

The meeting of September 20, 2006 was called to order at 9:28 am in the Cedar Room at the Doublewood Inn, Fargo, ND.

Present: Jeanne Narum, Beth Postema, Marlene Anderson, Kathy Thomas, Erin Smith, Paulette Nelson, Bev Clouse, Sally Dockter, Mike Safratowich, Bonnie Krenz, Laurie McHenry, Celeste Ertelt, Theresa Norton, Naomi Frantes, Kelly Steckler, Karen Chobot, Cathy Langemo, Christine Kujawa, and Doris Ott

Absent: Glenda Westman, Charles Pace, Ann Pederson, and Donna Maston.

There were no additions or corrections to the Agenda.

Approval of Minutes: The electronic minutes should read June 9 through September 13. Sally Dockter moved Beth Postema seconded to approve the minutes of June 9 as distributed.

Treasurers Report: Mike Safratowich remarked that the total equity of \$94,000 was not very accurate because we just got the check for the Flickertale Grant of \$12,800 and we have only spent \$600 out of there. Also the current report reflects spending for the conference and very little has been spent, about \$300.00. Mike entertained questions on the treasurers report. The individual figures for the round table budgets are in the other document Mike sent out and some have gone over. The Rudser CD matures today and because it is not on the bank side but on the investment side at Wells Fargo there is no time period where we have to act on it. The balance is \$10,000 and it turns into a money market account; the finance committee will take this up after conference. We will vote online at the end of September for the quarterly report.

Old Business:

Beth Postema stated that plans for the conference sessions are all lined up; speakers are here or on their way. "Tracing Your Dakota Roots" has been cancelled; there are handouts. The Conference Headquarters room is 174. For entertainment: at the start of the Thursday luncheon there will be piano background music; the social hour will have Heart Street Brass (not loud). The two opening exhibit times are a ribbon cutting at 8:00, we adjourn to the general session at 8:30, and then the exhibits officially open at 9:00am.

Reception tonight is 7-9pm at West Fargo Public, 109 3rd St East; there will be maps available at registration table.

So far the hotel has been great; we are maxed out as far as space. The count is about 160 for each day with 144 registered for the full conference.

The conference headquarters room is being set up for printing, copying, etc. There is also the Business Center in the hotel. Near the registration area is where people can check their email.

Auction items may be dropped off at the registration table.

President Narum extended her thanks to Beth and the conference committees and everyone in Fargo who helped to put the conference together.

Centennial Committee: The lay out and design were done by Clearwater Communications and printed by Rickman's Printing. The cover was inspired by the Dakota Gold quilt pattern like the Centennial Quilt we are auctioning off and the back is the Centennial Logo. We have one paid ad; it is from ODIN. Marlene outlined the cookbook: Table of Contents, NDLA Lookback articles by Cheryl Bailey, Lists where conferences were held, themes and other notes, NDLA Presidents, Children's Book Award with all the lists of the winners and nominees, Notable Documents, Award and Grant Recipients with descriptions of the awards and the recipients, then we get to the cookbook itself and scattered throughout the cookbook signaled by our centennial logo are these little historical nuggets which give you some additional facts and trivia and little stories, there is an index to recipes and an index to the contributing chefs. The sales table is right across from the registration table. The cookbooks are \$18.00 and at conference we do not have to collect sales tax. The post conference prices with sales taxes and shipping charges are listed on an information sheet. The cookbook information was posted on the web yesterday afternoon complete with sample pages and an order form. We have 1000 cookbooks for sale.

The exhibits are located in Woodland North right across from the registration table. We have more (27 total) than will fit in the Exhibit Hall. The information only booths will be across from the registration table in the hallway; MPLA, ACRL, ALA, State Library, the cookbook, the Swap 'n Shop table will be there. The hotel has been fabulous to work with. The space is ready to go; we are just waiting for the exhibitors. The live demonstrations will be in the Chestnut Room, right across from Woodland; only 4 exhibitors have asked for this.

The quilt will go with the live auction; it will be displayed during the social on an easel. Erin's father will be here to serve as auctioneer.

Christine Kujawa described the collages; she will set these collages near the registration table on easels. She had enough photos to create four posters. One is a mixture of photos and time periods; one is North Dakota Bookmobiles From the Past and two are North Dakota Libraries From the Past. One Doris Ott and Terry Wilhelm helped with by obtaining photos from the historical society; the other is photos Christine was able to get on her own. She made two sets and there are links to a web page with 3 of the 4 posters; the collage with photos from the historical society is not on the web because they sell their photos and do not want people to have free access to these. There is also a slide show where people can download or print. President Narum opened this topic for discussion after explaining that we cannot do a raffle without a permit, even amongst our own members within our own organization. There was discussion about having one set go into the NDLA archives at the State Historical Society, which prompted discussion on whether we would be able to borrow or use them in the future if they were "stored" at the State Historical Society. President Narum knows that there are specific criteria for

formats for the state library. There was discussion on the length of time various formats will last and talk of locating them at the State Library so that one set could circulate. One set could be kept in a map case. We could print one additional set, although it would need to be done soon. This topic was tabled until after the break when Christine will bring them in for us to view. Marlene brought a bag for the archives from a past NDLA conference in 1987, "Paws at Your Library", with a picture of a cat. It is black on white and she has enough to put the cookbooks in when people purchase the cookbooks.

President Narum stated that she had spent two days going through the NDLA archives at the State Historical Society and there is nothing in the archives from 1998 to the present.

Paulette stated the Pre-Conference has 17 registered. Deborah Stone is here and will talk about the first amendment and privacy issues. Russ Hodge is in town for the Pre-Conference on fund raising. The last count for the Post-Conference is six.

Announcements:

The 2007 Conference is Sept 26-28 in Jamestown. The Gladstone Inn does not sign contracts but we are on the calendar and we are on the calendar at the Civic Center.

The 2008 Conference is September 24-26 in Mandan at The 7 Seas and we have a signed contract.

The 2009 Conference is September 23-25 in Dickinson and Cheryl Tollefson and Lillian Crook are our contacts.

SLAYS proposal by Konnie Wightman should be at Post-Conference Board meeting after SLAYS meets and votes on it; also we will be reviewing the issue of paying for the chair. (refer to previous discussions)

The new Constitution and Bylaws person is Kirsten Baesler. Naomi Frantes brought the Constitution and Bylaws materials to Fargo.

Paulette Nelson called North Dakotans for Open Government and asked for more information; it was to have been mailed but she never received it. President Narum has received an email that they are having another meeting. Paulette said for the time we should just keep abreast of what they are doing as they are still organizing.

Erin Smith displayed the "I Love Libraries" stickers. There was discussion on how to distribute them. With tax the final cost was about \$480; Erin already gave the bill to Mike.

The Finance Committee studied the past minutes and explained how we had voted for the Auction proceeds for 2006. We already sent \$1000 to Katrina; \$500 from 2005 donation line item and \$500 from 2006 donation line item. The funds from the 2006 Auction 2006 are to also go to Katrina, but it was voted on that the quilt money (separate auction

money) would go to professional development. It will be decided what professional development at the Post-Conference meeting. The 2007 Auction proceeds will be voted on at the December meeting.

Kathy Thomas has enough membership cards for 2006; the question is if we buy more or do we email electronic cards. The comment was made that the one from MPLA is a pdf so people can print their own. Consensus was most members do not need a membership card. Beth moved that we move to electronic cards and mail cards to those who do not have email. Marlene seconded it. Motion carried.

Break 10:22-10:35

New Business:

The North Dakota State Library has a session scheduled for Friday on state aid. The session is scheduled to get librarians organized to get a legislative time together so we are ready for emergency legislation.

We voted to approve nominations and elections online. Donna will give the report at the 2nd General Session; she is incoming chair of Academic and Special Libraries and she is also Chair-elect. Consensus was it will not be too hard to manage two offices and if she finds it is, she can always resign one.

Chronological Guidelines for changes to HSIS Policy Handbook were discussed. This document had been looked at but never formally voted on. HSIS needs to get this old set approved before HSIS can look at a new set. Mike Safratowich moved and Marlene Anderson seconded a motion to approve the changes made to the HSIS Policy Handbook as follows:

Current:

September

Annual Conference

Incoming officers receive files and brief orientation from the outgoing officers.

Secretary distributes minutes from the section meeting at the annual conference

Change to:

September

Annual Conference

Incoming officers receive files and brief orientation from the outgoing officers.

Secretary distributes minutes from the section meeting at the annual conference **within 1 month following the conference.**

Current:

May

Submit nominees & bios to the NDLA Nominating Committee

Change to:

May

Submit nominees' **names** & bios to the NDLA Nominating Committee

Current:

June/July/August

Chair-Elect communicates fall programming plans to the chair of the Conference Committee.

Chair-Elect works with the chair of the Conference

Committee to follow budget guidelines for the fall program.

Follow up with NDLA Nominations Committee about GMR Regional Advisory Council (RAC) Representative

Change to:

June/July/August

Follow up with NDLA Nominations Committee about GMR Regional Advisory Council (RAC) Representative

Move the following to the bottom of page 1

*Region 3 of the National Network of Libraries of Medicine . . . currently based at the University of Illinois at Chicago Library of the Health Sciences.

Current:

Bylaws and Policies Committee

The Bylaws and Policies Committee is a standing committee appointed by the HSIS chair.

Duties are to:

Review HSIS Bylaws and Policies Handbook annually

Submit proposed revisions to the HSIS membership

Forward proposed revisions, clearly indicating old language and proposed changes, to the NDLA Constitution, Bylaws and Policies Chair

Submit a written report of committee activities to the HSIS Chair three weeks prior to the annual meeting

Distribute copies of the annual report to the HSIS members at the annual meeting

Change to:

Bylaws and Policies Committee

The Bylaws and Policies Committee is a standing committee appointed by the HSIS **Chair and chaired by the Secretary.**

Duties are to:

Review HSIS Bylaws and Policies Handbook annually

Submit proposed revisions to the HSIS membership

Forward proposed revisions, clearly indicating old language and proposed changes, to the **chair of the** NDLA Constitution, Bylaws and Policies **Committee.**

Submit a written report of committee activities to the HSIS Chair three weeks prior to the annual meeting

(Delete:) Distribute copies of the annual report to the HSIS members at the annual meeting

It was questioned why we meet as a whole to vote on the Major Benefactor of the Year, but not the Librarian of the Year. Sally moved that the board as a whole vote on both the Major Benefactor of the Year Award and the Librarian of the Year Award. Paulette Nelson seconded. Marlene explained the process; there is no difference in the application process. Beth stated the executive board represents the Association and the Association should be approving the confirmation. Discussion ensued on whether the board needs to see supporting recommendation or whether a vote would simply be a rubber stamp. It was noted that the committee could synthesize the information and make a recommendation. The Librarian of the Year has been awarded since 1992. Motion carried. This will be sent to Kirsten Baesler and the language change will have to be approved by the board.

It is not in the policy handbook that the Past Chair is in charge of exhibits. According to Sturgis Rules of Order and anything that has been historically done (precedence) becomes equal to that position. It will be left to the Policies and Bylaws Committee to review.

At the last executive board meeting Theresa Norton was asked to look into web server options. Theresa explained the current process. Board members send Theresa stuff to put on web. Theresa sends it to state library and it used to be Todd but it is now Cyndi Olson; she uploads it to a server that is managed by North Dakota State government. This has been fine, but now questions have been posed as to the possibility of podcasting, blogging, etc Only ND State Government employees can have right access so we are looking at other options. One option would be to continue as we are now, but if somebody wants to do something extra then the extra things would have to be handled elsewhere with links to external locations. The other option would be to try to change the state configuration and get right access, which is probably not viable. The third option would be to utilize a free server at some other location. Kathy Thomas talked to Mark at NDSU and he would be willing to house it there and give Theresa right access. Podcasting and blogging were not addressed. Doris Ott pointed out that the State Library giving access could present conflicts in the future between what should be on a government server and what this organization would want on its server. Theresa had looked at state policies and she said the policies do not address this. NDSU would still be a government server. A final option would be a commercial web hosting service. Theresa was asked to investigate commercial web hosting and bring information back to the December meeting. Bonnie spoke for the finance committee and asked that we review and vote on costs prior to the December meeting so that this information could be included in the annual budget. We would only need to vote on whether to go commercial or not and what the approximate cost (price range) might be.

Beth moved that we move the NDLA website to a commercial server. Marlene seconded the motion. Motion carried. We can expect an original set up fee and then a yearly fee for maintenance.

Bonnie spoke for the Finance Committee and stated that since we voted to go with a commercial company for web services, Theresa could then bring the information to the December meeting with the approximate cost in her budget and a recommendation as to who we might go with.

President Narum spoke on the status of the organizations that were working towards applying for a grant from the Institute for Museum and Library Services (IMLS) to digitized North Dakota newspapers and other archived materials. Pam Drayson was the impetus for this project and Jeanne Narum is willing to begin discussions on libraries working together to apply for an IMLS grant to do this. Among the LSTA grants that coordinating libraries looked at there were a couple applications towards this type of thing. Doris spoke on records management, libraries, state historical society etc with regards to: How do we digitize? What are the guidelines? How will this take place? What criteria would we need to develop? We need to explore this and write guidelines so that rather than a hodgepodge of projects that cannot be linked together we should all be on board from the inception.

ALA Emerging Leaders 2007 Initiative: President Narum received a letter from Leslie Berger requesting commitment for her Emerging Leaders Program. It was decided not to support this as we are already supporting a similar project with the MPLA Leadership Institute.

North Dakota Reads project sponsored Leif Enger coming to North Dakota where he has done a variety of reading projects. Last week he held a discussion on Peace Like a River with three small schools via distance technology sponsored by Edutech. He met with a small book discussion group in Lisbon, North Dakota and tonight (September 20, 2006) he is doing a live reading and discussion at the Fargo Theatre which will be simulcast by Prairie Public Television.

Wednesday, October 4, in Bismarck is the next North Dakota Reads meeting. Their next project will be developing a list of top non fiction books about North Dakota.

Beth Postema said there is a parallel effort on a regional scale by the Plain Humanities Alliance; they are focusing on great books of the northern plains.

President Narum received an email from the author of Real Life Notes Reflections and Strategies for Life After Graduation; this book is free to any North Dakota library that wants one. The only cost is the library must be willing to pay postage. If anyone is interested see Jeanne Narum and she will get the information to you.

President Narum announced the ALA initiative Come Together at Your Library; the application deadline is October 16. National Library Week is April 15-21.

President Narum presented a Resolution to the board from: Whereas the meeting and events of the 100th annual conference were organized by Beth Postema, Conference

Chair; Local Arrangements Committee members; and other Fargo area librarians and friends, and Whereas the facilities and staff of the Doublewood inn in Fargo, North Dakota contributed to the success of the conference, Now therefore be it resolved that the North Dakota Library Association expresses its appreciation and extends its thanks to the Conference Chair, members of the local Arrangements Committee, conference facilities staff, speakers, program presenters, and exhibitors for the 100th annual conference, “Celebrating Our Past, Embracing Our Future.” Marlene Anderson moved to approve this resolution. Celeste Ertelt seconded it. Motion carried.

Neil Price made a \$500 donation to the organization; he was unable to come to the conference and wanted to donate what it would have cost him to attend. Mike Safratowich noted that it was one of our largest single donations. Sally Dockter thought we should do something special with the donation. It was decided table this until post-conference.

Doris Ott asked what the status of our lobbyist was and President Narum said she had been retained.

There was a question regarding the boxes passed on from round table chair to round table chair. It was noted that we were to keep up the blue binder and that the policy handbook states what is to be kept and what is not.

Discussion resumed on posters created by Archivist Christine Kujawa. Sally moved to follow the recommendation of the archivist to auction off one set, have one set at the state library to circulate, and have another copy printed up to be kept in the state library archives. Kelly Steckler seconded. Motion carried.

President – Nothing to add

President-Elect – Nothing to add

Secretary – Nothing to add

Treasurer – Nothing to add

ALA Councilor – Beth stated we will need to fill Charles position for one year, before it goes to an election. Beth will have a recommendation at the Post-conference Board Meeting.

MPLA Councilor – If there is any feedback on the new organizational efforts and lists let Sally know so she can pass it on. Jeanne Narum commented she did not miss the job ads. Sally Dockter said she was not sure how well the Member Clicks was working. The consensus of those who spoke was that it is not being used much.

Academic – Celeste thinks she is missing a part, but she doesn't know what. At the last meeting we approved some changes in our handbook, but she doesn't have it so maybe at their meeting.

Government Documents Roundtable – Be sure to stop by the booth and vote!

Health Science Information Section – Bonnie Krenz, speaking for the Finance Committee, read from the report, “The Finance Committee approved the addition of a line item for the Section’s annual spring meeting.” We did not approve a line item, we simply said they could include this in their budget. Mike does not want a whole bunch of more line items. If your group has a spring meeting, it should be included in the budget; it is not a separate line item.

New Members Roundtable – Nothing to add

Public Library Section – Nothing to add

School Library and Youth Services – Nothing to add

Technical Services Roundtable – Nothing to add

Constitution, Bylaws, and Policies – Nothing to add

Finance Committee – Nothing to add

Intellectual Freedom Committee – Nothing to add

Legislative Committee – Nothing to add

Nominations and Elections – Nothing to add

Membership – Nothing to add

Professional Development Committee – The committee is recommending we pay for four applicants to attend the MPLA Leadership Institute; we need to have this approved by the board. The committee had 7 applicants and recommended to MPLA two people and two alternates; MPLA recommended to accept all four, but we have only budgeted for two. The money would come from the Mike Jaugstetter Leadership Award. Mike commented that the board has taken Ghost Ranch out of the general fund because we wanted the Jaugstetter fund to grow. Sally Dockter moved that we fund two additional Ghost Ranch applicants this year up to \$1000 each out of the general fund. Beth Postema seconded it. Motion carried. Johanna McClay, Donna James, Laurie McHenry, and Celeste Ertelt are this year's attendees and they will have to report at the NDLA 2007 Conference. Beth Postema will also report next year; she was relieved of this duty this year because of her role as President-Elect of NDLA. Donna James will likely be allowed to postpone her presentation for one year also for the same reasons.

Public Relations – The Conference Press release has gone out; Beth Postema and Christine Kujawa will be on the radio, *Hear it Now*, this afternoon with Merrill Piepkorn on North Dakota Public Radio.

Good Stuff – Nothing to add

Archivist – Nothing to add

State Librarian – The workshops for 2007 will be in Bismarck on March 29-30 and in Fargo on April 2-3. Please come to the meeting Friday afternoon if you have a stake in state aid.

Executive Secretary – Room 174 is set up for computer, printing, and copying. Several free books have come into the NDLA mailbox and they could be used as door prizes etc

Resolutions are due at 10:30 Friday morning at the registration table.

Web Editor – The Flickertale award forms are on the web and the cookbook order form and promotional info as well.

The meeting was adjourned at 12:01pm.