

Meeting of March 10, 2006 was called to order at 9:36am

**Present:** Jeanne Narum, Beth Postema, Charles Pace, Kathy Thomas, Erin Smith, Paulette Nelson, Bev Clouse, Sally Dockter, Karen Chobot, Mike Safratowich, Bonnie Krenz, Ann Pederson, and Laurie McHenry.

**Absent:** Celeste Ertelt, Theresa Norton, Donna Maston, Marlene Anderson, Naomi Frantes, Liz Mason, Glenda Westman, Kelly Steckler, Cathy Langemo, and Doris Ott.

Call to Order – 9:36am (Central) Jeanne announced that the pool from Bismarck had called to say they had turned around due to visibility. It was determined that we did have a quorum and business would continue.

Introductions - We each told about a book we had recently read or were currently reading, which ranged from children's literature to adult non-fiction.

Review of Agenda – There were no additions or changes to the agenda.

Minutes: Charles moved Beth seconded that the December 2, 2005 meeting minutes be approved as corrected. Sentence 2, paragraph 9, page 6, "It was questioned whether the \$169 for board meetings would cover this meeting." was replaced with, "There was discussion as to whether there was sufficient funding [in the budget] to cover board meetings." The spelling of Eileen [Larson] should be changed to Ilene. Motion carried.

Electronic minutes: Mike moved and Beth seconded to approve the electronic minutes December 12, 2005 – March 8, 2006. Motion carried.

Treasurer's Report: We received the budget from Mike, a 3 page profit and loss detail and the Treasurer's report. Mike first wanted to tell us that he is now using PDF software for the Treasurers report itself, which does not allow for comments like Excel did. He explained some of the differences we would see with this new software. In the Treasurer's Report of March 7, 2006 it was noted that there is a space missing and the \$185 that appears to be on the HSIS line should not be. We will approve the Treasurer's report at the end of the quarter [electronically].

Old Business:

Beth – most of the information for the plans for conference [Celebrating the past, embracing the future] are in my report. She wanted to reiterate the March 31 deadline for program proposals. Her goal is to have preliminary programs by May 1 ready to send out, so that in particular school librarians will have this before they adjourn for the summer, so they can make plans for September. Michael Gorman is confirmed as the banquet speaker. Leif Enger will be the Thursday luncheon speaker; he is coming out with a new book in the fall.

Erin – The Flickertale Committee is trying to get someone who has been a Flickertale nominee to speak. They had thought that Avi was confirmed, but now it is an "if".

SLAYS is looking at bringing Tim Wadham, Youth Services Coordinator for Maricopa County. Beth has not heard from anyone regarding pre or post conferences. Jeanne talked to Doris Ott about a post conference for trustees; she said she would talk to Dr. Ott, but it is a possibility. [Beth would need to know because the hotel does not have us booked on Saturday at all.] The state library has developed a document for public library trustees; it is a 3 volume program/presentation that helps library trustees in their job. During the spring workshops they are going to be presenting this and they're going to have a separate spring workshop in Fargo and Bismarck. Jeanne explained to Doris that because the spring workshops are during the week and it might be difficult for trustees to come. Jeanne thinks a weekend would be a better opportunity for trustees and is suggesting the Saturday after conference. Beth would really like people to write their program descriptions in complete sentences. Sally reminded everyone that MPLA has \$500 available and Jeanne reminded everyone that the deadline is March 31 for this money.

Centennial Committee – Progress Report – Marlene Anderson – Jeanne will bypass because Marlene is absent unless someone has something to add. Bonnie said the quilt will be done next week and ready to go to quilter. The cost is approximately \$2.50 per sq. ft. and the size is approximately twin size. Beth asked Jeanne if she had heard about the progress on the centennial logo or the cookbook; she had not, except for the deadline extension. Jeanne will ask for an electronic report.

There was the question of whether the quilt was going to be given in a raffle or an auction. It has not yet been decided. This led to a discussion of quilt costs. Ann moved and Beth seconded that we [NDLA] pay for quilt expenses from the centennial budget line item. Motion carried. We still need to discuss options for distribution of the quilt.

Raffle or auction? If it is a raffle we must get a permit from the City of Fargo [probably \$25.00]. We would need to set a date, print tickets, distribute tickets, sell tickets etc. More work is required of a raffle than an auction, but the consensus was that it might make more money. The question is if it is a raffle, is it live [who would the auctioneer be?] or silent. Marketing of the quilt was discussed. Will it hang somewhere? It was decided to table further discussion and a decision until the June meeting as there is no one present from the centennial committee.

Where is the quilt money going to go, what will the money be targeted for? Ann moved and Charles seconded that the money earned from the quilt be put towards professional development or continuing education and it will be determined at the post conference which account(s). Motion carried

Membership Committee – Progress Report – When Liz declined to be chair of this committee this left Kathy, Beth and Jeanne and then Erin agreed to be on it and there has not been any action between December and today. I have consulted with Theresa and she said she could post on the web a link that would allow people to access a feature about an institution. She said she could make two different kinds of links on the web site. Jeanne said if you linked to a library's web site that would be great. How many libraries in ND

have web sites? The other thought would be to write a feature article and post it on the web. Who will write it ? Directors? Someone on the board? These are the concerns that held Jeanne back from further development on this project. She is not convinced that this would be a good way of promotion. How many people would look on the web? How many would follow the link? Would it generate more institutional memberships? Questions or comments? Why not use the Good Stuff? It can also link. Jeanne will take our suggestions and talk to Marlene about the Good Stuff.

#### Conferences:

2007 - Jeanne has contacted the Gladstone [Jamestown] and they are available for those dates. Jeanne will talk to her again today about contracts for that. She has contacted the Civic Center, but does not have a good contact there. It was her understanding that we are penciled in, but we need a contract. She will pursue it.

2008 – Bismarck - The Ramkota did not have availability for that week so Jeanne penciled in 2009 for Bismarck. Then she went to the Seven Seas which was available for 2008. So she cancelled the Ramkota for 2009 and she has a contract for Seven Seas for 2008 just waiting for a signature. She will get together with Marlene and get it signed. They are building a huge new addition and Jeanne has had recommendations from other organizations that they have excellent customer service. They have a wireless connection and would do the state rate so Jeanne booked 100 rooms. This brought Beth a phone call from the Doublewood [sister property] asking if we had enough rooms booked; it was 60, so the number of rooms was increased.

Finance Committee – Bonnie Krenz – Finance committee did an audit and they have two items for us to look at and act on today. Mike moved Bev seconded that “full refunds of fees will be made if canceled more than two weeks before the conference. A \$25 processing fee will be assessed if canceled less than two weeks before the conference. No refunds will be made after the conference starts (which would be defined as midnight before the preconference).” There was discussion as to whether the \$25 would cover the cost of the meals; based on past numbers who had requested refunds it was determined that it would. There was discussion about splitting the registration into meals and registration, but the consensus was to keep it simple as there were few requests for refunds. Motion carried.

Reimbursement of travel expenses: Mike moved and Charles seconded that expenses relating to travel by NDLA members be “that expenses relating to travel by NDLA members be eligible for reimbursement only after the travel has been completed. Exceptions may be made at the discretion of the NDLA finance committee. Requests for payments must adhere to all other applicable conditions.” Motion carried This information will be placed under refund info in the NDLA Working Manual (i.e., Conference Manual). The motion info will go into policy handbook and finance committee book There was some discussion as to whether the 1999 NDLA Working Manual that suddenly appeared for Beth was the most recent one.

SLAYS Proposal: There is a two page proposal from SLAYS requesting our partnership in an award during conference. We are to read this hard copy. Paulette indicated that this

proposal did not have the full support of SLAYS because it excluded public youth librarians. Erin concurred with this. They both thought it should be referred back to SLAYS. Jeanne has two emails from Connie Wightman, one was a year ago (March, 2005), stating that SLAYS was visiting about libraries and librarians and the possibility of a joint award as not many SLAYS people receive the Librarian of the Year Award and information as to how she developed this. The second email dated June 14, 2005 apologizes for not getting the proposal to NDLA for consideration before the June meeting and requesting support for a proposal of a Library Media Program of the Year Award in conjunction with the other school library association, LAMA. Charles indicated concern with the title School Librarian of the Year because it is so similar to Librarian of the Year. There was discussion as to who had in fact received this award. Paulette does not believe this was ever passed by SLAYS. Erin will review the SLAYS minutes for action on this proposal. This will be handled in electronic business with an electronic call for a motion.

There was a request for thoughts and discussion on where 2009 Conference should be. Beth read a list of past conference locations: 2001 Williston, 2002 Fargo, 2003 Bismarck, 2004 Minot, 2005 Grand Forks, 2006 Fargo, 2007 Jamestown, 2008 Mandan. Thoughts were it needed to be Dickinson or Williston. Jeanne said Dickinson was 2000, so it had been 9 years. She will do some checking with the Dickinson people.

#### New Business:

Professional Development – Karen Chobot explained the professional development links and web site in relation to the email received from Karen Puka requesting there be links to coursework available that directly apply to school certifications for school librarians. There was some discussion on what could be made available, what MPLA does, what ALA does, and how involved this might be to both do and maintain. Then Karen explained the award schedule and continuing education opportunities posted to the website. It has been questioned whether money should be available throughout the year, instead of just a one shot with one annual deadline in July. Perhaps more money and awards would be distributed if it were available more often during the year. This is written in the current policies and procedures. Karen could see the money disappearing if the requests came in throughout the year. It perhaps started out as a one time shot, one time request, one amount of money. Charles moved and Sally seconded that this language be stricken from the current policy manual and be changed to be dispersed at the discretion of the professional development committee. Motion defeated. Karen will take this back to the committee to make recommendations for language changes in the policy handbook.

ALA Concerns – notes from ALA on the listserv Jeanne wants us to note. “ALA Allied Professional Association invites you to participate in the 2<sup>nd</sup> review of proposals for providing courses for candidates in the certified public library administration program. Library schools, consortia and others are encouraged to apply March 20.” “Registration Is now open for Step-up-to-the-plate@yourlibrary new incentives to libraries are posted.” Also, now register for free promotional tools to help prepare for the new program. Those

tools include program logos in both English and Spanish and a tool kit that includes sample press materials and program ideas.” “April 4 is National Library Workers Day and there is a link on the ALA web site for promotional information and there is still time to order National Library Workers Day buttons that proclaim, “Libraries Work Because We Do.” There is a call for proposals on diversity research grants for 2006-07 and they should address one of the following topics which are apropos to North Dakota libraries: an active learning and service approach to diversity in small or rural libraries, emerging technologies and service to diverse populations, and the role of the diverse committee in the creation of institutional change in libraries. And the deadline for that is April 15. From the resolutions at ALA mid-winter Jeanne would like to emphasize is the one on instructional classification of school librarians. They posted resolutions on that, its considering that 65% solution legislation that instructional staff support services with instructional expenditures in determining the percentage spent on classroom instruction, which is important; it deals with how much money per student is spent in the classroom for libraries.” And the non MLS salary survey is due March 17.

Charles added to the 65% solution: the council debated this and what it means/says is that 65% of the money has to go to direct classroom instruction and libraries and school media specialists are not considered direct classroom instruction. ALA is taking the stand that it is not necessarily a good idea, but if you are determined to do this we would ask that school librarians and media specialists be included as part of direct classroom instruction. This could mean a reduction in school library budgets, and it is being considered in some states.

**I Love Libraries and I Vote** stickers: Jeanne passed around the logo she received from Pam. Kinkos in Fargo would reproduce them for \$350 for 10,000. President Narum envisioned giving stickers away at annual conference. When Charles made the budget request for the legislative committee he included money for this purpose. The legislative committee budget is \$1000. It was envisioned as an advocacy program and the stickers would be freely handed out and worn or stuck on door frames and so forth. Beth moved and Sally seconded an initial purchase of 10,000 stickers (\$350 or Pam can negotiate) to be taken out of the legislative committee budget. Motion carried.

Contract with Ilene Larson for Legislative issues: Marlene sent Jeanne a copy of last year’s contract. Jeanne spoke with Ilene and she prefers that there be no contract since this is not a legislative year. She is in contact with Cindy Larson and if anything comes up that would indicate lobbying on our part she will act on it and contact us. She is an advocate for this organization and will bill us if need be. Mike asked if she (Ilene) were to submit a bill would Charles or Jeanne sign off on it. Jeanne agreed.

Poster/Timeline at Conference showing library pictures: Archivist Christine Kujawa (Bismarck Public Library) has agreed to put together a huge mural for the state conference, determine which items should be kept or put in the state archives, and will post the pictures of libraries in the state on the mural. We need to send a request to libraries for historical pictures of their libraries other pictures they deem historical. What about people? It is up to the group; consensus was yes, people also. How big? Would it

circle a room? What does she have in mind? There was discussion of how to make the display permanent with an archival or electronic copy. All possibilities require work and money. And we may need to request pictures be submitted in a particular form. Jeanne will discuss these items with Christine: what form the pictures are to be submitted in, whether they can be presented in a digital program at NDLA and how they are going to be archived. Beth added and how to get the word out as not all libraries use email.

North Dakota Read Project: Leif Enger (*Peace Like a River*) whose second book is due out in the fall is scheduled instead of Louise Erdrich. He will be in Fargo concurrently with our conference ; there is a public event scheduled in cooperation with PPBS and the ND Humanities Council at the Fargo Theatre, 6-9pm Wednesday, September 20. We will get him for the Thursday NDLA luncheon. He will also have a video conference with PPBS and high school students. They are also looking at him meeting with a book discussion group. Pam will continue to represent us at ND Reads.

Number of Board meetings: Sally Dockter provided some history on this. Before the joint conference with MPLA in Fargo (2002) this group only met twice yearly. Since that time we have been meeting three times yearly as we did in 2002 prior to the joint conference. She was wondering if the group wanted to return to meeting twice yearly outside of the conference or possibly one electronic or teleconference. MPLA did a telephone conference for their last board meeting (it took two hours). Discussion indicated perhaps we also need to do more long term strategic planning and we could probably do with one less meeting if we did more business electronically. It was agreed that we do need the June meeting and it is in our policy to have one meeting at the place where the conference will be. The consensus was to review this at post-conference in September. The December meeting is important for the budget approval for the year. President Narum said perhaps if we were to have just two it might be up to the president as to when to have those two meetings (excluding conference). The bylaws will need to be reviewed.

Recess for lunch at 12:00 pm-12:47 pm

Think Tank Thoughts: Jeanne did not bring her notes because Doris was going to speak on this, but she spoke anyway. In Minot we brainstormed on different questions in five groups. Then we went around with ten dots and put a dot on the brainstorming idea that you thought was a priority. The next day we looked at all of the ones that had priorities from all three think tank sessions (cities) and then we grouped them according to concepts. The ones that float to the top are statewide database catalog, new technology, training, digitization of archival materials. So far in North Dakota it is history and newspapers. Digitization of newspapers floats way to the top, but this concept is being looked by a consortia of 40 associations in North Dakota, that include NDSU, PPBS, North Dakota State Historical Society, North Dakota Humanities council, the State Library and other libraries. What they want to do is apply for a grant (IMLS) which will get them a much larger amount of money. They are looking for \$350,000. So this digitization will not be in Library Vision 2020. Last December Doris indicated she wanted a statewide database with ODIN, North Central Library Authority and InfoLynks. So now they are looking at everyone doing their records on OCLC using CatExpress and

with the next grant they will focus on getting as many as possible to put records on OCLC using CatExpress. It would not include ILL. Other discussions included marketing, library trends, and economic development. Charles remembered Fargo talks being similar, but marketing talk was more pronounced.

List of motions: Mike moved and Charles seconded that all non routine motions passed by the NDLA board since the 2005 conference and motions passed in the future be made available in a readily accessible format (to be determined) via NDLA's web site. There was discussion about numbering the motions and doing so in the minutes as well. (one example, 3-10-06-1, this would be the first motion made at the meeting of March 10, 2006.) Motion carried. Laurie and Theresa will work out the details.

#### Board reports:

1- President - Jeanne nothing to add to written report.

2- President-Elect - Beth Postema – send in your program proposals!

3 - Past President - Marlene Anderson - nothing to add to written report. Jeanne will address the Centennial Committee progress report to Marlene and put info on the web about the cookbook and the logo progress

4 – Secretary - Laurie McHenry – nothing to add to written minutes (report).

5 – Treasurer - Mike Safratowich – Augie Ternes (Bismarck, ND State Deputy auditor) does our taxes for free every year. We do the 990EZ form for nonprofits. Every year the association gives him a \$50 gift certificate of appreciation. There was discussion on \$50 versus \$75. Mike moved and Sally seconded that we send him a thank you letter and a \$75 token of appreciation for doing the taxes for the association. Motion carried.

Mike asked Charles, Legislative Chair, to keep a record of all activities conducted by NDLA to influence legislation throughout the year. This record should log activities that NDLA pays for as well as voluntary activities that NDLA promotes and/or coordinates. This information is needed when filing the Association's tax return. Charles agreed to log these activities.

6 - ALA Councilor - Charles Pace – entertained questions. He spoke on the lack of geographic diversity of ALA Councilors. He explained why we should run and how we go about it. He mentioned that Shelby Harken is running. He also talked about the capacity of ALA to move forward based on its current income; he asked that we support the dues increase which would be incremental over three years. There are about twenty-two positions they cannot fill because they do not have the money in addition to other issues they would like to help fund but can't, i.e. rural libraries. Charles suggested that the council look at this being a policy issue rather than a bylaw issue, which requires voting. ALA looked at a graduated dues structure but decided it was not a workable solution.

7 - MPLA Representative - Sally – MPLA talked about lack of renewals and they redid their dues structure. Beth we would love to have MPLA at 2006 Conference (greetings at the banquet would be good – a program would be great). Sally will look into this.

8 - Academic & Special Libraries Section - Celeste - nothing to add to written report.

9 - Government Docs Roundtable - Naomi - nothing to add to written report. It was noted that the list she attached was not North Dakota notables, but rather North Dakota notables that were included in the list of ALA notables

10 - Health Science Info Section - Ann - nothing to add to written report. Spring meeting set for April and we have a location and speaker. Ann would encourage us to look at our policy handbooks.

This prompted some discussion on handbooks (the blue notebooks) are they necessary, what are we expected to put in book, what is really necessary, with the electronic do we need to update these books continually? Could we put section minutes on the web? President Narum said we could have more electronic discussion on this.

11 - New Members Roundtable - Bev – no report, but we are looking at a change to the bylaws to not having an elected secretary. So as soon as we get a bylaws person she will have to work with them.

12 - Public Library Section - Kelly - nothing to add to written report.

Next year a legislative concern will be to allow state aid to be reinstated. The Attorney General has given an opinion that will greatly diminish the money public libraries get from the state – this year is questionable – public libraries may not get any state aid this year. Most are accustomed to getting this money in December. This year no money came. The mill levy and the dollar amount you were getting had to equal the last payment so some libraries got no money. The State Library and State Attorney General disagree on the interpretation: it boils down to the question of “and/or” – the state library interprets the wording as “or” and the Attorney General interprets the wording as “and”. Some small libraries count on this as 6-10% of their budget.

13 - School Library & Youth Section - Glenda - nothing to add to written report.

14 - Technical Services Roundtable - Laurie - nothing to add to written report.

15 - Constitution, Bylaws, and Policies – no report.

16 - Finance Committee - Bonnie – The audit was conducted and everything was in order. She would like to commend Mike for a job well done.

Sally moved and Charles seconded to approve the recommendation that the audit be approved. Motion carried.

17 - Intellectual Freedom Committee - Paulette - nothing to add to written report except to change to Senator Russ Feinstein to Feingold. The Patriot Act did pass. Paulette will be going to Chicago in April for Librarian training as chair of Intellectual Freedom sponsored by a grant from Ford Motor Company.

18 - Legislative Committee - Charles (Standing Legislative Committee)

19 - Nominations and Elections - Donna - nothing to add to written report.

President Narum reminded us that we need to approve the slate of nominations at the June meeting to meet the June deadline for the August Good Stuff.

20 - Membership Committee - Kathy – marketing and promotions committee. They decided to make bigger certificates for the institutional members and Kathy did this and brought them to view. She also looked at dues structures of other states and brought copies of those along to view as well. The committee has discussed changing dues.

21 - Professional Development Committee - Karen nothing to add to written report.

22 - Public Relations Committee - Erin – nothing to add to written report.

23 - Public Relations Committee - Marlene – The March Good Stuff went up last night. The deadline for the June issue is March 17.

24 - Executive Secretary - Cathy - nothing to add to written report

25 - Archivist/Historian – Christine Kujawa - no report.

26 - State Librarian – Doris nothing to add to written report. President Narum pointed out the highlights of this report.

27 - Web Editor - Theresa - nothing to add to written report.

Announcements:

President Narum will check with both the Gladstone and the Civic Center before she leaves town regarding the 2007 Conference.

The date and place for the next meeting is June 9 at 9:30 am at the Doublewood Inn in Fargo off of 13<sup>th</sup> Avenue, East of I-29 and the mall.

The meeting was adjourned at 1:45pm

