

## **NDLA Executive Board Meeting Minutes Friday, September 26, 2003**

**Executive Board Members Present:** President Pamela Drayson, Darryl Podoll, Marlene Anderson, Robert Jacobson, Liz Mason, Kaaren Pupino, Mary Markland, Kathy Thomas, Cathy Langemo, Jeanne Narum, Paulette Nelson, Doris Ott, Bonnie Krenz, Laurie McHenry, Mike Safratowich, Phyllis Bratton, Deb Igoe, Kirsten Baesler

**Executive Board Members Absent:** Leeila Bina, Rita Ennen, Katherine Waldera, Suzanne Morrison

**Outgoing Chairs or Conference Committee Chairs:** Stella Cone, Kristen Borysewicz, Marilyn Johnson, Konnie Wightman

**Grassroots Grant Recipients:** Christine Kujawa, Mary Lorenz

**Call to Order:** President Pamela Drayson called the meeting to order in the Russell Room of the Radisson in Bismarck at 4 pm on Friday, September 26, 2003. Board members and guests introduced themselves.

**Minutes:** Marlene Anderson, Outgoing Secretary, presented the minutes of the Executive Board Meeting, Wednesday, September 24, 2003. A change was suggested to page 3, within the New Members Roundtable section, that the following sentence, "Bonnie Krenz, Finance Committee Chair, suggested letting library science students apply too" be amended to read, "...suggested letting MLS and non-MLS library science students apply too." Kaaren Pupino moved to accept the minutes as amended and Mary Markland seconded. Motion carried.

**Introductions:** Everyone in the room introduced themselves and stated their role in the NDLA.

### **HOUSEKEEPING MATTERS:**

- All board members must be current members of NDLA during their term(s).
- Committee chairs are not voting members – voting members have blue dot on their name cards.
- Outgoing board members are to turn over manuals and any other documents to the new board members. Outgoing members are encouraged to spend time and share their wealth of knowledge regarding their various positions. We as an organization are remarkable in our reliance on tribal history.
- December meeting date yet to be determined. President Drayson will check her calendar and propose a date, time, and place, via the NDLA Executive Board list serv.
- Members were asked to provide budgets to the budget chair by October 24, 2003, so the Finance Committee can meet in November via a conference call. The new budget will be presented at the December meeting.

- Board Meetings – Use the list serv to distribute and discuss quarterly reports. Reports should be filed quarterly from now to the end of December, which marks the end of the first quarter. The annual report is presented at the conference. Make 25 copies and bring to the board meeting or send to Cathy Langemo and she will have them printed. Be sure to send an electronic version to Deb Igoe.
- Board members posed together for the annual picture.
- Grassroots grant recipients, Christine Kujawa and Mary Lorenz were asked to comment on their view of the conference.
  - ✦ Christine Kujawa stated she got a lot out of the sessions especially those on reference and the Patriot Act. She also appreciated the networking opportunities. It was great to have a chance to put a name to a face.
  - ✦ Mary Lorenz said she immensely enjoyed the Friends of the Library session. She got some new ideas to take home and was able to meet with fellow classmates who are also part of the same masters program.

## CONFERENCE DEBRIEFING

**New Members Roundtable:** Kristen Borysewicz, Chair, stated the orientation session went very well. Doris Ott being there was invaluable. People left considering running for office who hadn't considered running before.

**Membership Committee:** Kathy Thomas, Chair, stated there were approximately 160 individuals registered for the conference. Total financial information will be provided soon. Badges were not collected this time for recycling.

**Executive Secretary:** Cathy Langemo, Executive Secretary, felt everything went smoothly and the program was well rounded. Overall, the hotel and service staff did very well and were extremely accommodating to the conference's needs. For a conference this size the hotel was a good fit. She also stated a special thank you should be sent to Tim Davenport, Xerox Document Solutions, Bismarck, for providing the copier for the conference

President Drayson asked each of the board members to pick one vendor, one presenter, and one person you met here, to send a thank you note to.

**MPLA and Profession Development Committee:** Jeanne Narum, MPLA Representative, said all the speakers were excellent and should be applauded for their efforts along with those individuals who arranged for the various speakers. She monitored the size of the groups in each of the rooms and noted a number of people moved from one room to another. As long as we have large numbers we can continue to present sessions in those areas. If the interest is dropping it might mean that the issues relative to this session have been resolved. She especially enjoyed not having a luncheon speaker instead being able to use that time to network. An area that needs improvement in the future is the lack of access to technology – this hotel is not equipped for the needs of the conference. President Drayson noted the need to make sure the next conference location has high speed internet and lots of it.

**Public Library Section:** Paulette Nelson, Chair, said we had great authors and the books sale went very well.

**State Library:** Doris Ott, State Librarian, said networking was easy because the meeting rooms were in close proximity to each other -- it gave a more homey feeling to the conference.

President Drayson said it was a challenge to figure out how many people would attend the various sessions. This is something to watch in the future to see what the attendance trends are. Cathy Langemo, Executive Secretary, suggested asking participants to indicate on their registration forms which sessions they feel they will be attending. That gives a general sense of the size of the audience and helps with room decisions.

**Finance Committee:** Bonnie Krenz, Chair, said she appreciated, and she heard others comment that they appreciated the long time at noon to network and to visit the exhibits. Bonnie suggested in the future putting in the conference program that the exhibits are closed for a specific period of time so the exhibitors can eat lunch. Then the registrants know when the exhibitors will be present. President Drayson stated unfortunately the person with whom the arrangements are made with for the exhibit, are often not the person who attends the conference and staffs the exhibit. Sometimes the information doesn't sift down to those who staff the booth.

**New Members Roundtable:** Laurie McHenry, Chair, suggested the conference program be laid out such that those who are science or school librarians could attend all of their sessions, including their roundtable, in one day. It is hard to get the time off to attend and also registration could be reduced for those who only attend one day. President Drayson said we try to put medical, special, and academic together but it is difficult to not get overlap. We would entertain any ideas anyone might have in scheduling.

Previously we thought we needed to read the resolution three times and we found that to not be true. The business of the section meetings needs to be conducted before the general session so the resolutions can be drafted to be read and acted upon during the general session. Bonnie Krenz suggested sections could meet while eating. President Drayson stated holding the meetings during a meal slows down the process. That can work in a larger hotel but there have to be separate rooms for people to take their meals to and then you need a longer lunch hour in order to conduct the business.

Kaaren Pupino stated we need to find more time for the exhibitors as they pay for the conference. Cathy Langemo suggested repeating several sessions at different times so individuals can pick which session to attend. President Drayson said we could do more hands-on with smaller groups as not much interaction occurs at most of the sessions.

**Treasurer:** Michael Safratowich said at the tech services section meeting there was quite a bit of praise for the Minitex updates. He suggested the board meeting could have been held the night before the conference starts to free up more time for people to be able to attend the conference. President Drayson said at some conferences the board has met between the

workshop and the reception, broke for the reception, and then gathered again after the conference. This is something to consider. Also some of this could be shortened up if we use the internet more to circulate our reports and accomplish more of the meeting over the internet.

**ALA Councilor:** Phyllis Bratton said the food was good and she had a great time. Suggest the 2<sup>nd</sup> general session needed more time like 1 ½ hours.

**Local Committee for Conference:** Marilyn Johnson, Chair, stated both Kaaren Pupino, now Past President, and Pam Drayson, President, did a superb job organizing the conference. Marilyn said she didn't have to do much but find lost stuff. She is still missing a red apple timer; if anyone finds it please return to her. She thought the facility worked well.

President Drayson asked whether the conference should be limited to 2 solid days or go longer. Many in the past have been 2-5 or 3 days. Did anyone hear any comments that someone didn't feel they got their money's worth? If we are going to emphasize pre-conference sessions then we should limit it to just two full days for the conference. Mike Safratowich said he heard several positive comments, especially since we emphasized the pre-conference training. Last year the conference was the tri-conference and it went into Saturday because many of the speakers came from afar. Staying over helped with cheaper airfare and they need a Saturday night stay. Instead of pre-conference sessions how about having post-conference sessions on the Saturday after the conference. That would be good for the teachers because they can participate on a Saturday. President Drayson stated several people had suggested to her one of the days for the conference be held on Saturday so those who were working in schools could attend and not have to hire a substitute or take a personal day. President Drayson talked with a variety of individuals and the possibility of CE credits and courses. Doris Ott stated the concept of post-conference sessions was tried several years ago and there was almost zero attendance on Saturday. People were tired and they wanted to go home, so she recommends have the training in a pre-conference session rather than a post-conference session. Mike commented that people then talked about the pre-conference sessions during the actual conference.

**School Library and Youth Services Section:** Kirsten Baesler said offering CE credits would have been good as it is hard to get school librarians involved. Konnie Wightman said we should explore holding the NDLA and the NDEA conference at the same time in the same city so those who attend NDEA could also attend portions of the NDLA conference that are applicable to them. We need to get more of the school librarians involved in NDLA. This would work well for the school librarians. President Drayson said that opportunity is being explored but if it happens it will be several years in the future because both organizations are committed to future conferences locations and they aren't in the same town. President Drayson also commented some consideration should also be given to where the ND Reading Association holds their conferences. Konnie Wightman suggested holding the conference in the summer to give us access to computers at the local schools, "sage on the stage telling us what to do" but there wasn't a place to do the hands on."

Bonnie Krenz asked if anyone knew what cities could handle both conferences at the same time. President Drayson suggested the “shared” conferences could be held every other year or every third year. Laurie McHenry stated in 1997 both the NDLA and the ND Reading Association conferences were held simultaneously in Bismarck. Kaaren Pupino suggested the Fargo Dome as a location if the conferences are combined. President Drayson felt Fargo, Grand Forks, and Bismarck could support a combined conference. Kirsten Baesler felt Minot had enough rooms to support a shared conference. Kathy Thomas said MPLA has continuous shuttles or 2 hotels close by the conference hotel. Bonnie Krenz suggested using a large school building during vacation to keep the costs down. Schools are also have computers accessible and are internet wired. Kaaren Pupino suggested the vendors could be located in the commons area.

**Outgoing Secretary and President Elect:** Marlene Anderson, Outgoing Secretary, said having the PDF file on disk for resolutions was wonderful – many thanks to Todd for the assistance he provided the conference. The response to the auctions was overwhelming. We had an embarrassment of riches. Next time we need to arrange for more tables for display. Between the two auctions we made about \$2,000. Marlene stated she had asked a few businesses and some of the larger libraries if they could provide theme baskets, which they did. She felt this worked well both now and for the future. In addition, Mandan Public Library did an excellent job hosting the tour of their new facility and the presents they provided. President Drayson said we also need carts. There is so much to be hauled so it is critical we have good access to carts.

Marlene mentioned one draw back to hosting future conferences at the Radisson in Bismarck; it is not handicap accessible in a number of areas. Accessibility **must** be considered at all future conference locations. The chosen hotel should demonstrate its accessibility instead of just being able to state that they are accessible. Marlene was very grateful for the local assistance provided by Christine Kujawa, Marvia Boettcher, and Terry Wilhelm -- they were terrific to work with. President Drayson that is an issue to be considered for future locations. It is not just enough for the hotel to say it is accessible we need to check it out thoroughly.

**Academics and Special Library Section:** Daryl Podoll, Chair, said the Patriot Act training sessions went very well. The speaker spoke rapidly and sometimes it was hard to absorb everything. He asked the speaker if he could have a copy of her speech so it could go on the NDLA list serv. The speaker declined as she said her boss would not allow that. Darryl said he realizes the Office of Intellectual Freedom probably feel they are a real target. She felt she could send a summary and that could be posted on the list serv. There were a lot of people who were unable to attend either the session or the conference who are interested in what she had to say.

**Government Documents Roundtable:** Robert Jacobson, Chair, said going back to the concept of the joint conference, a suggestion might be to do a survey to find out who might be interested in the post conference sessions versus the pre-conference session.

**Constitution, Bylaws, and Policies Committee:** Liz Mason, Chair, felt the program was good, the food was good, and the auction was great.

**Summation:** President Drayson said thank you all for your input and your thoughts. Get your reports in, get your budgets in, get your evaluations in, and anything left on your task list so we can close out the year. Planning for the next year's conference has already begun up to the 2006 centennial conference in Fargo.

## **OLD BUSINESS**

**Jaugstetter Leadership Grant:** Bonnie Krenz spoke on behalf of Jeanne Narum and said the updates from an earlier meeting were made to the guidelines – the contract portion was added to the policy. Concern was expressed as to what point will applicants for the grant know what amount of money will be available? Will it be determined at the December meeting? The training is not until the summer so the recipients should know after the December meeting what funds are available. Phyllis made the motion and Kaaren Pupino seconded. Motion carried.

## **NEW BUSINESS**

Kathy Thomas, Membership Committee, drew Mary Reinertson-Sand's name for a free NDLA membership.

Cathy Langemo, Executive Secretary, stated there is official stationary available for any board member.

**Centennial Celebration in 2006:** Paulette Nelson, Public Library Section, and Marilyn Johnson, Nominations and Election Committee, stated former retired NDLA members should be invited to the 100 year NDLA reunion to be held in 2006. Suggestions so far are to invited former members to the conference at a greatly reduced registration fee, use the list serv to get names, and then issue them a written invitation so they can plan in advance to attend. Cathy Langemo, suggested each retiree be given the opportunity at one event to talk of a NDLA memory they have and to also bring a picture to share. Doris Ott stated it would be nice to see old names. Marilyn Johnson mentioned Cheryl Bailey wrote a history of NDLA several years ago. Perhaps Kathy Waldera, Archivist/Historian could build on that document.

Marlene Anderson made a motion and Kirsten Baesler second the motion to end the meeting. Motion carried.

Respectfully submitted,

Deb Igoe, Secretary