

NDLA Executive Board Meeting Minutes
Monday, June 2, 2003

Board Members Present: President Kaaren Pupino, Marlene Anderson, Leeila Bina, Kirsten Baesler (for Konnie Wightman), Kristen Borysewicz, Phyllis Bratton, Eileen Chamberlain, Stella Cone, Pamela Drayson, Agnes Jensen, Marilyn Johnson, Bonnie Krenz, Liz Mason, Jeanne Narum, Kathy Thomas, Kathy Waldera (arrived after lunch), and Cathy Langemo, Executive Secretary
Board Members Absent: Phyllis Kuno, La Dean Moen, Suzanne Morrison, Darryl Podoll, Michael Safratowich, and Doris Ott, State Librarian
Guest: Mary Markland

Call to Order: President Kaaren Pupino called the meeting to order in the Russell Room of The Radisson in Bismarck at 9:30a.m. on Monday, June 2, 2003. Board members and guests introduced themselves.

Minutes: Marlene Anderson, Secretary, presented the minutes of the March 14, 2003 Board meeting and the minutes of electronic (e-mail) discussion/action, March-May 2003. Pamela Drayson, President-elect, moved to accept both sets of minutes. Stella Cone, Government Documents Roundtable Chair, seconded. With regard to the Academic and Special Libraries (ASL) Chair and Chair-elect positions discussed in the electronic minutes, Pupino noted that Darryl Podoll, ASL Chair, will serve in that capacity for two years. Motion carried.

2003 Conference: Drayson reviewed the schedule and plans for the 2003 NDLA Conference in Bismarck, Sept. 24-26. Two pre-conferences will be offered on Wednesday, September 24 -- one for a full-day and one for a half-day. Drayson asked for feedback on a variety of topics, including a strolling vs. a sit-down lunch; book signings and sales; the conference registration form; and plans for a Wednesday evening tour of Fort Lincoln. Cindy Larson of the State Library is coordinating the Fort Lincoln tour. Marilyn Johnson, Nominations and Elections Committee Co-Chair, stated that her office (Legislative Council) has paid for vans for similar events and that she will check to see if they can do that again. Cathy Langemo, Executive Secretary, suggested increasing the late registration fee as an incentive for members to register early. Board consensus was to charge a \$20 late fee. The conference room rates at the Radisson are state rates.

Anderson asked about designating 2003 auction proceeds. As is customary, \$250 of the proceeds will go to the Ron Rudser Continuing Education Memorial Scholarship Fund. Drayson moved to use the remaining auction proceeds to supplement the Mike Jaugstetter Leadership Grant fund. Jeanne Narum, MPLA Representative and Professional Development Committee Chair, seconded. Motion carried.

Kathy Thomas, Membership Chair and 2002 Tri-Conference Treasurer, reported that proceeds from the 2002 Tri-Conference have been divided as follows: NDLA - \$8,188.09; MPLA - \$7,268.70; and SDLA - \$4,864.14.

La Dean Moen, Past President and Conference Exhibits Chair, was unable to attend. She sent written information and Langemo, who has been working with her on exhibits, reported that there are 10 commitments so far. The deadline for exhibitors is August 1. Moen is also seeking nominations for the Librarian of the Year and Major Benefactor awards. The deadline for nominations is July 1.

Todd Bodvig of the State Library will provide technical support at the conference. Drayson noted that The Radisson does not have high-speed internet access -- only dial-up. Pupino asked about wireless technology. Drayson will check into it.

The Board took a walking tour of the hotel facilities and discussed the best way to set-up the exhibits.

When the Board reconvened in the Russell Room, Drayson thanked everyone for their suggestions. Her next area of focus is working with the Local Arrangements Committee, which is being chaired by Marilyn Johnson. She also noted that having internet access in future conference hotels is critical. Kirsten Baesler, who attended the meeting as a proxy for Konnie Wightman, School Library and Youth Services (SLAYS) Chair, suggested moving the SLAYS business meeting from 1p.m. on Friday, September 26 to 8a.m. Drayson will make the change.

Conference Site Criteria: Prior to the meeting, Pupino posted a preliminary list of conference site criteria. The Board made several suggestions for the "required" list, including security for exhibits; a central exhibit hall location; state rates for lodging; and space and staff to seat and serve up to 275 (vs. 350) at a sit-down meal without using exhibit space. The ability to provide podiums, microphones, and other equipment was added to the "preferred" list. Pupino noted that a photocopier is usually donated and that the custom has been to ask individual libraries to donate a ream of paper. We also need a PC and a printer in the conference office. Langemo stated she has a contact for a copier donation for this year's conference and will check into that. Pupino plans to give the list of conference site criteria to the Grand Forks Convention & Visitors Bureau to find out which hotels can fill our needs. The contract for the hotel for the 2005 Conference in Grand Forks still needs to be negotiated and signed.

OLD BUSINESS

Nominations and Elections Committee: Johnson reported that everything is on track. Candidates are in place, election information is being prepared for the pre-conference (August) issue of *The Good Stuff*, and ballots will be prepared in July.

2005 Conference of the Midwest Chapter of the Medical Library

Association: The conference is being held in Fargo, September 17-20, 2005, and NDLA's Health Science Information Section (HSIS) is hosting the event. Eileen Chamberlain, HSIS Chair, and Mary Markland, conference chair, reviewed a conference planning document, which was posted via e-mail prior to the meeting. The Midwest Chapter/MLA can provide \$1000 in seed money and HSIS can apply for an additional \$500 to enhance the program. Mike Safratowich, NDLA Treasurer, provided suggestions for handling financial matters. HSIS proposed giving NDLA 40% of the sponsoring group's (i.e., HSIS) profits and setting aside 60% for its own use. HSIS plans to use its portion for professional development of HSIS members. Funds will be disbursed at the discretion of the HSIS Executive Board. To date, no Midwest Chapter/MLA conference has lost money. NDLA members may attend the 2005 conference at the member rate. Drayson moved to accept the proposal. Agnes Jensen, Public Library Section Chair, seconded. Motion carried.

Anderson verified the dates of the 2005 NDLA Conference, which will be the week following the Midwest Chapter/MLA conference in Fargo. Pupino noted that when future conference dates are set, we need to take the Jewish holidays of Rosh Hashanah and Yom Kippur into consideration.

Mike Jaugstetter Leadership Grant: Narum presented a draft of the guidelines prepared by the Professional Development Grant Committee. She noted that no deadlines were included because different leadership institutes (e.g., ALA, MPLA) have their own deadlines. Discussion of the proposed guidelines followed, including when to award the money to successful applicants. Pupino stated that grant monies should be awarded up front to help applicants defray expenses. Cone noted that if the funds are not used or not used as intended, they need to be repaid in full. Cone asked what kind of leadership training is acceptable. Drayson noted that we should state that the grant is limited to support library leadership training. Board concurred. Anderson asked about including dollar amounts in the guidelines. Bina noted that the dollar amount could change from year to year, depending on the availability of funds and can be advertised each year. Bonnie Krenz, Finance Committee Chair, reminded the Board that we set aside funds for leadership grants in the 2002-2003 budget. There are concerns that right now it seems like our commitment is only to the MPLA Ghost Ranch Leadership Institute. We may need to put more monies into the Mike Jaugstetter Leadership Grant fund from the general fund until it becomes self-sustaining. The Finance Committee will need to help work out the details. Cone noted the Jaugstetter grant should be non-restrictive. On the proposed guidelines, Drayson suggested combining points two (presentation of a leadership program at the annual NDLA conference) and three (presentation of a program reporting on the leadership institute) since they are so similar. Phyllis Bratton, ALA Councilor, suggested that successful applicants should write something for publication in *The Good Stuff*. Bratton also noted that it is common to have rolling deadlines, or quarterly grant periods. Thomas suggested

adding a line to the membership application form asking for donations to the Mike Jaugstetter Leadership Fund. Board concurred. Narum will incorporate these suggestions into the guidelines and post a revised draft on the NDLA-EXEC list.

Kristen Borysewicz, New Members Roundtable (NMRT) Chair, commented on the logistics of tracking the leadership fund and wondered if more than one fund or line item should be established. Leeila Bina, Nominations and Elections Committee Co-Chair and former NDLA Treasurer, compared the leadership fund to the professional development grant fund, which includes three individual grants. Consensus was that one fund is satisfactory.

Canoe Kudos Pins: Narum noted she has pins available for purchase.

The Board adjourned for lunch at 11:55a.m. and reconvened at 1p.m.

ALA Member Card: Langemo will keep NDLA's ALA membership card.

NDLA Pay Equity Task Force: Pupino presented a resolution appointing Karen Chobot to form an NDLA task force on pay equity. Pupino will also post the resolution to the NDLA list.

NDLA Banner: Pupino presented a sample design for an NDLA banner, which will be printed on 6-foot plasticized canvas with grommets. Estimated cost is \$60. Board consensus was to add the words "established in 1906" to the design. Drayson moved to have the banner made. Jensen seconded. Motion carried.

NEW BUSINESS

SLAYS Initiatives: Kirsten Baesler, proxy for SLAYS Chair Konnie Wightman, distributed a letter from Wightman about the rising cost of books and the lack of financial commitment from the schools. DPI (Department of Public Instruction) currently recommends an expenditure of \$10 per student per year for library materials. That standard has been in effect since the 1970s. In 1971, the average cost of a book was \$4.36. In 2003, the average cost of a book is \$19.86. SLAYS proposes that the recommended expenditure be changed to \$20 per student per year, which means that every child in school would get one new book each year. Wightman requested that NDLA draft a letter of support for this proposal and Baesler presented this request as a motion. Drayson seconded. Motion carried. Pupino will draft a letter of support, which SLAYS can use when they make a formal request.

Baesler presented a second letter from Wightman as a motion. The second letter asked for NDLA's support of a SLAYS effort to convince the State Board of Higher Education to offer graduate-level coursework for school library media specialists. Currently, there are no graduate-level courses in library science offered by the state's institutions and graduate credit is necessary for teachers

seeking step increases and recertification. In order to get graduate-level credit, school library media specialists must seek expensive out-of-state or distance options. Unfortunately, many school library media specialists find that the investment in graduate education in library science does not pay back in terms of salary. Discussion of the issue, its history, and the politics surrounding it followed. Cone seconded Wightman's request for "the support of the NDLA membership as we work to try to encourage the State Board of Higher Education to allow the University System to offer graduate level certification coursework to library personnel." Further discussion followed. Bratton noted that this is also an equity issue and that perhaps the NDLA Pay Equity Task Force should investigate. Motion carried with one abstention.

HSIS and NMRT Bylaws: Liz Mason, Constitution, Bylaws, & Policies Committee Chair, presented a proposed change to Article VI, Section 1 of the HSIS Bylaws regarding term of office. The current wording states that: "Officers will be elected for a one-year term and assume their duties at the close of the annual conference following their election. The Chair-Elect succeeds the Chair upon expiration of the Chair's term." The proposed wording states that: "Officers will be elected for a one-year term with the exception of the Regional Advisory Council Representative and assume their duties at the close of the annual conference following their election. The Chair-Elect succeeds the Chair upon expiration of the Chair's term. The term of the Regional Advisory Council Representative is an alternating term of two year and three years." Chamberlain moved to accept the change. Anderson seconded. Motion carried.

Mason presented several changes to the NMRT (New Members Roundtable) bylaws, including redefining regular and associate members in order to broaden eligibility for membership in the roundtable; slightly modifying the purpose of NMRT; and simplifying Article VII, Committee and Appointments. Bratton moved to approve the changes. Drayson seconded. Motion carried.

The revised bylaws will be posted on the NDLA home page.

Recognition: Drayson suggested recognizing NDLA members who have recently completed their MLS degrees at the conference banquet. Discussion followed. Recognizing this accomplishment at a general session vs. the banquet and/or presenting certificates was suggested. Pupino will send a message to the membership as a means of getting a list of names of recent MLS graduates. At the March meeting, the Board decided to give certificates to members who have been part of NDLA for 20 or more years. Pupino wondered if those individuals should also be recognized at the conference. Thomas is coordinating the effort to identify longtime members. She suggested waiting until she has a complete list before making that decision.

September Meeting: The next meeting will be held on Wednesday, September 24, 2003 from 2-5p.m. at the conference hotel, The Radisson (6th & Broadway), in Bismarck. The meeting adjourned at 2p.m.

Respectfully submitted,

Marlene Anderson, Secretary