

NDLA Executive Board Meeting Minutes  
Friday, March 14, 2003

**Board Members Present:** President Kaaren Pupino, Marlene Anderson, Kristen Borysewicz, Phyllis Bratton, Eileen Chamberlain, Stella Cone, Pamela Drayson, Agnes Jensen, Phyllis Kuno, Bonnie Krenz (arrived at 10a.m.), Liz Mason, Jeanne Narum (arrived at noon), Darryl Podoll, Michael Safratowich, Kathy Thomas, and Doris Ott, State Librarian

**Board Members Absent:** Leeila Bina, Marilyn Johnson, La Dean Moen, Suzanne Morrison, Kathy Waldera, Konnie Wightman, and Cathy Langemo, Executive Secretary

**Call to Order:** President Kaaren Pupino called the meeting to order in the Teepee Room of The Chieftain in Carrington at 9:30a.m. on Friday, March 14, 2003. Pupino called for additions/changes to the agenda. Pamela Drayson, President-Elect, added discussion of distance education library programs to new business. Board members introduced themselves.

**Minutes:** Marlene Anderson, Secretary, presented the minutes of the December 9, 2002 Board meeting and the minutes of electronic (e-mail) discussion/action, Dec. 10, 2002-March 13, 2003. Anderson noted she had corrected an error (health vs. heath) in the draft of the December 9 minutes, which was previously posted on the NDLA-EXEC list. Anderson moved to approve both sets of minutes. Agnes Jensen, Public Library Section Chair, seconded. Motion carried.

#### ORAL REPORT HIGHLIGHTS

**President:** Pupino reviewed her legislative activities and noted that NDLA paid mileage for two Velva High School seniors who testified about the Gale Group databases. Pupino, Treasurer Michael Safratowich, and Finance Committee Chair Bonnie Krenz met regarding funding for the MPLA Leadership Institute. Pupino wrote to Dr. Sean Snaith about the Board's decision not to assist with funding for the Statistical Abstract project at this time. Pupino signed a Memorandum of Understanding with the Trail States Library Associations and appointed Melody Kuehn as state coordinator of the Corps of Discovery II project. Pupino has spoken with Karen Chobot about creating a task force for pay equity and will have more to report in June.

**President-Elect:** Drayson reported on plans for the 2003 conference, which will be held in Bismarck at the Radisson Hotel, 6<sup>th</sup> & Broadway, September 24-26. The conference theme is "Successful Libraries, Successful Communities." Sally Reed, Executive Director of Friends of Libraries U.S.A., will be the banquet speaker. At this time, Drayson does not plan to have pre-conference sessions. Program proposal requests are due by April 4 and the form is on the NDLA website. Drayson has friends who do historical character programs and is looking into writing a grant to bring them to Bismarck for our conference. The

funding agency is the Heartland Alliance for the Arts and part of the grant requirement is to do a program for an underserved site. NDLA could partner with another group, e.g., a rural public library or school. Drayson would appreciate suggestions for possible partners. Pupino suggested putting a call for ideas on the NDLA list. Pupino also stated that the hotel contract for the 2005 conference in Grand Forks needs to be signed.

**Past President:** La Dean Moen, Past President, was unable to attend the meeting, but submitted a written report. She has been working on Librarian of the Year and Major Benefactor Awards, exhibits for the 2003 conference, and policies handbook changes. Moen also testified before the Senate and House Appropriations Committees in support of new monies for the Gale Group resources, participated in Finance Committee conference calls, and has conferred with Pupino and Drayson on the 2003 conference.

**Treasurer:** Safratowich distributed the treasurer's report, balance sheet, and fund summary report as of March 14, 2003. The official 1<sup>st</sup> quarter report will be posted via e-mail after March 31, when the quarter ends. Safratowich noted changes to the category names. Instead of "income" and "expense," the categories are now called "receipts" and "disbursements." Kathy Thomas, who served as Tri-Conference Treasurer, reported that although 2002 Tri-Conference finances are not final (one check still needs to clear), anticipated profits are \$8,500 for NDLA, \$7,500 for MPLA, and \$5,000 for SDLA.

**ALA Councilor:** Phyllis Bratton, ALA Councilor, routed several handouts and reported on the ALA Midwinter meeting in Philadelphia in January. She spoke about the USA Patriot Act and asked for direction on voting on some of the controversial issues (e.g., resolutions on Iraq and Palestine) that come before the Council. Pupino asked when the Council will vote and Bratton stated it would be at the ALA Conference in June. Pupino suggested postponing action until the June Board meeting. In the meantime, Bratton will forward additional information. Board members are asked to be ready to advise Bratton in June.

**State Librarian:** Doris Ott, State Librarian, gave highlights from her written report. She has been busy with legislative activities, included providing testimony to Senate and House Appropriations Committees on the State Library budget.

**Good Stuff:** Anderson, Chair of *The Good Stuff* Editorial Committee, displayed her copy of the March 2003 issue. The University of North Texas School of Library and Information Sciences took out a full-page ad. Extra copies of back issues of *The Good Stuff* were among the items distributed at NDLA's booth in the Great Hall of the Capitol on February 28. The deadline for the June issue is April 25, 2003.

**Executive Secretary:** Cathy Langemo, Executive Secretary, was unable to attend, but submitted a written report. She coordinated the NDLA booth at the Great Hall. Anderson, who was a booth volunteer, gave a brief report. There was a laptop at the booth so we were able to demonstrate various databases. Visitors appreciated the refreshments and handouts. Anderson noted the need for an NDLA banner to use for displays and booths. Consensus was to check into having a banner made.

**Academic & Special Libraries Section:** Darryl Podoll, Chair, reported on highlights from the section's business meeting at the Tri-Conference. He noted that *The Bismarck Tribune* has been digitized, according to Dolores Vyzralek of the State Historical Society Library. Podoll asked about conference programs, i.e., who is responsible for program proposals. Podoll will work on programming for the section.

**GODORT:** Stella Cone, Government Documents Roundtable Chair, distributed a written report. The State Library has purchased a server and is now collecting electronic state documents. Liz Mason, Constitution, Bylaws, and Policies Committee (CBPC) Chair, asked about cataloging procedures and commented that she is glad the State Library is collecting these documents.

**HSIS:** Eileen Chamberlain, Health Science Information Section Chair, distributed a written report. Officer candidates for 2003-2004 have been found and the Section's spring meeting will be held in Fargo on April 11. Chamberlain noted that the 2005 Midwest Chapter of the Medical Library Association meeting will be held in Fargo, Sept. 17-20. The Midwest Chapter includes 9 states. Total attendance at the 2002 meeting in Minneapolis was 220 with 37 exhibitors. Mary Markland will serve as the local program chair for the 2005 meeting. Safratowich asked about distribution of proceeds from this meeting. Discussion followed. Drayson suggested that HSIS present a proposal to the Board at the June meeting. Among the things we need to know are what kind of support HSIS needs from NDLA, how profits are distributed, and whether or not seed money is needed.

**NMRT:** Kristen Borysewicz, New Members Roundtable Chair, distributed a written report. She is working on reviving the Grassroots Grant and plans to have information for the June issue of *The Good Stuff*. If outside funding cannot be found, she intends to ask the Board to waive the Conference registration fee for grant recipients. A committee has been appointed to work on updating the NMRT Policies Handbook. Officer candidates for 2003-2004 are in place, although Borysewicz seeks special approval for secretary candidate, Lori West. West is new to NDLA, but has been in the state longer than five years. NMRT bylaws currently state that "Any persons employed full or part-time in a North Dakota library for no more than five years shall, upon payment of their NDLA dues, be considered eligible for regular membership in ND/NMRT and have the

right to vote and hold office.” Borysewicz also plans to propose a change in the bylaws because they are too restrictive.

**Public Library Section:** Agnes Jensen, Chair, distributed a written report. She has been monitoring legislative activities and contacting legislators. Candidates for 2003-2004 officer positions are in place.

**SLAYS:** Konnie Wightman, School Library and Youth Services Section Chair, was unable to attend. Although her written report had been submitted, it was inadvertently overlooked for the meeting and was later distributed to the Board via NDLA-EXEC. Here are the highlights of that report. Wightman wrote an article on the School Administrator of the Year Award for the March issue of *The Good Stuff*. The recipient will be recognized at the Conference. Candidates for SLAYS officer positions are in place. SLAYS and Library Media Association members are sending in applications to attend a Big6 workshop in Bismarck in May. Bob Berkowitz and Mike Eisenberg created the Big6 Problem Solving Process and Berkowitz will conduct the workshop. The process was recently adopted into the ND Library Technology Standards, which were finished in the fall of 2002 and are now being introduced in schools around the state.

**TECHSERT:** Phyllis Kuno, Technical Services Roundtable Chair, distributed a written report. Officer candidates for 2003-2004 are in place. Thanks to help from Mason and Kathy Thomas, Membership Chair, a TECHSERT list has been established. Kuno is working on conference programming.

**CBPC:** Mason, CBPC Chair, distributed a written report. CBPC has drafted guidelines for conducting business via the NDLA-EXEC list and recommends adding this sentence to Article V, Section 3 of the NDLA Bylaws: “Official business may be conducted between meetings via the Executive Board Listserv per the procedures outlined in the Executive Board Policies Handbook.” Mason sought approval to take the proposed change to a vote of the membership. Drayson moved to endorse the proposed bylaws change. Cone seconded. Motion carried.

**Finance Committee:** Bonnie Krenz, Chair, distributed a written report. Policies handbook changes have been submitted to CBPC for review. The need for purchase order procedures arose when the University of North Texas purchased a full-page ad in *The Good Stuff*. Mason and Safratowich will work on developing procedures. Board consensus was to add these procedures to the Executive Secretary Policies Handbook. Krenz, Pupino, and Safratowich met to discuss funding for the MPLA Leadership Institute and prepared recommendations. Safratowich contacted Kenneth Glass, NDHC Office Manager, about the need for an external audit and learned that because NDLA is not awarded the amount of funding that requires an OMB A-133 compliance audit, an external audit every two years is not necessary. Safratowich suggested that an external audit be conducted when a new person is elected Treasurer. Discussion followed. Consensus was that the recommendation for an external

audit belongs in the Finance Committee Policies Handbook and can be added as a duty in the Audits section.

**Intellectual Freedom:** Suzanne Morrison, Intellectual Freedom Committee Chair, was unable to attend the meeting. Pupino reported that Morrison is working on plans for a workshop on the USA Patriot Act in Fargo in May. Funding is an area of concern. Although NDLA did not budget for funding the workshop, consensus was that we are willing to provide money for refreshments.

**Membership:** Kathy Thomas, Membership Chair, distributed the membership report as of March 14. So far, 231 members have joined in 2003. Extra membership brochures were printed to use at the NDLA booth at the Great Hall and are available to anyone who needs them. Thomas will work with Webmaster Theresa Norton to post contact information for the various lists, e.g., NMRT, TECHSERT, NDLA, and NDLA-EXEC. Pupino reported that Val Albrecht of Hazen Public Library said some retired trustees are still getting NDLA e-mail and want to be removed from the list(s). Thomas will contact Albrecht and update the lists. Pupino suggested posting a message to the NDLA list(s) saying, "Do you want off this list?" as an efficient way of contacting everyone. Drayson concurred.

The Board adjourned for a lunch break at noon and reconvened at 12:45.

**MPLA:** Jeanne Narum, MPLA Representative, distributed a written report. MPLA wants to expand continuing education opportunities, increase membership, and establish a scholarship fund. Narum's written report included Marilyn Hinshaw's report on the first MPLA Leadership Institute at Ghost Ranch in November 2002. The NLA/MPLA Conference will be held at Lake Tahoe, Nevada, November 5-8.

**Internal Audit:** The Internal Audit Committee met at noon. Krenz reported that the books are in order. Drayson moved to approve the findings of the committee. Narum seconded. Motion carried.

**Nominations and Elections:** Neither Marilyn Johnson nor Leeila Bina, Co-Chairs of the Nominations and Elections Committee, were able to attend the meeting, but submitted a written report and asked for approval of the slate of candidates for the 2003 election. Pupino noted that there has been a change to the slate as presented on the written report. Kathy Enger will not be running for Secretary. Since the bylaws state that two candidates are required for this office, the committee will continue to seek another candidate. There was further discussion of the NMRT eligibility problem, which Borysewicz noted in her report. Bratton made a motion to suspend the residency requirements of the NMRT bylaws for the purpose of the 2003 election. Drayson seconded. Motion carried. Bratton also noted that the workplace of HSIS Chair-elect candidate TyRee Jenks should be Jamestown College vs. Jamestown State College. Podoll moved to approve the ballot as amended, except for the candidate for Secretary.

Jensen seconded. Motion carried. The Board will vote to approve both candidates for Secretary after a second candidate is found.

**Professional Development:** Jeanne Narum, Professional Development Committee Chair, submitted a written report. 2002 grant recipients have completed the requirements and received their monetary awards. Narum asked for a review of the M. Vivian Hubbard Memorial Grant criteria. Anderson read the application requirements as printed in the March 2003 issue of *The Good Stuff*. Narum reminded everyone that Canoe Kudos pins are available.

**Archivist/Historian:** Kathy Waldera, Archivist/Historian, was unable to attend the meeting, but sent word that she had nothing to report at this time.

## OLD BUSINESS

**Leadership Institute:** Ongoing funding of the MPLA Leadership Institute is an area of concern. Krenz presented the Finance Committee's recommendations (see written report for full details). Key issues include funding leadership vs. professional development; support for leadership training other than the MPLA Leadership Institute; how to provide funding to support leadership training; and developing guidelines for leadership training grant applications. Lengthy discussion followed. One Finance Committee recommendation was to establish a Mike Jaugstetter Leadership Grant fund to honor the memory of Mike Jaugstetter, who served as State Librarian from October 1996 until his unexpected death in July 2000. Narum made a motion to establish the Mike Jaugstetter Leadership Grant fund. Borysewicz seconded. Motion carried. Narum suggested that the Professional Development and Finance Committees collaborate to develop grant requirements and application procedures to present at the June meeting. Another Finance Committee recommendation was to add a fee to conference registration to raise money for a leadership training fund. Ott was concerned about raising the conference registration fee since some members already think it is too high. Another idea was to charge for a fun event at conference with the proceeds earmarked for the leadership fund. Drayson noted that conference evaluations indicate that members like one full conference registration charge because it eases reimbursement. Pupino tabled further discussion of the details until the June Board meeting to give the Professional Development and Finance Committees a chance to do their work and also give Board members more time to think about the issues. Krenz then asked the Board to make a decision at this meeting about how much of the 2002 Tri-Conference proceeds should be used to establish the Mike Jaugstetter Leadership Grant fund. Borysewicz noted that the Board should invest in itself and the future leadership of our organization. Borysewicz moved that 50% of the 2002 Tri-Conference income (approximately \$4,250) be used to establish the Mike Jaugstetter Leadership Grant fund and that the Finance Committee determine the best way to invest the money. Jensen seconded. Motion carried.

The Finance Committee will report its findings and make a recommendation about investing the money at the June Board meeting.

**Policies Handbooks:** Liz Mason, CBPC Chair, presented revised policies handbooks for the Finance Committee, Past President, and Executive Board. The Board considered each handbook separately, beginning with the Finance Committee handbook. Under audits, Mason suggested adding a fifth point using this wording, “Recommends to the Executive Board an external audit be completed prior to a new Treasurer taking office.” Mason recommended approval as amended. Drayson so moved. Cone seconded. Motion carried. Drayson moved to approve the Past President Policies Handbook as presented. Chamberlain seconded. Motion carried. Several points on the Executive Board policies handbook were discussed and changed. Consensus was to use the word “list” instead of “listserv” throughout the document. In the NDLA Executive Board List section, the second bullet point was amended to read: “Any NDLA member may request to be subscribed as a read-only member to the NDLA-EXEC list by contacting the NDLA President.” In the Official Business via NDLAEXEC List, the header was modified to read NDLA-EXEC vs. NDLAEXEC. Also in that section, under “Voting Members of the Executive Board,” the wording was modified to read “All voting members of the Executive Board may participate in discussion; may make and second motions; and cast their votes.” In the Duties section, under Budget, the fourth bullet was amended to read: “Arranges for an external audit upon recommendation of Finance Committee.” In the Duties section, under Additional Duties, the word “Disbands” was substituted for “Discontinues” in the fourth bullet point. For consistency, periods will be added after each bullet point throughout the document. Safratowich moved to approve the Executive Board Policies Handbook as amended. Kuno seconded. Motion carried.

**USA Patriot Act:** At its midwinter meeting, ALA passed a resolution on the USA Patriot Act, which chapters have been asked to endorse. Bratton presented the resolution and moved that NDLA endorse it. Podoll seconded. Discussion followed about roving wiretaps, gag orders, secret tribunals, etc. Bratton asked if local libraries have updated their policies with regard to the Patriot Act. Drayson suggested posting the resolution on the NDLA website. Motion carried.

## NEW BUSINESS

**Recognition of Longtime Members:** Pupino stated that the Board has been asked to consider the possibility of awarding certificates to longtime members. Consensus was to give certificates to members who have been part of NDLA for 20 or more years. Membership does not have to be consecutive. Thomas will coordinate the effort. Pupino will check with Langemo about preparing the certificates. Consensus was to publish awardees’ names in *The Good Stuff*.

**Distance Library Programs:** Drayson reported that Fargo Public Library is serving as the host site for Emporia State University's School of Library and Information Management Distance Education Program. Things are working well and 18 students are currently enrolled. The group is thinking of starting an ALA student chapter. Drayson also had dinner with Dr. Philip Turner of the University of North Texas School of Library and Information Sciences. Dr. Turner recently gave presentations in Bismarck and Fargo on UNT's distance programs. If we raise money for scholarships, UNT will provide a match of up to \$3000. Board members are asked to think about this and be prepared to discuss it at the June meeting. Kuno, a graduate of UNT's distance education program, spoke in support of the program and also in support of Herman Totten, a UNT faculty member who is running for ALA President. Drayson encouraged NDLA to be supportive of the distance education library programs. Ott noted that the Library Coordinating Council also has scholarship funds available.

**Virtual Reference Desk:** Ott suggested that NDLA consider sponsoring an "Ask Me" virtual reference desk at the next legislative session. It would be a unique project and would give NDLA and libraries high visibility. No action was taken.

**Conference Auction:** Anderson announced that Dean Moos of North Star Auction & Appraisal in Mandan will serve as the conference auctioneer at no charge. This year's auction will include both silent and live components.

**June Meeting:** The June meeting will be held in Bismarck on Monday, June 2, 2003 at the conference hotel, The Radisson (6<sup>th</sup> & Broadway), at 9:30a.m. CST. Pupino reminded the Board that reports are not needed for this meeting. The alternate meeting date will be Friday, June 6. Meeting adjourned at 3:20.

Respectfully submitted,

Marlene Anderson, Secretary