

NDLA Executive Board Meeting - Minutes
December 3, 2001

Members Present: La Dean Moen, President; Marlene Anderson, Leeila Bina, Phyllis Bratton, Susan Dingle, Sally Dockter, Kristi Engle, Susan Gessner, Jan Hearn, Robert Jacobson, Ellen Kotrba, Bonnie Krenz, Melody Kuehn, Victor Lieberman, Jeanne Narum, Kaaren Pupino, Marlene Ripplinger, Mike Safratowich, Kathy Thomas, and Cathy Langemo, Executive Secretary

Members Absent: Cheryl Bailey, Marilyn Johnson, Liz Mason, Suzanne Morrison, Charlene Weis, and Joe Linnertz, Acting State Librarian

Call to Order: President La Dean Moen called the meeting to order at 9:35a.m. on December 3, 2001 at the Cheyenne Room, The Chieftain in Carrington. Board members introduced themselves. Moen clarified voting rights, i.e., the officers, the immediate past NDLA president, chairs of the sections and roundtables, and representatives to other affiliated associations are voting members of the Executive Board. All standing committee chairs, the editor of the official NDLA publication, the State Librarian, and other appointed representatives are ex-officio members without a vote. Ellen Kotrba, Finance Committee Chair, suggested that nametags be made with designations for voting members. Cathy Langemo, Executive Secretary, was directed to take care of this.

Minutes: The minutes of the September 28, 2001 meeting were distributed and approved.

President's Report: Moen reviewed evaluations of the 2001 Conference in Williston and reported on the highlights of the November 1-2 NDLC (North Dakota Library Coordinating Council) meeting.

President-Elect: Kaaren Pupino, President-elect, sent invitations to SDLA and MPLA for the NDLA/SDLA/MPLA Tri-Conference at the Ramada Plaza Suites in Fargo, October 2-5, 2002. She and Sally Dockter, Past President, visited the conference site. Pupino would like to link the conference theme to the bicentennial celebration of the Lewis and Clark Expedition and the idea of exploring unmapped territory. She suggested "Going Off the Map: Libraries Forging New Access to Information" as one possibility. Victor Lieberman, New Members Roundtable Chair, suggested, "Extending the Map" vs. "Going Off." Discussion followed. Mike Safratowich, Treasurer, suggested tabling a decision on the theme until after lunch so we would have more time to think about it. Pupino stated that Clay Jenkinson, a native of North Dakota who is well known for his portrayal of Thomas Jefferson, is a potential Tri-Conference speaker as is Amy Mossette, who portrays Sakakawea. Maurice J. (Mitch) Freedman, ALA President, is also penciled in to attend the Tri-Conference. Dockter asked about the MPLA contribution to Conference expenses. Melody Kuehn, Co-Chair of the School Library and Youth Services Section (SLAYS) and past MPLA Representative, stated that MPLA gives seed money. Grants are another way to get money for conference speakers and presenters. If you have suggestions for programs, speakers, or presenters, relay that information to Pupino. Pupino has directed Theresa Norton, NDLA Webmaster, to post a conference proposal form on the NDLA website. Mark England will handle technology needs for

the Tri-Conference and Diane Briggs will chair the Local Arrangements Committee. Pupino presented a preliminary conference budget. There was discussion of the Rudser auction, which is generally held at our annual conference. Kotrba suggested holding an e-auction (NDBay). We discussed holding the next Board meeting at the conference site and explored possible dates. Pupino will work out the logistics.

Past President: Dockter estimates that 58 exhibitors will participate in the Tri-Conference. Exhibitor fees were discussed, but no decisions made since we need to work with MPLA and SDLA on this. Dockter indicated that although meals were provided for exhibitors at the 2001 NDLA conference, they paid for their own rooms. There is a major author gathering in Minneapolis around the same time as the Tri-Conference so we may be able to attract exhibitors to both events. Moen will be attending the AzLA-MPLA Conference later this week. She will find out what their exhibitor fees are, etc. Joe Edelen, MPLA Executive Secretary, will be a good contact person for many of our questions about planning the Tri-Conference.

Treasurer: Mike Safratowich, Treasurer, presented the latest figures. His official quarterly report will be compiled after the quarter ends on December 31. He will post the report via e-mail in January and ask for an official vote at that time. If you prefer a fax copy, let Safratowich know.

Membership Committee: Kathy Thomas, Membership Chair, reported that membership brochures will be out the end of December. The membership directory will also be updated. Dockter stated that institutional memberships seem to be low. Narum thinks it is a dues issue. Phyllis Bratton, ALA Councilor, stated that her (Jamestown College) institutional policy is the problem.

LV 2004 Update: Bratton, who is a member of NDLC, reported that requests for grant funding far exceed the funding available. The next meeting is January 14-15 in Jamestown. Since LV2004 (Library Vision 2004) will soon be outdated, NDLC is starting to update and rewrite it. They plan to hold forums around the state, make a status report at the Tri-Conference, and finish rewriting the plan, tentatively entitled LV2010, in December. NDLC plans to continue offering four \$5000 scholarships for the MLS degree.

State Librarian: Moen stated that two in-state candidates for State Librarian would be interviewed on Tuesday, December 11. They are Doris Ott and Jane Schulz.

Executive Secretary: Cathy Langemo, Executive Secretary, gave an overview of her experience in the position since starting on May 1. She enjoyed the Conference. Marlene Anderson, Secretary, commented on the quality of the Conference photo albums, which Langemo compiled. Dockter expressed her appreciation for the e-mail messages Langemo sends to keep members informed of various events and deadlines. Kotrba stated that there is a need for a written annual evaluation of the Executive Secretary position. It is important to formalize the annual review because it keeps the position valid. Further discussion was tabled until after the lunch break.

Constitution, Bylaws and Policies Committee (CBPC): Liz Mason, Chair, was unable to attend the meeting. Safratowich reviewed the Treasurer's policies handbook, which he prepared. CBPC has recommended approval. Pupino made a motion to approve the Treasurer's policies handbook. Dockter seconded. Motion carried. Pupino noted a need to update the Conference handbook, especially with regard to the Tri-Conference. Kotrba recommended that all policies handbooks be reviewed and approved by the Board regularly.

Review of NDLA Constitution & Bylaws: In order to comply with a resolution passed at the 2001 Conference, Anderson reviewed the NDLA Constitution and Bylaws. Board members need to take the initiative to familiarize themselves with these documents and print copies for their own manuals. The documents are available on the NDLA website.

CIPA: Funds are needed to support ALA's lawsuit against CIPA (Children's Internet Protection Act). Last spring NDLA approved a resolution to support ALA's action. Discussion of the issues of filtering and e-rate funding followed. Dockter made a motion to allocate \$100 to support ALA's lawsuit. Jan Hearn, Public Library Section Chair, seconded. Motion carried.

Auction Proceeds: In September, the Board voted to give \$250 of the Conference auction proceeds to the Ron Rudser Memorial Continuing Education grant fund, then divide the rest between New York City libraries affected by terrorist attacks and the North Dakota Statistical Abstract (NDSA) online. Langemo reported that the Deputy Director of Branch Libraries for the New York Public Library suggested making checks payable to the New York Public Library Branch Libraries. Safratowich reported on his conversations with Scot Stradley about the NDSA online project. NDSA is available via the State Library web site. The scope of the project would remain the same. Potential funding sources include the State Library, the Governor's Office, Department of Commerce, Department of Economic Development and Finance, UND, Concordia College (where Stradley now works), and librarians. Stradley wants to update all existing portions of the NDSA online and estimates it would cost \$1000-\$2000/year to keep it updated. The sooner Stradley has funding, the sooner updating can begin. Between January-November 2001, there were 2,326 visits to NDSA online. Leeila Bina, Health Science Information Section Chair and Co-Chair of the Nominations and Elections Committee, verified that we have \$1600 available for NDSA online and the NYC libraries. Discussion followed about the history of the auction and how proceeds have been used. It was noted that \$500 from the 2000 auction was allocated for legislative travel expenses, but not used so there is really \$2100 available. Bratton suggested keeping the \$500 out of the mix since we may not have an auction at the Tri-Conference and with the upcoming 2003 legislative session, we may need monies then. The question of how NDSA online is being archived was also raised.

Bina made a motion to put auction proceeds from the 2000 auction into a line item to carry them forward for legislative travel expenses in 2003. Pupino seconded. Motion carried.

Bina made a motion to give \$300 to the New York Public Branch Libraries from the 2001 auction proceeds. Kuehn seconded. Motion carried.

Lieberman made a motion to allocate the balance (\$1309.50) to Scot Stradley for updating and archiving NDSA online. Bina seconded. Safratowich asked for clarification of archiving, i.e., what are our expectations? Should an archived version be available online? Printed? Board consensus was to send a letter with the check to Stradley explaining why archiving the NDSA online is important, but leaving it to him to determine the best way to proceed. Bratton suggested asking Stradley for a copy of his plan for updating NDSA online. Moen directed Safratowich to communicate this information to Stradley and ask for his report by February 1, 2002. Motion carried.

After adjourning for lunch, the meeting resumed at 1p.m.

Executive Secretary: Moen stated that Langemo was in Williston working the day before the Conference began and asked the Board to reimburse the Executive Secretary at the state rate for one pre-conference day, including meals. She would like this to be part of the contract language. Dockter made a motion to reimburse the Executive Secretary for expenses incurred for one day of pre-conference expenses at the state per diem rate. Bina seconded. Motion carried.

Langemo left the room while the Board conducted a lengthy discussion of various aspects of the Executive Secretary position, job description, and contract, including the timeline for evaluation and vote on contract renewal. Bonnie Krenz, Small Libraries Roundtable Chair, made a motion to renew Langemo's current contract (current contract expires December 31, 2002). Bratton seconded. Kotrba raised the issue of duties, i.e., adding duties in order to make it a more substantive position. Moen stated there is a need to make better use of the position. Langemo can help with promotional and public relations efforts, handle exhibitor contacts, as well as many other things for committee, section, and roundtable chairs. Kuehn noted that MPLA has an evaluation instrument and that we need one, too. Pupino suggested the Executive Secretary coordinate awards (plaques, certificates, etc.). Moen will discuss these ideas with Langemo. Discussion continued regarding renewal of the current contract and many questions were raised, e.g., if the current contract expires December 31, 2002, does it need to be renewed now? If it were renewed, would renewal be through 2003 or 2004? Krenz called for the question. Motion defeated. Consensus was that we are satisfied with Langemo's performance thus far, but must take steps to clarify and amend the contract, the job description, the evaluation and renewal process, and the timeline. Moen will review the details of amending the contract (as discussed today) with Langemo.

Bina made a motion to recognize the amended contract of Executive Secretary Cathy Langemo through December 2002 and to acknowledge satisfactory performance. Krenz seconded. Motion carried.

We need a policies handbook for the Executive Secretary position. Langemo was directed to draft one and send it to CBPC so it will be ready for the Executive Board to vote on by October 2, 2002. Bina suggested that Board members should have a copy of the Executive Secretary job description in their manuals. Moen directed Board members to download it from the web site and add to the manuals. Moen will also request a copy of the evaluation instrument used by MPLA for their Executive Secretary position.

Tri-Conference Theme: The Board returned to discussion of the Tri-Conference theme and decided to present MPLA with two options: “Extending the Map: Libraries Forging New Access to Information” or “Mapping the Unknown: Libraries Forging New Access to Information.”

Sakakawea Statue: Dockter reported on a project to place a statue of Sakakawea in the National Statuary Hall Collection. The National Statuary Hall Collection in the U.S. Capitol is comprised of statues donated by individual states to honor persons notable in their history. North Dakota has a statue on John Burke in the collection and is eligible to contribute one more. The total cost of the project is \$200,000; as of August 23, 2001, \$178,769 had been donated. The current fundraising campaign will end on December 31 and additional funds are needed. Hearn moved that NDLA donate \$200 to the Sakakawea statue project. Lieberman seconded. Motion carried.

Finance Committee and 2002 Budget: Kotrba reviewed the activities of the Finance Committee, September-November 2001, presented their report, and presented the draft budget for 2002. Discussion followed and the budget was revised. Because of a need to improve our business practices, the Committee also asked the Board to pass the following reimbursement statement: “The NDLA Treasurer will reimburse NDLA members only after a “Request for Payment” form has been filled out and submitted. If you have ordered supplies, etc. from a vendor and you expect the vendor to send the invoice directly to the NDLA Treasurer for payment, the vendor will be reimbursed only after you have submitted a “Request for Payment” form alerting the Treasurer that a valid expense is to be expected from whom, for what/where/why. The NDLA Treasurer may question a RFP at any time and is encouraged to consult with the Finance Committee to obtain approval or rejection before payment of a questionable reimbursement is made.”

Narum made a motion to approve the Finance Committee’s report as presented and amended. Kuehn seconded. Motion carried. Kotrba will send the revised budget to Board members via e-mail. The RFP statement will be forwarded to Liz Mason, Chair of the Constitution, Bylaws, and Policies Committee for review and addition to policies handbooks. The Finance Committee plans to audit the Treasurer’s books in February.

ALA Councilor: Bratton inquired about Board manuals. Moen stated that if you didn’t get one from your predecessor, create your own by downloading the documents you need

from the NDLA web site. Bratton will confer with Liz Mason re: the status of the policies handbook for ALA Councilor. Bratton asked the Board for direction for her position, i.e., what should her focus be? Discussion followed. Lieberman noted that rural and Native American populations of our state are disenfranchised in North Dakota libraries. Kuehn endorsed the idea that the rural voice needs to be heard. She suggested that the ALA President be asked to speak about rural library issues if he attends the 2002 Tri-Conference.

Canoe Kudos: Narum reported that two Canoe Kudos awards have been presented. An article will appear in the December issue of *The Good Stuff*.

Other Business: Langemo received three boxes of Sweet's catalogs and wondered if anyone could use them. Dockter took them for UND. Langemo also received a free copy of *The Corrections* by Jonathan Franzen. We drew names and Robert Jacobson, Government Documents Roundtable Chair, was the lucky winner. Langemo took a group photo of the Board. Hearn asked about the process for finding candidates for the NDLA election. Bina stated that she and Marilyn Johnson, the other Co-Chair of the Nominations and Elections Committee, would be meeting soon. Anderson reported that the December issue of *The Good Stuff* would go to the printers tomorrow.

The meeting adjourned at 2:40p.m.

Respectfully submitted,

Marlene Anderson, Secretary