary Bianco, Leeila Bina, Gary Littlefield, Suzanne Morrison, Judith Omlid, Dennis Page, Stacey Sheppard, Iris Swedlund, Charlene Weis, and Joe Linnertz, Acting State Librarian

**Guests:** Cathy Langemo, candidate for the NDLA Executive Secretary position

**Call to Order:** President Sally Dockter called the meeting to order at 9:40a.m. on March 30, 2001 in the Teepee Room at The Chieftain in Carrington. Board members introduced themselves and distributed their written reports.

**Minutes:** The minutes of the December 11, 2000 meeting were presented. Melody Kuehn, MPLA Representative, clarified that MPLA is a source for conference programming NOT field trips (Pre-Conference/Field Trip section of the minutes, page one). However, Kuehn did not call for a correction to the minutes. Marilyn Johnson, Past President, made a motion to approve the minutes. La Dean Moen, President-elect, seconded. Motion carried.

**Conference Update:** Moen reviewed the **preliminary schedule** for the 2001 Conference in Williston. Johnson suggested that exhibitors be introduced at the First General Session. Kristen Rall, Information Technology Roundtable Chair, asked about having two luncheon program choices on Friday. This has been an option at past conferences. Marlene Anderson, Secretary, suggested that resolutions be due at 10a.m. on Friday vs. noon so there is ample time to prepare copies for the Third General Session Friday afternoon.

Moen asked about **awards** -- general procedures, what awards are given, who is responsible for choosing award winners, etc. Dockter noted that Moen is responsible for appointing an Awards Committee to handle the details of ordering plaques, certificates, etc. The awards themselves are the responsibility of various sections, committees, and roundtables.

Moen requested that the Board amend the **Conference theme** from "2001 Odyssey: Back to the Future" to "Back to the Future." It is simpler and also fits the fifties/sixties motif for the NMRT social and the awards banquet. Marlene Ripplinger, Public Relations Chair, made a motion to change the conference

theme to “Back to the Future.” Michael Safratowich, Treasurer, seconded. Motion carried.

Moen plans to prepare a survey instrument for **evaluating the Conference** as a whole vs. doing evaluations of individual sessions/events. She is hoping for a better response rate with this strategy.

Tami Eide is the **auction** coordinator in Williston (phone: 701-572-6359; e-mail: teide21@hotmail.com)

## **REPORTS (Oral Discussion/Presentation Highlights)**

[Note: written reports are summarized separately]

**Past President:** Johnson stated that a list of exhibitors and other details about Conference exhibits will be in the June issue of *The Good Stuff (TGS)* and also posted on the NDLA web site. A hospitality room for exhibitors will be available at the Conference. Johnson and her committee are working on the Librarian of the Year and Major Benefactor Awards.

**Treasurer:** Safratowich presented the fourth quarter report. Janet Essency, Nominations and Elections Committee Chair, made a motion to approve the report. Liz Mason, Chair of the Technical Services Roundtable and the Constitution, Bylaws, and Policies Committee (CBPC), seconded. Motion carried. Safratowich also presented and asked for approval of the first quarter report. Although the quarter technically ends tomorrow (March 31), Board consensus was to approve it at this time. Johnson made a motion to approve the first quarter Treasurer’s report. Rall seconded. Motion carried.

Safratowich informed the Board that we need a new **registered agent**. Every nonprofit corporation must continually maintain a registered agent and office in the State of North Dakota. The registered agent is the official contact person for the corporation for service of any process, notice or demand. (See the Secretary of State’s web site at [www.state.nd.us/sec/](http://www.state.nd.us/sec/) for complete information). State Librarian Mike Jaugstetter was NDLA’s registered agent until his death last July. Barbara Knight, former NDLA President, is willing to serve in this capacity. Kuehn made a motion to designate Barbara Knight as the NDLA registered agent. Jeanne Narum, Public Library Section Chair and Professional Development Committee Chair, seconded. Motion carried. Essency noted that we would need to include information about the registered agent in the appropriate Constitution, Bylaws, and/or Policies documents.

Safratowich reported that NDLA did not pay its **ALA dues** last year. The NDLA dues bill may have been confused with the Grand Forks Public Library’s dues bill since both were sent to the Grand Forks Public Library, home library of NDLA’s ALA Councilor Dennis Page. The NDLA bill may have been inadvertently tossed. Safratowich stated that annual ALA dues with membership in NMRT (New

Members Roundtable) would be \$125. The Board discussed the merits of joining ALA sections and roundtables. Johnson made a motion to pay the ALA basic dues (\$75) for 2001-2002. Kuehn seconded. Motion carried. Safratowich will notify ALA of a change of address so future correspondence will go to our post office box.

**MPLA Representative:** Kuehn stated that the next MPLA Board meeting is April 23. She reviewed the highlights of her written report and noted that MPLA is refining the vision statement of the long-range plan. Pamela Drayson, North Dakota recipient of the MPLA Board Choice one-year free membership, was featured in the March issue of *TGS*. Kuehn stated that if you have news items for the *MPLA Newsletter*, send the information to her or directly to the editor of the newsletter.

**Acting State Librarian:** Dockter distributed and presented a written report from Acting State Librarian Joe Linnertz. Highlights were the status of the North Dakota State Library budget, grant awards made by the Library Coordinating Council, updates on the summer reading program and *North Dakota Statistical Abstract* online, and spring workshops scheduled for April 30 and May 1.

**The Good Stuff Editorial Committee Report:** Marlene Anderson, Editorial Committee Chair, distributed a written report, including the bid from Richtman's Printing and her February 22 motion to accept the bid for 450 finished pieces, 32 pages + cover, for \$1,188.00. The Board passed this motion electronically via the NDLA Executive Board list. The March issue of *The Good Stuff* is out. Safratowich raised the question of having a print vs. web version of *TGS*. Discussion followed. Moen suggested that we could use the Conference evaluation instrument to ask this and other questions of the NDLA membership. After further discussion, Johnson suggested tabling the issue. Kuehn agreed. Dockter tabled the discussion.

**Constitution, Bylaws, and Policies Committee:** Liz Mason, Chair, distributed a written report, the President-elect policies handbook, and a matrix detailing the status of bylaws and policies documents from officers, sections, roundtables, and committees. Mason reviewed the changes in the **President-elect Policies Handbook** and requested Board approval. Johnson made a motion to approve this handbook. Moen seconded. Motion carried.

Ripplinger asked for clarification of the process for getting the archives statement into the Public Relations Committee policies handbook. Mason stated that she should send the amended policies handbook to CBPC for its review and approval. From there, CPBC presents it to the Executive Board for approval.

Anderson asked about the policies handbooks for both Secretary and *The Good Stuff* Editorial Committee. She submitted both documents last summer, but no action has been taken on the Secretary policy and receipt of the *TGS* policy is

not listed on the matrix. Kuehn also asked about the status of the MPLA Representative policies handbook. Mason will check.

**Academic & Special Libraries Section:** Anderson reported that Mary Bianco, who assumed the Chair position after Kristine Shrauger resigned, is also resigning. Bianco plans to go to graduate school in Pennsylvania this fall to earn a Master's in Library Science.

**Government Documents Roundtable:** Kathy Thomas, Chair, reported there has been no activity.

**Information Technology Roundtable:** Rall, Chair, reported there has been no activity.

**Public Library Section:** Narum, Chair, reviewed her written report. Jan Hearn, Ward County Public Library Director, will assume the Chair position in the fall.

**School Library and Youth Services Section:** Moen, Co-chair, had nothing to add to the written report.

**Technical Services Roundtable:** Mason, Chair, had nothing to add to the written report.

**Finance Committee:** Leeila Bina, Chair, did not attend the meeting, but submitted a written report. Safratowich reported that the Finance Committee did not find any errors when they audited the Treasurer's books via a telephone conference in February. Safratowich also stated that he would work on developing a Treasurer policies handbook throughout the coming year.

**Legislative Committee:** Charlene Weis, Chair, did not attend the meeting nor did she submit a written report. Dockter reported that she talks to Weis frequently about legislative matters. They have been working to keep the membership informed of NDLA's legislative efforts. To date, no one has applied for the monies set aside to cover legislative travel.

**Nominations and Elections Committee:** Essency reported that she is making progress in getting candidates to run for NDLA offices, but still needs more to complete the slate. Kuehn reminded her that she would also need to find candidates for MPLA Representative, which is a three-year position.

**Membership Committee:** Thomas, Chair, distributed a written report. Total NDLA membership as of March 29 is 406. She has received positive feedback from her e-mail dues reminders and noted that members can now tell when their subscriptions to *TGS* are about to expire by looking at the mailing label (see March 2001 issue, page 18). Thomas stated that some renewals have come from both the e-mail dues reminders and the mailing label designations. Kuehn asked for clarification of how there can be 27 positions on the Executive Board,

but only 24 Executive Board members. Thomas stated that some Board members are filling more than one Board position.

**Professional Development Committee:** Narum reported that the professional development grant awarded to Mary Bianco has not been used. Anderson reported that Bianco said she plans to use the money when she goes to graduate school in the fall. General discussion followed. Narum stated that grant monies have been under-used. Dockter suggested that we improve our publicity efforts, e.g., prepare a display or distribute handouts at the Conference.

**Public Relations Committee:** Ripplinger, Chair, reviewed her written report and asked if she should submit NDLA Conference information to anyone besides *American Libraries* and *MPLA Newsletter*. Johnson suggested sending information to the Montana Library Association and the Manitoba Library Association. Ripplinger also asked about her role as coordinator for National Library Week. Dockter gave her ALA's @your library campaign materials.

**Archivist/Historian:** Susan Dingle, Archivist/Historian, reviewed her written report and the process of transferring records to the NDLA Archives housed at the State Historical Society of North Dakota. If you want to review NDLA records, it is best to schedule an appointment and allow plenty of time (1-4 hours) to peruse the records. The NDLA Centennial is coming up in 2006.

## **OLD BUSINESS**

**Canoe Kudos:** Kuehn presented design options for the pin. Capitol Trophy has the best prices. Board consensus was for a canoe design without human figures on a ¾" gold cloisonné pin. We would also like "NDLA" to be part of the final design. As stated in the December 11, 2000 minutes, Canoe Kudos is a fundraising and recognition effort. The idea is to recognize individuals who have shown support or done something special for libraries. NDLA members can nominate deserving individuals by donating \$10 to the Professional Development Grant fund and submitting a written nomination. NDLA will then give the honoree a pin and a certificate, send a press release to the honoree's local newspaper, and also publicize Canoe Kudos honorees in *TGS*. After expenses are paid, the profits will go to the Professional Development Grants fund.

**Statistical Abstract Online:** Safratowich asked about the Board's December decision to remove the donation option for the *North Dakota Statistical Abstract* from the dues renewal form. He stated that the article on the *Statistical Abstract* in the March 2001 issue of *TGS* suggested that on-going funding is still needed. Discussion followed. Safratowich will speak with Scot Stradley, project editor, about the need for continued funding and report back to the Board. In the meantime, Safratowich will continue to collect and transfer any funds donated for this project.

**Ron Rudser Memorial Continuing Education Grant:** Narum asked about the monies diverted from the auction proceeds to fund legislative travel. Since those monies have not been used (to date), she made a motion to return them to the Ron Rudser fund. Rall seconded. Motion carried.

The meeting was adjourned at noon for lunch. The Board reconvened at 12:35.

**Lewis and Clark Update:** Kuehn reported that the North Dakota State Library is doing a spring workshop on preparing for the Lewis and Clark bicentennial celebration. Kuehn plans to attend this workshop to get ideas and learn what is being planned. She suggested that we tie the summer reading program to Lewis and Clark. Kuehn reported that Clay Jenkinson charges \$5000/hour for his presentations on Thomas Jefferson and Lewis and Clark. Moen suggested that Richard Stenberg of Williston State College also has expertise on Lewis and Clark. Johnson noted that Diane Briggs, NDLA member and Outreach Coordinator at the Fargo Public Library, portrays Sacajawea as part of a series of reminiscence programs. Both Stenberg and Briggs are possible contacts for programming. Kuehn will continue to work on NDLA's celebration of the Lewis and Clark Bicentennial.

## **NEW BUSINESS**

**State Librarian:** Johnston stated that applications for the State Librarian position are closing. She made a motion that NDLA send a letter to Dr. Wayne Sanstead, State Superintendent at the Department of Public Instruction, suggesting that Sally Dockter, NDLA President, be included on the selection committee for the State Librarian position. Kuehn seconded. Motion carried. Anderson was asked to draft a letter to Sanstead.

**NDLA Executive Secretary Candidate Interview:** Thomas, Chair of the NDLA Executive Secretary Search Committee, introduced Cathy Langemo, candidate for the position. The Board interviewed Langemo. After the interview, Langemo left the room and discussion continued. Johnson made a motion to hire Cathy Langemo as NDLA Executive Secretary. Essency seconded. Motion carried. Langemo returned and Dockter offered her the position. Langemo accepted the position at \$200/month and will start on May 1. Dockter welcomed Langemo aboard and thanked Thomas and her search committee for their work.

**CIPA (Children's Internet Protection Act):** Dockter received a letter asking NDLA to adopt a resolution supporting ALA's legal action against this act. She shared information from the web site at [www.ala.org/cipa/](http://www.ala.org/cipa/) Anderson and Kuehn spoke in support of ALA's legal action against CIPA. Johnson suggested that Suzanne Morrison, Intellectual Freedom Chair, draft a resolution, then post it to the NDLA Executive Board discussion list for action. Essency made a motion to support ALA's legal action against CIPA. Narum seconded. Motion carried.

**Retirement Recognition:** Dockter asked if NDLA should do something special at Conference in recognition of Bernnett Reinke's upcoming retirement from Stoxen Library at Dickinson State University after 36 years of service. Discussion followed. Anderson cautioned against the practice of singling individuals out in this way. Unless NDLA decides to recognize all retirees equally, it could lead to hurt feelings and divisiveness. Anderson stated that individual accomplishments and/or milestones can be reported via *TGS* in the "Transitions" column, the "Director's Corner" column, and/or other stories.

**Conducting NDLA Business Electronically:** Dockter raised the question of using the NDLA Executive Board electronic discussion list to conduct NDLA business. What are the issues? What kinds of things can or should be decided electronically? How do we maintain security and official record of our actions? Discussion followed. Board consensus was that conducting NDLA business electronically is efficient and effective. We will follow the same protocol as at meetings. Board members should contact the NDLA President if there is an issue to present to the Board outside of a regular meeting. The President will then present the issue to the Board. The Secretary will capture (print) electronic discussion, motions, and votes and retain those copies as part of the official NDLA record. Record of business conducted electronically should be appended to the minutes of regular Board meetings.

**2002 MPLA/NDLA/SDLA Conference:** The 2002 Conference will be held in Fargo, October 2-5, 2002. After NDLA elections are conducted this fall, we will know who will be planning the NDLA portion of this conference. Kuehn suggested that we post program planning proposal forms on the NDLA web site. Kuehn also suggested looking at the conference planning section of the Arizona Library Association web site at [www.azla.org/2001](http://www.azla.org/2001). The Arizona Library Association is co-hosting the AZLA-MPLA Conference in 2001 and their web site is particularly well-organized.

**Emporia State MLIS Program:** Dockter reported that Emporia State might be offering its MLIS degree program in North Dakota once again. Should NDLA be a co-sponsor? Board consensus was to get more details before making a decision. Dockter will find out more and report back to the Board.

**Announcements:** Dockter reminded Moen to send Conference information to Theresa Norton, NDLA Webmaster, so it can be posted on our web site. We will also add the NDLA Webmaster contact information to the back cover of *TGS*.

The meeting was adjourned at 2:10p.m. The next meeting will be held at 4p.m. on September 26, 2001 at the Airport International Inn in Williston.

Respectfully submitted,

Marlene Anderson, Secretary