

NDLA Executive Board Minutes

March 9, 2007

Norway Room of Student Union – Valley City State University – Valley City, ND

President Beth Postema called the meeting to order at 10:07 am in the Norway Room of the student union at Valley City State University on March 9, 2007.

President Postema asked for additions or corrections to the agenda as distributed. The evaluation of the executive secretary was added under old business. Sally asked about holding meetings via web conferencing? Are we ready to discuss it? We have nothing concrete to discuss so we will table it for now.

Shelby Harken moved to approve the agenda as amended; Sally Dockter seconded it. Motion carried.

President Postema asked for introductions along with “pithy” advice. Members in attendance were: Beth Postema, Donna James, Jeanne Narum, Laurie McHenry, Mike Safratowich, Shelby Harken, Sally Dockter, Joan Bares, Eric Stroshane, Rachel White, Kirsten Baesler, Bonnie Krenz, Kelly Steckler, Christine Kujawa, Kathy Thomas, Mark Holman, and Cathy Langemo.

Absent were: Marilyn Johnson, Kathy Berg, Paulette Nelson, Marlene Anderson, and Doris Ott.

Shelby Harken moved and Rachel White seconded the motion to approve the minutes as distributed with changes to the spelling of Fejedelum and Kirsten Baesler.

Jeanne Narum moved and Laurie McHenry seconded to approve the electronic minutes as distributed. Motion carried.

Treasurer’s Report: (Informational only) Jeanne Narum asked about taking continuing education out of professional education. Yes, it is the Jaugestetter grant, but it comes out of general funding and the class is continuing education.

Correspondence:

A handwritten thank you from Celeste Ertelt for the opportunity to attend Ghost Ranch was read and passed around the table.

Bill and Melinda Gates Foundation letter regarding ?

A call to the association for the North Dakota Community Leadership Award from the North Dakota Chamber of Commerce was received.

Beth received a letter about Business Challenge at Dickinson State, more for school teachers and their students.

Montana Library Assn conference in April; Neil Gaiman and Nancy Pearl will be there.

Partnership development at Google and pushing Google Scholar.

Old Business:

State Aid to public libraries: Kelly Steckler said HB1103 received a do pass in the house including an emergency clause. The political subcommittee they testified for looks like it will pass. Bonnie looked online yesterday and it had passed the senate on the 6<sup>th</sup> and been sent on to the governor. The state library also asked for an additional \$200,000 and testified yesterday on another bill, HB1309 and they asked Doris to come in today for questions on the state budget. Not a final decision on the retroactive portion yet. It is tougher this 2<sup>nd</sup> half; they are beginning to get picky about the money. Jeanne Narum complimented Kelly Steckler on the job she has done keeping us informed.

Commercial Web Hosting: Theresa Norton reported she has completed most of the research and the investigation is in her report. She explained the process she used to find the information. Although she stated a personal preference, it was a qualitative response based on her research and discussions with the various sites; in particular the top four. Lunar pages are \$7.95/mo with a 1 yr. commitment and \$6.95/mo with a 2 yr. commitment. Others were about the same; the host Monster was \$1.00 less. Dream Host, which was suggested at the last meeting, has had a lot of down time in the past year; this is why she is reluctant to go with them.

Donna James moved and Beth Postema seconded that we select Lunar pages as our web host. Discussion on what would happen now. Theresa said once everything is ready you just switch the path of the domain name. She would have to do some preliminary work with the service and testing first. She hopes we would be up by September. Motion carried.

After the motion carried Theresa asked if this would be for one year. Beth said yes and questioned if we had an association credit card. We do.

Donna James reported on the fall conference. She met with the Jamestown Civic Center manager who seems very astute; she has done this before and she will do most of the contacting for us. I met with the Jamestown local arrangement people. Jeanne is taking care of the exhibitor booths. Speaker contracts – do we write these or do speakers come with contracts? We have basic letters of agreement. The national ones might want a contract, but the majority of state and local do not. She would like a humorous skit competition. She is working with Unshelved and they may come. The theme is humor. Discussion ensued on the pros and cons of raffles and the difficulty of obtaining the necessary license/permit. There was discussion on getting people to receptions or other events All hotels but one have continental breakfast, so we might not have breakfast. The person from the convention center said she would talk to the hotels and get the same

(state) rate at all. Donna said she did not want confusion about state rate and conference rate.

Beth talked about the banquet event order contract with the Grand Dakota Lodge, Dickinson, for the Sept 23-25, 2009 conference. Who is the next city? (2010). 2008 is Seven Seas Mandan. There was discussion about doing west west back to back versus east, west, east, then west. Beth said she would look at the conference schedule and see whose turn it is. There was discussion on conference attendance being more or less when the conference is held in the west. Lower attendance was thought to be a rumor, not reality.

Executive secretary evaluation has been conducted and signed off on. In June we will have on the agenda to review the Executive Secretary's role during conference.

New Business:

Tax return preparation: Augie Ternes (Bismarck) did our tax return for 2006. Last year we sent him as \$75 gift certificate. Mike Safratowich moved that the association thank Augie with a \$75 dollar gift certificate for preparing the tax return. Shelby Harken seconded the motion. Motion carried.

Dues proposal. Bonnie Krenz said that the finance committee said a raise in dues was not necessary at this time as we are solvent. A handout was distributed from a survey of dues within the Mountain Plains region. There was discussion on trustees; many dropped after the last dues increase; maybe a lump sum for the entire library that would cover all trustees would increase membership. Also, we no longer supply them with copies of the Good Stuff, as it is now online. There was also discussion on paraprofessionals and support staff. President Postema asked if this was something that we wanted to have a committee make a recommendation or whether this discussion was for informational purposes only. There was discussion on how many members of an institution under the institutional rate can attend the conference at the member rate. President Postema asked the finance committee to come to the June meeting with proposed changes to the dues structure. Jeanne will chair this committee.

Convention Manual: It had gone missing for many years and reappeared last year. Kathy Thomas scanned it and converted it to a pdf file. It desperately needs to be updated. It is linked on the NDSU website, where Kathy Thomas has space. Much of what local arrangements people had taken care of is now taken care of by the conference chair. Some of this depends on the distance, the hotel staff, etc., but the timelines are important and valid.

Christine Kujawa distributed a timeline for nominations and elections. The most important thing is for section chairs to get candidates to her by May 1. For her own workload, she wondered whether the board could act on the names that she currently has and approve the rest in June. That way she could get started now. Kathy Thomas would need to verify that all members in the list are current on their dues before we could vote

on the slate. We will either verify and vote this afternoon, or do it electronically so that Christine can get started.

Break for lunch at 11:45-12:35 pm

Reports:

President: nothing to add

Past President: Jeanne Narum met with Lori Anderson (Event Coordinator, Jamestown Convention Center) walked around this morning with her and looked at where exhibitors would be placed. She is expecting maybe 25; we have had anywhere from 19 to?

The civic center has wireless throughout the building and NDLA will be charged \$50 a day for the entire building. Drapes are \$5 a booth and the civic center will put up and tear down.

Secretary: nothing to add

Treasurer: nothing to add

ALA Councilor: Shelby commented the meetings were interesting and she is glad to have opportunity to represent NDLA. At the meeting they tried to add a school library person and the motion lost by one vote. The committee is not very user friendly for orientating new people; many members at large get elected over and over and tend to institutionalize the board. They have several new programs to assist people in coming in new and getting involved. 50% of professional librarians are 55-75.

MPLA Representative: Sally Dockter hopes that at the conference next week they will have secured funding for the Leadership Institute.

Academic and Special Libraries: nothing to add

Health Sciences: Joan Bares stated they will meet April 20 in Grand Forks and someone from the greater Midwest regional will do presentation on Toxinet.

New Members: Eric Stroshane will be discussing Wednesday night with Phyllis Bratton. Travis Schultz is willing to be candidate for NMRT.

Public Library: nothing to add

SLAYS: Everything is in the policies handbook. Kathy Berg is excited to be chair of this committee and is sorry she couldn't be here. There will be some revisions to the next report; AASL is in process of gathering information to lobby legislators of the Congressional delegation in the Midwest region on what good school library media centers can do to raise scholastic scores. Currently library services are not included in

classroom monies for the “No Child Left Behind” act. There is a push for 80% of federal and state dollars to be apportioned to the classroom; at this point this does not include library media services.

Technical Services: nothing to add

Constitution Policies and Bylaws: Kirsten Baesler mentioned the confusion over the HSIS handbook being approved. She sent a request out to the list with a request to review the policies and bylaws by April 1 as to what the sections would be submitting electronically and by whom and when.

Finance Committee: Bonnie Krenz said we need to approve the audit, which was completed, by the whole board.

Jeanne Narum moved and Eric Stroshane seconded to approve the audit. Motion carried.

Mike Safratowich mentioned that we need to send a copy of the audit to the Humanities Council. Bonnie will send a copy to them and to the Good Stuff.

Intellectual Freedom: President Postema asked if the check received for pre-conference was for last year; Jeanne Narum said yes.

Legislative Committee: Kelly Steckler added that Senate Bill 2061 had a one word change and there was another bill that passed (HB1103). The two bills left are the two that involve money. (HB1529?) deals with property tax caps capping at 2-2 1/2 % yr; another bill would cap the mills right now (180 talking about capping to 150). There was discussion on whether we needed the lobbyist when Kelly is doing such a good job. At the time (2 yrs ago) that Ilene Larson was hired we did not have such a strong legislative chair and we had specific issues we felt it necessary to keep track of. Also if the legislative chair lives too far from Bismarck it is very difficult to keep track of the issues and stay on track. When Kelly took over as legislative chair she was comforted by the fact that we had a lobbyist, and maybe she is more helpful than we know, because of her contacts and so forth. Also now that the legislative issues are updated weekly it is easier to stay on top of the current legislation and track bills. It is time consuming and exhausting. Also this year there were many public library bills, which Kelly was familiar with. She thinks we should review this before the next legislative session. At the end of the session there should be a meeting with an evaluation. A decision will not need to be made until fall of 2008. There was discussion on multiple lists and emails regarding the same issues. With the advent of a paid web site we should be able to have a list serv not in violation of state guidelines for state listservs.

There was limited discussion on whether anyone was aware of academic legislation, i.e. ODIN staffing. No one was aware.

Nominations and Elections Committee: We will approve the nomination roster electronically.

Membership Committee: Kathy Thomas commented she has picked up a few renewals today. She has updated the brochure that we have mailed out at various times to promote NDLA membership. She passed out brochures for members to take home and distribute.

Professional Development: Mark Holman added that he is looking to add some things to the web that perhaps better explain the various grants and so forth.

Public Relations: President Postema had someone agree to chair this, and then she withdrew.

Good Stuff: The Good Stuff needs a person to replace Erin Smith; Erin wrote the column "Browsing in the Cyberstacks" and was an editor.

Archivist /Historian: Christine Kujawa distributed a handout on what we should give to the NDLA Archivist; she wondered if the list was sufficient.

State Librarian was not present. WorldCat will be available to everyone through the state library. There was some discussion on WorldCat versus First Search and the differences etc.

Executive Secretary: Cathy Langemo thanked the board for the contract increase.

Web Editor: Theresa said the conference proposal form will be up soon. Currently there are problems with the server at VCSU; it is blocking it because it is as if Donna is sending it to herself. Please send Theresa Norton anything about the conference including hotels and she will put it up. Donna said there is no "official" conference hotel. She will get all the appropriate info to Theresa to put up on the web.

The next meeting will be Friday, July 13, if we need a physical meeting; other business will be handled electronically.

Could Cathy Langemo fulfill the Public Relations Committee. Jeanne Narum moved that we temporarily suspend the Public Relations Committee Shelby Harken seconded. Motion carried.

North Dakota Coordinating Council: President Postema said she gets notices about 4 days before the meeting. It is not enough lead time to attend. There will be one in June. Jeanne Narum said there will be one in November to review grant applications; Jeanne will check into this. Kelly Steckler asked if there could be notices when they have openings.

Sally Dockter moved to rescind the motion to suspend the Public Relations Committee. Jeanne Narum seconded. Motion carried.

Sally Dockter moved and Kirsten Baesler seconded to rescind the motion to temporarily suspend the Public Relations Committee. Motion carried.

President Postema appointed Cathy Langemo to chair the Public Relations Committee.

Cathy Langemo thanked Kirsten Baesler for providing the laptops for the NDLA booth at the capitol building for legislative day, February 15. Kelly Steckler and Charleen Wise for staffing the display Eric Strohane for providing materials from the state library to display and Marlene Anderson provided information from the Good Stuff and cookbook information. Kelly Steckler suggested next time we have shifts of one hour at a time. Bonnie Krenz asked when the dates become available. This year, by the time Cathy checked in January many dates were already taken. December was suggested as the appropriate month to begin looking for a date for the booth at the capitol. Cathy Langemo did not know if there was a specific month when we could begin requesting a date. We have also done this during off legislative off years.

Mark Holman asked if we had considered putting the manuals on a wiki so that everyone could make suggested changes. Theresa Norton said their library manual is on a wiki and it is in test phase.

Meeting was adjourned at 1:50 pm

Respectfully submitted,

Laurie McHenry, Secretary