

## **NDLA Executive Board Meeting December 3, 2004**

**Present:** Marlene Anderson, Jeanne Narum, Celeste Ertelt, Michael Safratowich, Marilyn Johnson, Sally Dockter, Mary Hegle Drewes, TyRee Jenks, Debbie Job, Kathryn Thomas, Virginia Bjorness, Bonnie Krenz, Paulette Nelson, Charles Pace, Liz Mason, Karen Chobot, Kathy Groendal, Beth Postema, and Cathy Langemo

**Absent:** Pamela Drayson, Al Peterson, Doris Ott, Debbie Slais, Lillian Crook

**Call to Order:** The meeting was called to order by President Marlene Anderson at 9:30am in the Dakota Room of the Student Union at Bismarck State College.

**Ice Breaker:** After answering several questions on sheets of paper, the sheets were given out to others to introduce the person listed on the paper.

President Anderson went over a few housekeeping announcements, and then reviewed the agenda for any additions or changes.

**Minutes:** The minutes for the pre-conference meeting, the post-conference meeting and electronic minutes were handed out and perused.

Jeanne Narum, President- Elect, made a motion to approve the pre-conference minutes of September 22, 2004. Mary Hegle Drewes, Chair, Academic and Special Libraries Section, seconded the motion. A vote was taken. Motion carried.

Mike Safratowich, Treasurer, made a motion to approve the Sept 24<sup>th</sup> post-conference minutes. Drewes seconded it. Motion carried.

Although the electronic minutes were still a draft, after proofreading and making some corrections, a motion was made by TyRee Jenks, Chair, Health Science Information Section, to approve the corrected minutes. Liz Mason, Technical Services Roundtable Chair, seconded the motion. Motion carried.

**Treasurer's Report:** Safratowich had sent out a Treasurer's report via e-mail. Safratowich explained an expected expense, which had dropped the humanities grant to a minus value. Money made on the NDLA Conference auction was \$1192. Conference profit was \$3,129. A final report for the year 2004 will be issued after January 1, 2005.

**Old Business:** The Finance Committee met via a conference call to discuss the budget and the fact that no decision had been made on distribution of 2004 auction funds. It was decided to discuss this at the board meeting. A discussion followed. Money available was \$1192. It was decided to use this for professional

development purposes by placing it in the Ron Rudser and Mike Jaugstetter funds. Bonnie Krenz, Finance Committee Chair, mentioned we have yearly placed \$250 in the Ron Rudser account. Some discussion followed on when this was begun.

Krenz stated that for the 2004 auction funds, \$250 would go to the Ron Rudser fund and the remaining monies to the Mike Jaugstetter fund. Charles Pace, Public Library Section Chair, made a motion to accept the Finance Committee's recommendation of distribution of funds. Narum seconded the motion. A vote was taken. Motion carried.

The Finance Committee requested a procedure be determined for the disbursement of auction funds in the future.

Procedure:

- A. The December board meeting will determine the area where the auction money will be used.
- B. At the board meeting following the conference, board members will also decide how the proceeds will be divided up if there is more than one fund involved.

Further discussion was called for: Safratowich requested that we have flexibility in this procedure. Krenz stated that by deciding early we could advertise where the funds would go.

Safratowich made a motion to approve the recommendation of the Finance Committee to approve the designation of funds at the post conference board meeting. Drewes seconded the motion.

Safratowich then made an amendment to his motion. The motion is: at the December board meeting, the board will determine the area where the auction proceeds will be used and at the post-conference board meeting when the amount is known, decide how the money will be disbursed. Drewes seconded. Motion carried.

Mason made a motion to insert the statement of procedure into the Executive Board policies handbook. Marilyn Johnson, ALA Councilor, seconded the motion. Motion carried.

**New Business:** Operating budget 2004-2005: Krenz explained the operating budget. Narum had a question on Lewis and Clark foundation payment of \$25 made last in 2002. It no longer needs to be paid, as the foundation will not continue in the future. Cathy Langemo, Executive Secretary, stated that the wording for her payment should be changed from salary to contract fee. Drewes made a motion to approve the operating budget with the corrections mentioned.

Sally Dockter, MPLA representative, seconded the motion. Discussion: Safratowich questioned whether the Grassroots Grant had been spent as no check had been issued in payment. Shari Sandwick was the recipient of the Grassroots Grant. She received free registration to the NDLA conference. A check is not issued. Mason stated that perhaps extra money might be budgeted in case we need to pay mileage also. Last year we gave out two grants for registration, this year only one was given out. Anderson does not believe money is paid for mileage. Following the discussion, a vote was taken. Motion carried to accept the 2004-2005 operating budget.

**Report on 2005 Conference:** Narum reported on the preview of next year's NDLA conference. The theme is "Providing excellence in information access @ your North Dakota Libraries." The focus of the conference will be a vision for excellence in access for North Dakota libraries. Another goal was to recognize paraprofessionals, library assistants and those with BA/BS degrees for their work in the library field. Budget is more inflated than last year's due to Grand Forks location and also as NDRA members will be registering at member rates. Anderson discussed the fact that non-members can register for the same price as the conference cost plus membership. Perhaps that should be more so there is a benefit to becoming a member. Langemo asked about pre-registration. Anderson explained late registration adds \$20 to the cost. Dockter questioned the fact that the conference will be split up between two hotels. This has to do with one hotel remodeling. Dockter also questioned charges for booths, which has been \$350 for paying booths. The charges were less in Dickinson and Williston due to the distance. Krenz asked about making it possible to register for a single day rather than the whole conference. Anderson requested approval of Narum's conference plans. Debbie Job, School Library and Youth Services Section Chair, made a motion to approve Narum's plans for the 2005 NDLA Conference in Grand Forks on September 21-23, 2005 at the Holiday Inn and Ramada Inn. Pace seconded the motion. Motion carried.

**Designation of 2005 Auction Funds:** Pace made a motion to designate 2005 auction funds to professional development area funds. Safratowich seconded the motion. Discussion: Krenz mentioned saving some money for more expensive keynote speakers. Narum thought this could possibly be done in 2006. A vote was taken. Motion carried.

**New Members Roundtable Policies Handbook Revision:** Virginia Bjorness, Constitution, Bylaws & Policies Committee Chair, posted the revised handbook, yesterday. Copies were made available to those who had missed printing their own copy. Items added were listserv maintenance section, explanation of Friendly Booth Award. Information was also added in chronological guidelines explaining times to set up committees for Friendly Booth Award and Grassroots Grant award. Mason clarified that this handbook was just written last September. Dockter asked if we wish to add more about Grassroots Grant application. Anderson stated that all information was available on the Grassroots Grant form.

Anderson added that roundtable needs to be capitalized. Karen Chobot would like to see dates for revision etc. listed. As Al Peterson, New Members Roundtable Chair, has not looked at the handbook yet and is not here today, Anderson recommended the board table approval until March board meeting. Langemo recommended handbook change secretary to executive secretary under awards, page 2, second paragraph. Anderson asked Bjorness to check NDLA web page for awards guidelines. Krenz had a question whether Grassroots Grant was only available to MLA students or also a bachelor's program degree students. Dockter corrected typo in Friendly Booth Award. Bjorness had question on Grassroots Grant: is this Al Peterson's job to determine guidelines. Anderson stated that perhaps Bjorness and Peterson could go over award guidelines and handbook to determine eligibility of applicants. Narum had question on whether money actually is moved when Grassroots Grant is given out as a free registration to NDLA conference. Krenz stated Grassroots Grant money would still appear on budget. Money was moved from last year's profits to this year's budget. Safratowich, Krenz, and Kathryn Thomas will look into the need to issue a check for the Grassroots Grant.

**Webmaster/Web Editor:** Theresa Norton has been NDLA Webmaster for the past 3-4 years and has requested that her title be changed to Web Editor. She is not officially a member of Executive Board. After some discussion Dockter made a motion to change Norton's title to Web Editor. Safratowich seconded the motion. A vote was taken. Motion carried. Further discussion was carried on about Norton's position in the future if *The Good Stuff* goes to an electronic format. Also if she would be interested in becoming a member of the executive board. Pace recommended we table this discussion for the March meeting after discussing it with Norton. Anderson asked for a group to study needs of NDLA for web editor on the board. She asked Thomas to look into this. Thomas asked if we should change *The Good Stuff* editorial committee to just editorial committee. Anderson asked Thomas, Beth Postema, Public Relations Committee Chair to meet with Theresa Norton to study the need for Norton to be on executive board and bring recommendations to March board meeting.

**ALA Initiative:** Anderson read a letter she received from the president of ALA requesting each state library association chapter nominate two books for their campaign, Many Voices, One Nation@ Your Library. Book titles need to be received by the ALA office by February 15, 2005. Book choices will be highlighted at the ALA conference in Boston and Chicago and also serve as the basis for a nation-wide read aloud, April 11, 2005. Each chapter is to nominate two books, one an adult book and the other a children's or young adult book which illustrates the rich literary heritage of our area. Anderson set up a committee to help choose the books. Committee members are Debbie Job, SLAYS Chair, and Paulette Nelson, Nominations and Elections Committee Chair. They will help lead the effort to choose the North Dakota books for the campaign. Narum suggested that much could be done electronically for this project. Please send suggestions to Job or Nelson.

**Goals for NDLA:** After dividing members into groups, Anderson asked each group to brainstorm some goals or ideas to improve NDLA for this year. After ten minutes of brainstorming groups presented their ideas.

Group I - Narum, Nelson, and Langemo

1. Increase membership by different fees for different groups. Emphasize program for library trustees. Mini-conferences for part-time workers
2. More done with intellectual freedom.
3. More grassroots participation on legislative session.
4. More partnerships as with NDRA or the Center for the Book.

Group II - Krenz, Jenks, Safratowich

1. More institutional memberships
2. Study budget process.
3. More education or training for incoming chairs.
4. More work on an Internet Café for conference.

Group III - Mason, Postema, Pace

1. Work for a statewide library card
2. More succession planning / recruitment / retention of library staff and mentoring programs
3. Virtual reference for the state
4. Continue to push for other technological improvements for state as in wireless Internet.

Group IV - Hegel Drewes, Groendal, Dockter

1. NDLA should do more publicity on libraries and librarians as in PSA announcements.
2. More planning for upcoming NDLA centennial celebration. Oral histories
3. Make use of ALA survey of rural libraries needs

Group V - Anderson, Bjorness, Ertelt

1. More legislative concentration by NDLA membership. Need to help other librarians to see need for statewide databases etc.
2. Centennial idea, NDLA cookbook including recipes and NDLA history. Cookbooks are perennial good sellers. Also we could sell advertising. Phyllis Bratton is working on centennial quilt. Maybe we could do sweatshirts or mugs, etc.
3. Increase NDLA membership by speaking of its value to others, half price memberships to new members, or money off for first time conference attendees.
4. More marketing of North Dakota libraries

Group VI - Johnson, Thomas, Job, Chobot

1. Get more para-professionals involved in NDLA

2. Increase conference attendance by having a joint conference with NDEA.
3. For legislative hearing get new people in to testify for libraries.
4. Work on a basic ND resource guide for grades four and eight.
5. Share resource with others.

Anderson asked for any other ideas by members. Langemo mentioned giving a price reduction to members who recruit new members; or a free membership if you recruit a certain number of new members. Pace asked if a survey of non-members had ever been taken. Narum said that MPLA had done a survey. In MPLA's survey, the main reason stated for not belonging was that non-members felt they were not getting enough for their money. Safratowich stated that instead of one NDLA conference we could decentralize training in different places and different times. Another idea was cheaper dues for paraprofessionals.

Chobot mentioned that it was always a problem for everyone from a library to attend one conference as no one is left to run the library. She said that other states handled this by having one conference in the fall for professionals and another in the spring for paraprofessionals. Pace said decentralization of the conference would weaken attendance, but we could try a couple of meetings as an experiment. Krenz reminded everyone that the State Library puts on a workshop in the spring. Anderson asked if an NDLA brochure could be given out at the State Library Workshop. Krenz added that it could include benefits of NDLA membership. Pace stated we could all act as goodwill ambassadors for NDLA by visiting smaller libraries in North Dakota. Dockter asked if we still give a free membership to library directors new to the state. Anderson replied yes.

Johnson asked about planning for a NDLA/NDEA Conference in 2008. Drayson already has done some work on this idea. Hegle Drewes would like to see more school librarians involved. NDLA needs to change their date to coincide with NDEA. Pace warned about planning a conference during Jewish holidays in September. NDLA has committed to conference dates and city until 2007. Johnson made a motion that we pursue the coordination of a joint NDLA/NDEA Conference for 2008, which will be held in Fargo, October 22-24, 2008. Hegle Drewes seconded the motion. Further discussion brought up location issues. Safratowich questioned whether having NDLA in Fargo in 2006 and 2008 will be a problem. Mason mentioned hotels in Fargo should be checked. Johnson said we must consider this a trial. Johnson asked if Job could spearhead some of these discussions between groups. Narum had questions on programming for conference. A vote was taken and motion passed.

Johnson asked that an NDLA representative attend the State Library Spring Workshops. Anderson will speak in Bismarck and Pace and Postema will speak in Fargo. Chobot said we need more information on institutional memberships.

Chobot asked if board committees could pursue some of these ideas. Anderson will look into setting up and making assignments. Hegle Drewes volunteered to

work on library histories throughout the state. Kathy Groendal also has access to historical archives. A question was raised about a centennial committee. A committee has already been set up. It includes Johnson, Anderson and Betty Guard. Johnson asked if something could be in each issue of *The Good Stuff* about the centennial. Nelson mentioned how interesting it was to have the 10 years ago column in *The Good Stuff*. Johnson also spoke of drafting a letter to old NDLA members about the centennial celebration.

### **Reports: Summary**

**President:** Marlene Anderson reported much time had been spent on finalizing of 2004 conference monies. She had all files on conference transferred to Narum. Anderson enjoyed Circle of Cultures signature event and giving out the award to Clay Jenkinson. Anderson attended ND Library Coordinating Council meeting. Eileen Larson had been contracted as NDLA lobbyist.

**Legislative Committee:** As Lillian Crook was not able to attend the meeting, Anderson reported on the meeting of the Legislative Committee. The advice of the committee is to become involved in the legislative process. Write your legislator and set up a core group in each town to do so also. Safratowich had a question of where reports are filed. Anderson stated that reports are filed in secretary's minutes. Safratowich suggested changing wording from hired to contract with for Eileen Larson. Dockter had a question on Crook's report, which said e-mail addresses would be provided for Larson. Wouldn't it be easier just to add her to the listserv?

**President-Elect:** Jeanne Narum stated that her report had been given in her report of the NDLA Conference plans for 2005.

**Past President:** Pamela Drayson was not present due to FEMA business at NDSU library. She had submitted a report.

**Secretary:** Minutes are Secretary's report. Celeste Ertelt, Secretary, had nothing further to report.

**Treasurer:** Safratowich had nothing further to report.

**ALA Councilor:** Johnson had nothing further to report. Johnson will be unable to attend ALA Midwinter Conference in Boston due to legislative session. She has asked Betty Guard to give us her impressions of ALA Midwinter Conference.

**MPLA Representative:** Sally Dockter mentioned that two MPLA memberships were available. Please contact Sally if you are interested.

**Academic and Special Libraries (ASLS):** Mary Hagle Drewes had correction to her report then added she was to contact Lilia Pedersen about possibility of

having annual ACRL meeting in conjunction with Spring State Library Workshop and quad conference.

**Government Documents Roundtable (GODORT):** Kathy Thomas had nothing more to report. Anderson reported money had been spent for GODORT by NDLA as they had to purchase two plaques instead of one to give to publisher and Clay Jenkinson.

**Health Science Information Section (HSIS):** TyRee Jenks had nothing more to report.

**New Members Roundtable (NMRT):** Al Peterson was unable to attend the meeting, but his report was available through e-mail.

**Public Library Section:** Charles Pace had nothing more to add to his written report.

**School Libraries and Youth Services Section (SLAYS):** Debbie Job had nothing more to add, but did have a question if a policies manual could be developed for SLAYS as it had been done for NMRT? Job will contact Bjorness. Narum questioned Job's being contacted about DPI's intention to remove the stipulation that libraries be given funds equivalent to \$10 per school student. School Boards would like this removed. If this is done, school library funding could go down to nothing. Job is trying to getting funding raised. Discussion followed.

**Technical Services Roundtable (TECHSERT):** Liz Mason had nothing further to report.

**Finance Committee:** Bonnie Krenz had previously given her 2004-2005 operating budget, but did have some questions for the board. The first question involved the hiring of a lobbyist and payment. Bylaws mention a percentage. Anderson answered the percentage is ten per cent.

At the past conference, a question had arisen over personal expenses the board will pay. Will the board pay for someone to stay the night after the conference? After some discussion, a motion was made by Job to approve the Finance Committee's recommendation for expenses at board meetings and the conference. Pace seconded it. Bjorness asked if this information could be added to roundtable handbooks. Mason said it should be added to all handbooks at one time. Mason asked about the definition before this. Krenz replied the wording is "if mandates" meaning time of end of meeting and weather. An amendment to the motion was made to change the wording from conference to board meetings or stay the night after the post-conference board meeting, NDLA will cover the cost of the motel. Krenz explained cost is covered at the state rate.

**Intellectual Freedom Committee:** Debbie Slais was not able to attend the meeting. It was noted that a book had been challenged at Centennial School in Fargo. Suzanne Morrison (former Intellectual Freedom Committee Chair) was contacted. The challenged book was *Mick Harte Was Here*.

**Nominations & Elections Committee:** Paulette Nelson reported ballots had been sent out to all members regarding *The Good Stuff* becoming an electronic publication. At this time she had 75 ballots back. Ballots need to be returned by December 28.

**Membership Committee:** Kathy Thomas reminded everyone that January is the time to pay 2005 dues.

**Professional Development Committee:** Karen Chobot stated she had contacted Suzanne Morrison to serve on a committee for this.

**The Good Stuff Editorial Committee:** Marlene Anderson reported the .pdf version of *The Good Stuff* was available as of last Monday. The paper version is at the publishers.

**Public Relations Committee:** Beth Postema had no report as she was new to Executive Board.

**Archivist/Historian:** Kathy Groendal had nothing to report and no written report. Chobot had a question about need to keep applications for grants. It was deemed not necessary.

**State Librarian:** Doris Ott was not in attendance. Report sent via e-mail.

**Executive Secretary:** Cathy Langemo had nothing further to report.

**Announcements:** Pace stated Fargo was successful in a sales tax levy increase for libraries. Krenz mentioned painting of her stacks put on outside wall of library by a company. A picture will appear in *The Good Stuff*. Anderson spoke of a beautifully painted grazing horse at BSC library. Pace also spoke of RFD for architectural services for future Fargo libraries.

**Next Meeting:** Friday, March 11, 2005 at the Fargo Public Library 10:00a.m. March 18 will be the alternate date.

Dockter made a motion to adjourn the meeting. Mason seconded it. Meeting was adjourned.

Respectfully Submitted,

Celeste Ertelt, Secretary