

North Dakota Library Association
Executive Board Meeting Minutes
10 AM, December 8, 2006
Jamestown, ND

The meeting was called to order at 10:03 a.m.

Members introduced themselves, stated their position on the board, what their work job is, and a short term goal they have. Present were: Jake Fejedelem, Erin Smith, Laurie McHenry, Donna James, Mark Holman, Eric Stroshane, Theresa Norton, Jeanne Narum, Bonnie Krenz, Shelby Harken, Kathy Thomas, Sally Dockter, Doris Ott, Kirsten Baesler, Kelly Steckler, Mike Safratowich, Rachel White, and Beth Postema.

Absent were: Cathy Langemo, Paulette Nelson, Marilyn Johnson, Joan Bares, Christine Kujawa, and Marlene Anderson.

Additions to the agenda were: approve conference budget, evaluation of executive secretary, SLAYS policy handbook approval. Kirsten Baesler moved and Jeanne Narum seconded to approve the agenda with the three additions. Motion carried.

Sally Dockter moved and Shelby Harken seconded to approve the minutes with the following corrections: add "as ALA Councilor" after three year term in line 1 of page 2; and revise the next to the last paragraph on page 2 beginning with NDLA needs to find, to read "NDLA needs to find legislators to write bills for state aid for public libraries. Doris Ott thought Jerry Kaup was to take the lead on the issue of retroactive funding, but we will also need sponsors. It is good to have people from both parties and both sides of the state, east and west. NDLA supports two resolutions regarding legislation: 1.) to rewrite the maintenance of effort section and 2.) to provide retroactive funding for the libraries who were not eligible." Motion carried.

Mike Safratowich moved and Mark Holman seconded the electronic minutes be approved as distributed. Motion carried.

Mike Safratowich began the treasurer's report by congratulating Beth Postema on a well run state conference, including financially. The conference came out in the black by over \$7000.00 and Paulette Nelson said we will receive another \$500 to cover the pre-conference on Intellectual Freedom. The investment account transfers breakdown as follows: \$305 from the auction for the quilt moved to the Jaugstetter Fund, donations to the three funds collected when people pay their dues, and just below that under other receipts/disbursements, the disbursement category of \$14,631, that is primarily budgeted categories, which also includes \$807 donated from the auction for Katrina Relief, as decided by the board. The budget is approved quarterly via electronic communication. Today's report is informational only.

Old Business:

Erin Smith presented the proposed SLAYS Award for Program Excellence to the board. This award was originally initiated by Konnie Wightman and has been floating around for awhile. Slays passed this at the fall conference. It is essentially to recognize libraries and youth services departments or

school media programs for serving youth through an excellent program or service. SLAYS would take care of nominations and present the winner with a plaque at the conference. Discussion reiterated that this is for the library itself, not for a person; there is no monetary award, only the plaque. SLAYS committee recommends that this award proposal, Excellence in Service to Youth Award, be approved by the board. Erin Smith moved and Jeanne Narum seconded a motion to approve this award. Motion carried. The consensus was a deadline of March 15. SLAYS budget will pay for the plaque out of their section budget.

Neil Price donated \$500 to NDLA when he was unable to attend the Centennial Conference; his donation was based on what he estimated the trip would have cost him. At the post-conference meeting the use of this money was tabled. It is probably the single largest donation to NDLA by an individual. Sally Dockter suggested that we use the money to pay for conference registrations for a few for 2007 since his donation was in lieu of what he would have spent to attend. She also said Neil's interests were school and young adults. Mike Safratowich suggested giving to the Flickertale funding. The anticipated funding of \$12,000 (Humanities Council) for 2007 towards the Flickertale funding is not expected to be received. Jeanne Narum moved and Erin Smith seconded that the \$500 donation by Neil Price be entered into the funds that SLAYS holds for the Flickertale award (books sales line item). Motion carried.

Doris Ott presented an overview of three bills to be introduced: two affecting state aid and one affecting the state library budget. Over the past year, an attorney general's opinion changed the way state funds are distributed; it had to do with maintenance of effort. Instead of a library being eligible if it met either the number of dollars they had been getting or their mill levy it became an "and" instead of an "or". That made about half of the public libraries ineligible to receive state aid. This was a change from the way it had been interpreted for 25 years or more. One of the new bills is to reword that state aid law so that it truly reads the way we thought it read all along. This would mean a library is eligible if they maintain the same dollar amount as the average of their last three years (maintenance of effort). The second bill to be introduced is for the purpose of securing retroactive funding for those libraries that were ineligible to receive state aid under the new interpretation; \$199,734 is the amount to restore money to those libraries that did not receive money. The third piece is within the state library's budget: the state library is asking for an increase in state aid of \$200,000 which would bring the total appropriation for state aid to \$1.2 million (currently at \$1 million). The good news is that the governor did recommend this increase. Doris spoke further on how much one influential legislator in a leadership position can help. Ordinarily the librarians are thought of as a quiet group of people, but the legislature knows better. State aid affected about half of the libraries; 47 out of 100. Everyone can help by talking to your legislators and writing letters; we should have bill numbers soon. No one knew if the additional funding/positions for ODIN (higher education) made it through.

Theresa Norton began her report on web hosting by stating she does not have personal experience with commercial web hosting. There are a lot of services out there. One possibility is Network Solutions, where we got our domain name. She used this as a price basis because others were very similar. Jake said that Dreamhost just began offering free services for non-profits; they have good bandwidth, high limits on ftp, etc. She would like a list of what we would like to see. Jeanne Narum said that her experience with Network solutions was not good. Dreamhost runs off of Linux. Theresa needs to know what people want from a website. Theresa Norton, Kathy Thomas and Jake Fejedelem will work together on this. Please email ideas, suggestions, wants, and needs to them by January 15 so that they can provide a comparison chart with a concrete recommendation at the

March meeting. If they are prepared before March they can present it to the group electronically. Some suggestions were made at the meeting: hotlinks to ND libraries with both web addresses and email and keeping stuff updated which is currently difficult because of the existing process. There was discussion on who bears responsibility for what with regards to seeing that info on the web page is current. The web editor is a new position to the board and the web committee needs to develop a handbook for the position. Additionally, section handbooks should probably be updated to reflect section responsibilities with regard to information that should be on the web page. The Web Committee used to be larger and now it is just Kathy Thomas and Theresa Norton; perhaps the archivist should be on this committee. This committee should meet and write a policy handbook; then submit to Kirsten Baesler, whose committee will review it to see that it conforms with NDLA policy. A suggestion from Kirsten would be for the Web Committee to have in their handbook, in the chronological timeline, when it would be appropriate (i.e. October following conference, and then maybe March) to email section chairs and remind them that it is their responsibility to send updates to the Web Committee. Mike Safratowich suggested that it might also be appropriate for the archivist to also remind the chairs with regards to their archival responsibilities. All section chairs need to address this in their handbooks as well. Sections that are responsible for grants need to look that over (there a list of who is responsible for what) and address this in their section handbooks.

Beth provided an update on the IMLS grant regarding digitizing ND newspapers; it was started by Pam Drayson. No one knows of anyone doing anything. Donna James is interested in this. Doris said a lot of people in the state are interested; said she has been told that we need to be in agreement on how we do some things so that if we want to merge we can. Jeanne would like to look at writing a grant in 2008 or 2009. Gerald Newborg (State Archivist), Bill Roach (OMB) and Doris Ott plan on meeting in the future to discuss an IMLS grant. In the future we may want to look at multi-state or regional; these are huge grants that require a lot of coordination, planning and research, writing guidelines, etc.

New Business:

2007 budget approval: (Bonnie Krenz) The committee has reviewed this and the committee has suggested raising Cathy Langemo's base fee as there has been no increase over the past four years. There is no line item for the "break booth" with coffee and cookies at the legislative session (legislative line item). Under Government Docs, some of that budget money belongs under post office. Erin Smith requested that \$50.00 be added to SLAYS for public relations. The question was asked as to how membership encourages people to join. Doris Ott would like to see money in public relations; there is confusion between membership and public relations. How do we reach school librarians and small public libraries? \$50.00 was added to public relations. \$150.00 was added to the legislative line for the booth for a total of \$250.00. Jake Fejedelem moved and Shelby Harken seconded the approval of the budget with the previous changes. Motion carried.

Flickertale funding: A report by Kelly Loftis was read by Kelly Steckler; 2005-2006 participation was very low. After the grant the humanities council requested numbers of participating libraries, participating schools and numbers of children who voted. Based on this information they denied funding for the 2006-2007. The award, begun by Paulette Nelson and Marvia Boettcher, was designed to eventually become self-sustaining. The humanities council has funded this for 15 years. The Flickertale Committee of Kirsten Baesler, Erin Smith, Marvia Boettcher, Deb Job, and Kelly Loftis will meet in January to brainstorm new options; there is currently about \$4,177.00 in the book sale account for the Flickertale awards. Jeanne Narum read a statement by Paulette Nelson regarding

the history of the Flickertale books. In 1978 the Flickertale award was begun and the book account was set up, as this was to eventually become self supporting. The Flickertale Committee used to make money when they sold the books themselves, and the committee donated time to package and distribute the books. Ultimately this was turned over to Permabound, which alleviated the workload on the committee, but also reduced the income received from book sales. Kirsten Baesler, former Flickertale Chair, spoke on the issue with regards to money needed and expenditures, who we invited and how much we paid. Libraries buy their own books so the cost of running the program is minimal. The costs are with inviting the authors to the conferences. Library Media Specialists in schools have become curriculum specialists so they are too busy in the fall to attend NDLA. Perhaps we do not need to have authors come every year; maybe we could invite just the winner to come to the conference. In the past, publishers were willing to fund this because their author won an award, so there was very little expense. This year there were no profits from book sales. Erin Smith did not realize that we typically got money from the book sales so she did not try to sell the books; she let a vendor do that. One suggestion was to add another line to the donation form for NDLA dues. We have the maintenance funds (but not at the same level) to keep it going this year, but we need a plan of action for the 2007-2008. The books have grown from 2 divisions on fiction to three divisions of fiction and non-fiction; maybe it should be scaled back. It all depends on the underlying goal of the Flickertale; is it to get kids excited about reading and empower them by allowing them to vote? Do author visits keep librarians participating? Do they keep the kids reading? Or is it a draw for NDLA? When we have author visits, Edutech would be a good partner so that we can use technology to reach small schools. It is up to SLAYS to designate the Flickertale Chair. Since the 2006 Conference made money maybe we could put part of the profit from the 2006 conference towards Flickertale authors for the 2007 conference. Maybe a percentage could annually go towards this. It was suggested the committee draw up a budget so that the money is not being all being spent one year and none the next year. Donna James moved that \$2,000.00 in proceeds from the 2006 conference be allocated for the 2007 conference for the Flickertale. Mike Safratowich seconded. Motion carried.

ReadND mileage reimbursement Pam Drayson was doing this and Beth took it over, but she has found she cannot commit to this. Celeste Ertelt volunteered when she was ACRL section chair to attend these meetings. She is not currently on the executive board; since she is currently representing NDLA, she wanted to know if she can be reimbursed. Meetings are approximately every 3 months, usually in Fargo or Bismarck. It could be taken from the executive board money, as she is attending in lieu of an executive board member. Is there any precedent? The suggestion was made that Celeste come to a Board Meeting and talk about the ReadND project. ReadND is a collaboration of non-profits (NDLA, NDHC Council for the Arts, State Historical Society, PPBS) whose purpose is to raise awareness, profile and highlight the literature of and about North Dakota. They compile lists, they have a web site, they promote at the National Book Festival, they are breaking out memoirs from North Dakota fiction. It covers a wide variety of genres; it is a collaborative effort. Sally Dockter moved and Jeanne Narum seconded to reimburse Celeste Ertelt for mileage. Motion carried.

Lunch-

Auction proceeds: The finance committee only had one recommendation for the auction proceeds – the Flickertale program. In the past we have usually funded professional grant monies; last year it was Katrina. It was noted that the 2006 Ghost Ranch participants will be reimbursed out of the general fund. Mike Safratowich moved that the 2007 auction funds be split between the Flickertale

program fund and the Jaugestetter Leadership fund to be determined at the 2007 post-conference Board Meeting. Erin Smith seconded the motion. Motion carried.

Goal setting: Beth Postema asked what this (2006-2007) board would like to accomplish. Some ideas include: membership document, dues, recruitment, conference manual (out of date), policy handbook, etc. With our new web space we could use Wikis to organize and rewrite manuals. A system to help Kelly Steckler out with the legislative process was discussed, i.e. the legislative manual. Doris Ott explained how personal contact can work to get a bill passed and just notifying everyone by email is not adequate. She further explained that a calling tree with notes as to who would/could do what is best; the time to act is so short that phone calls are best. (The passage of Library Vision 2004 was used to illustrate.) The state library can provide lists of libraries within the legislative districts. The Motor Carriers book will be sent to each public library and it contains which legislators belong to which committees – who's who to contact etc. The North Dakota State Library sends out information on their list every Friday during the legislative session.

Before the March meeting we expect to have a new conference manual to review and a web hosting decision. In addition, Kirsten Baesler will email the web committee regarding progress on the Web Committee policy handbook and the section chairs to look at their policy handbooks for any revisions and additions, and specifically to add language with regard to who is responsible for submitting information to the Web Committee and when those deadlines are for each section and committee. She anticipates bringing several handbooks to the June meeting for review. The finance committee will have a new dues proposal to present at the March meeting. Sally Dockter spoke regarding alternative meeting strategies (PC Conferencing, telephone, etc), with the idea that March would be a good meeting to try this. There was some discussion regarding alternative meeting methods.

Regarding the 2007 Conference, Donna James met with Lori Anderson, the civic center convention center director; she toured the facility and got a copy of the signed contract. Lori Anderson has already blocked off some rooms with various hotels in town. There is no signed contract with the Gladstone Inn (they do not do contracts), but they put it in their book. There was discussion as to who signs contracts with hotels and when, it is usually 2-3 years out. Discussion also centered on the difficulty of not having a signed contract; perhaps NDLA needs to draw up a contract and present it for signatures. Lori Anderson suggested the meals be catered at the Civic Center. Donna James and Jeanne Narum will consult about the Gladstone after the meeting. Donna James assured the group that she and Lori Anderson can figure out the food as long as she has board support. The board consensus was that she go ahead. It was noted that (by custom) past presidents contact vendors. Although the Fargo conference drew nearly 200 registrations, typically we would expect 120-140 registrations. Donna would like to try the theme "Humor" and she has looked at various speakers. Four people contacted her after the last conference with recommendations for humorous speakers; this is what aided her decision on humor. Beth affirmed that the conference chair does the call for programs and presentations, usually in March. If a brochure could be created in a pdf anyone going to Mid-Winter ALA could take it and distribute it to vendors. There was brief discussion regarding local arrangements.

Beth has not yet completed the executive secretary evaluation and believes it must be done within the next month. Jeanne recommended that we do a board survey electronically and she would send it out after the first of the year. Beth will see to sending a survey to every board member along with a job description this month.

The policies committee has reviewed the SLAYS policies handbook; Kirsten Baesler stated it has been reviewed and it conforms to NDLA policy. She recommended we approve it. Jake Fejedelem moved and Donna James seconded to accept the handbook as presented. Motion carried.

Erin Smith announced that she is working to find a replacement for her position as Chair of SLAYS, since she is leaving the state.

Kirsten Baesler announced that she has received the policy handbook revisions from the Health Sciences Information Section and they conform to NDLA policy. She will distribute the revisions electronically for approval by the board; it can then be approved electronically.

Reports – Comments below are in addition to written reports as distributed.

President

President-Elect

Past President Jeanne Narum mentioned she attended the ND Library Coordinating Council meeting and they did some goal setting. Some of the grant guidelines next year will change: the section on computers and printers as stand alones will be eliminated; these can still be included with a project, but not as stand alone equipment purchases. The changes will be forthcoming on the state webpage. Doris Ott added one other change forthcoming is that all libraries that will be added to the state catalog will also be added to OCLC.

Secretary

Treasurer

ALA Councilor

MPLA Representative

Academic & Special Libraries Section

Government Documents Roundtable

Health Sciences Information Section

New Members Roundtable

Public Library Section

School Library and Youth Services Section

Technical Services Roundtable

Constitution, Bylaws & Policies Committee

Finance Committee

Intellectual Freedom Committee - note meeting December 20 ; \$500 for conference should be forthcoming

Legislative Committee – Kelly will make a calling tree this month; please come testify if she asks you.

Nominations & Elections Committee

Membership Committee

Professional Development Committee

Public Relations Committee

The Good Stuff Editorial Committee

Archivist/Historian

State Librarian Doris commented on the upcoming state library bill; it includes all the services the state library offers (online resources, ill, library vision 2010, etc). They will need people to testify, particularly on the databases and the library vision. This bill will begin on the senate side.

Executive Secretary

Web Editor - Theresa asks that section chairs look at the website and let Theresa know if there is anything outdated or that needs changing. She will be working on this over the Christmas break.

The next meeting: will be March 2, 2007 at Valley City State University at 10:00 a.m.

Kathy Thomas has reserved a table at the Cookbook Fair to be held at West Acres Mall in Fargo on February 4, 2007. We have a lot of cookbooks left to sell.

Kirsten Baesler thanked Erin Smith for her dedication and hard work as a member of the North Dakota Library Association.

Sally Dockter moved and Jake Fejedelem seconded to adjourn. Motion carried. Meeting was adjourned at 2:46 p.m.