

NDLA Executive Board Meeting
Days Hotel Grand Dakota Lodge
Dickinson, ND
May 27, 2009

Meeting called to order at 2:00 PM

Introduction of Officers

Present: President Phyllis Bratton, Laurie McHenry, Zach Packineau, Michael Safratowich, Al Peterson, Victor Lieberman, Karen Anderson, Travis Schulz, Bonnie Krenz, Elizabeth Jacobs, Christine Kujawa, Johanna Bjork, Kathy Thomas, Mark Holman, Cathy Langemo, Doris Ott.

Order of the Agenda

McHenry added two items: Old Business, Big Read; New Business, ND-MB ACRL.

Minutes

Krenz motioned to approve with the following changes: Page 3, “Berg and Peterson...” to “Peterson”; Page 3, “her...” to “Langemo’s”; Page 4, “McHenry...” to “Local Arrangements”; Page 4, “for tours of their library...” to “it is unknown if tours are possible of the library containing rare manuscripts”; Page 4, “registration for ALA annual conference”. Safratowich seconded. Motion passed.

President Bratton read the Electronic Minutes from March 2009 to May 2009. McHenry moved to accept. Anderson seconded. Motion passed.

Treasurer's Report

Current as of May 19, 2009 sent out with balance sheet and profit loss statement. NDLA CD has matured effective May 13, 2009; Finance committee will take up as to how much will be reinvested. Income for the conference is coming in; two more vendors have been added to a total of \$700. This report does not need to be approved because the Board approves quarterly reports.

Old Business

Ad hoc Conference Manual Committee – President Bratton

Met as a committee and talked through a number of large problems. Norton posted the handbook on the NDLA wiki. At this point, the committee has identified the problems but not the solutions. Completing the manual is one of the major tasks for this year.

Conference Hotel in Grand Forks – McHenry

According to McHenry this task is not progressing. People have expressed the desire to spend a little money to have the conference at a nicer place like the Alerus Center/CanadInn. The initial proposal for space was at \$3000; however, we typically spend nothing.

NDLA can apply for a grant from the Grand Forks Convention Center which would help offset the cost as well. McHenry will send out the grant application to the Executive Board via email. NDLA may be able to receive the state rate from Alerus Center/CanadInn. President Bratton is interested in seeing the grant and how apt NDLA would be to receive it.

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The second option is to book with the Ramada or the Clarion Inn. McHenry will email the grant to the Board and will inquire about reservations with the Ramada or Clarion Inn. Langemo strongly advised against the dual-hotel proposal as she recalled a past conference experience.

Conference Hotel in Minot – President Bratton

President Bratton has a contract from the International Inn; dates were locked in for September 21-24. 100 rooms were reserved for 3 nights at \$65; four suites were reserved at no cost. President Bratton will travel to Minot to straighten out few details in the contract.

2009 Conference – McHenry

HSIS will provide a conference on screen-casting to be held at DSU; working with NDSL; and John Berendt is confirmed to be the keynote speaker. McHenry is working on the post-conference and working with Flickertail.

President Bratton inquired about the CE track for the conference. McHenry and James will meet on Friday to discuss the CE track; however, James has been very busy with flood relief in Valley City. McHenry will meet with Rita Ennen from the Local Arrangements committee the day after this meeting. Discussion followed concerning exhibit space and table top space and will continue following the tour of the facility. Local Arrangements is working on food and entertainment with bar-style service.

A possible tour of the Abbey in Richardton is scheduled for Wednesday afternoon. The opening reception will take place at the Dickinson Area Public Library. A “Murder in the Library” event will be held on Friday night. McHenry is looking into putting the conference logo on t-shirts.

James has asked for Librarian of the Year and Major Benefactor of the Year awards.

Lieberman inquired about the hotel's internet connection and backup plan should it fail. The Head of IT from DSU will head up the Technology committee and will contact Days Hotel.

Conference Reimbursement Forms – Safratowich

All forms are on the annual conference website. The forms are similar to the current forms but have “Conference” on the headers. Forms for third-party and personal expenses must be sent to McHenry who will forward to Safratowich. In order to provide payment to conference speakers, a W-9 is needed from the speaker along with receipts. McHenry will send letters to speakers with a September 1st deadline.

Flickertale Speaker – President Bratton for Berg

David Slonim, one of the Flickertale award winners, may present at the conference.

Berg emailed President Bratton with a list of expenses to be considered for his travel: \$1500 a day (each visit estimated at 45 minutes) plus time to autograph books and 50.5 cents per mile for mileage.

President Bratton would like to know if he is planning on doing a lunch presentation.

Safratowich suggested taking money from the book sale account to assist in the costs proposed by Slonim. At this point it is uncertain if Slonim's costs are negotiable.

President Bratton will speak with Berg about the costs should NDLA decide to have Slonim speak at the conference. It was noted that the ND Humanities Council and Council on the Arts have grants available to assist with the costs.

Tour of the Facility

Initial responses were concerned with whether or not there would be enough room for the annual conference. 11 vendor booths could fit on the mezzanine near the pool area.

Discussion followed regarding placement of breakout sessions, general sessions, and the banquet. Hotel management mentioned that the main ballroom can be divided into four rooms which may be used for breakout sessions. Hotel staff can set up the four rooms into the large ballroom for general sessions; this task would take at least an hour and a half. However, removing walls to convert to the ballroom takes roughly 10 minutes, not including table rearrangement.

President Bratton terminated the discussion because this is a Local Arrangements committee issue.

Legislative Update – Ott for Steckler

HB1013 was passed by both Houses and signed by the governor. HB1013 contained funding for all services offered by NDSL, including \$200,000 which pays for Opposing Viewpoints and Ancestry.com.

An optional package also passed for \$100,000 which included state aid to public libraries and included another \$120,000 for online resources.

President Bratton appreciated the efforts people made during the Legislative Session.

Legislative Day – Langemo

Legislative Day took place Monday, March 23, 2009. Steckler, Holman, and Tom Jones of Bismarck Public Library, and Charlene Weis of United Tribes attended. Brochures were available and computers showed databases available from different libraries in ND; many legislators seemed generally familiar.

Peterson suggested having libraries of all types take digital photographs of their buildings and obtain permission for the photographs to be used in a slide show. Krenz suggested compiling web pages of local libraries in addition to photographs of the libraries. Anderson suggested links to local libraries from a main NDLA page; links could be arranged by region or county.

President Bratton thanked Langemo and others for their time and effort.

NDLA Executive Secretary Contract – President Bratton

A new contract was needed and a memorandum was issued. President Bratton located an old copy of the contract and found out-of-date material in the handbook. The new contract is on the website, as well as the updated handbook.

Big Read – McHenry

In December the Executive Board motioned to help fund the Big Read. Unfortunately the program fell through and money went unused.

Kristen Borysewicz from UND-Chester Fritz will ask NDLA again to donate to the program again once the new director of Grand Forks Public takes office because this person has experience with the Big Read program.

President Bratton thinks we need a full discussion regarding the appropriate actions for NDLA to fund this program. Kujawa suggested Borysewicz doing a session on the Big Read at the annual conference.

New Business

Report on NDLC Meeting – Ott

Think Tanks are scheduled to update Library Vision 2010 and legislative money is attached to Library Vision 2010. NDLC is responsible for drafting the vision, which will occur tomorrow, May 28. The three current think tanks will solicit ideas for Library Vision 2015.

Five grants were awarded to install computers and printers; one grant was awarded for innovation and went to New Rockford who partnered with community entities to promote their city.

NDLC acts as an advisory group for the purchase of online resources suitable for school and public library use, though not purchasing the resources with academic libraries in mind.

Discussion followed concerning officer appointments for NDLC: nine of 11 members of NDLC have to be practicing librarians. NDLC meets four times a year.

Motion Honoring Judith Krug – President Bratton for Harken

Kujawa noted that Krug also founded Banned Books Week, which was not mentioned in the Resolution Honoring Judith F. Krug (1940-2009). Kujawa suggested amending the resolution with the following: “Whereas Judith F. Krug founded the National Celebration of Banned Books Week in 1982; and...”

Questions arose regarding honorary membership for Krug. Per NDLA Bylaws, Honorary membership may only be conferred at the annual conference by $\frac{3}{4}$ of the membership at the annual conference. Consequently, honorary membership for Krug will be taken to the general membership for a vote at the annual conference.

Peterson motioned to approve the resolution as amended by Kujawa. Schulz seconded. Motion passed.

PayPal – Krenz

The Finance Committee met on March 6, 2009. On behalf of the Finance Committee, Krenz suggested the Executive Board authorize establishment of a PayPal account for the purpose of collecting nontaxable funds as payment for dues, conference related fees, and nontaxable items.

In order to properly administer this account and define responsibility for its use, it is moved:

That the NDLA board approves the designation of the current NDLA treasurer as the Association's "business owner" in relation to the PayPal account,

That subsequent treasurers automatically be designated as NDLA's business owner in relation to the PayPal account upon the beginning of their official duties,

That access to the PayPal account be limited to NDLA members,

That the need for access and levels of access to the PayPal account by NDLA members be determined by the NDLA treasurer and that approval of such access be obtained from the NDLA Finance committee before such access is granted,

And that all responsibility and liability arising from use of NDLA's PayPal account or from violations of the PayPal User Agreement be assumed by the North Dakota Library Association and not by the Association's individual members.

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Krenz motioned to approve. McHenry seconded. It was mentioned that the NDLA Bylaws will not change but the officer handbooks will have to be rewritten. Safatowich said this would tie in with the insurance. Motion passed.

Executive Secretary Evaluation Forms – President Bratton

President Bratton found an evaluation form and will revise the form before she distributes to the Executive Board. President Bratton intended to have the revisions completed by this Board meeting but will distribute via email after the revisions have been made.

Insurance – President Bratton

To avoid fraud, President Bratton has been in contact with Pat Stockert regarding liability insurance for the association and officers. President Bratton asked Peterson to check with MPLA has liability insurance and what it covers. A basic policy runs around \$700-800 a year. President Bratton would like to work with the Finance Committee and a law librarian for legal advice and expertise. President Bratton said this is new ground for the association. Safratowich said this is certainly worth looking into. The insurance issue may not be resolved by the end of President Bratton's term and may be handed over to President-Elect McHenry.

ND-MB ACRL – McHenry

They have a new website up and would like a link on the NDLA website. Krenz motioned to add the link to the website. Anderson seconded. Motion passed.

Reports

President – Nothing to add

President-Elect – Nothing to add

Past President – Absent

Secretary – Nothing to add

Treasurer – Nothing to add

ALA Councilor – Absent

MPLA Rep – MPLA Executive Board meeting on July 25th in Denver, CO

Academic & Special Libraries – Made an attempt to obtain funding for programs from three different sources; report will be made available following the meeting

Government Documents – Absent

Health Sciences Information – Thank you to the Board for accepting the changes to the handbook

New Members – Nothing to add

Public Library – Nothing to add

School Library & Youth Services – Absent
Technical Services – Nothing to add

Constitution, Bylaws & Policies – Absent

Finance – Nothing to add

Intellectual Freedom – Nothing to add

Legislative - Absent

Nominations & Elections – Ready to roll out survey monkey and inputting information with a full slate of candidates; The Executive Board will electronically approve the slate of candidates

Membership – New library directors receive their first membership for free

Professional Development – Report will be made available following the meeting

Public Relations – Stationery is available, and more stationery will be ordered; assuming that Langemo will do the conference program book, by mid-July she will need information for the program and the awards banquet program

Good Stuff – Absent; Deadline is Friday, June 26 for pre-conference issue

Executive Secretary – Nothing to add

Archivist/Historian – Absent

State Librarian – Nothing to add

Web Editor – Absent

Next Meeting

Prior to the annual conference: 9:30 am (MT) Wednesday, September 23, 2009

Meeting adjourned at 6:50 pm

Respectfully Submitted,

Zach Packineau
Secretary

*NDLA Executive Board
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