

North Dakota Library Association
Executive Board Meeting
9:30 am December 4, 2009
Jamestown College, Level 2 in the Nafus Center/Westminster Hall
(includes lunch downstairs in the cafeteria)
Jamestown, ND

Present:

Laurie McHenry, Rita Ennen, Phyllis Bratton, Chandra Hirning, Michael Safratowich, Shelby Harken, Al Peterson, Victor Lieberman, Naomi Frantes, Travis Schulz, Sarah Devereaux, Bonnie Krenz, Beth Greff, Elizabeth Jacobs, Kirsten Baesler, Christine Kujawa, Sandi Bates, Cathy Langemo, Rachel White, Doris Ott, Theresa Norton

Not Present:

Kelly Steckler, Kathy Thomas, Lori West, Marlene Anderson, Toni Vonasek

- I. Meeting called to order at 9:45 by President Laurie McHenry. Bratton gave introduction to facilities and regarding lunch.
- II. Order of the Agenda
 - a. Present McHenry asked for additions or changes to agenda as distributed.
 - b. Under Old Business, add Emergency Preparedness Link on our website.
- III. Review of Minutes
 - a. Drafts of minutes are posted on NDLA website
 - b. Post-conference meeting minutes
 - i. Hirning asked for correction to the minutes to include student dues as shown on proposed by-law changes
 - ii. Bratton motioned to accept minutes with proposed changes. Harken seconded motion.
 - iii. Motion to accept minutes as amended passed.
 - c. Electronic minutes
 - i. President McHenry asked for clarification as to which Anderson (Marlene or Karen) researched other states; Hirning will consult e-mail thread and will specify which Anderson
 - ii. Harken moved to accept electronic minutes as corrected. Greff seconded the motion.
 - iii. Motion to accept electronic minutes as amended passed.
- IV. Treasurer's report—Mike Safratowich
 - a. A year ago at December meeting, Executive Board decided to consolidate/protect funds by moving from investment side of Wells Fargo to bank side of Wells Fargo. Goal will be accomplished in February when Rudser account (CD with money market) will mature in will be moved to bank side.
 - b. No questions were asked, and there was no discussion.
- V. Old Business
 - a. Emergency Preparedness
President McHenry reported that Ann Peterson is interested in having HSIS Section on the blog with an emergency preparedness area, and the Executive Board agreed to have an emergency preparedness link on our main webpage. Norton would like more direction as to content and format of page. Do we want a page or document connecting to outside

links, or do we want a link to an emergency preparedness webpage? Someone from www.disasterassistance.gov contacted Laurie and asked to have a link on our webpage.

President McHenry asked Schulz for more information, but Schulz isn't sure of the specifics as to what HSIS envisions for the NDLA website.

Bratton suggested that we provide a link on our website to the National Library of Medicine (NLM) and their emergency preparedness resources. Can those of us with emergency preparedness plans add them to our webpage as a way of sharing them? Bratton shared that HSIS discussion this spring during flooding was that it might be helpful to have a blog when needed to share information during times of emergency. So in essence, we're talking about both a blog for sharing updates in times of emergency and a section part on our webpage for sharing emergency preparation plans.

Lieberman summarized that the plan is to provide links to resources by NLM and FEMA and to provide our own local information. In essence, we will be linking to outside resources and making our libraries' materials available to each other.

Norton stated that she can design something. Schulz offered to create an initial compilation of resources to place on the page. President McHenry clarified that we do not have to have the webpage approved as it has been accepted by the Executive Board. HSIS can go ahead and work out the details and then work directly with Norton.

Safratowich made a motion that HSIS work out the details of the emergency preparedness page on the NDLA website. Lieberman seconded the motion. Schulz stated that he wants input from NDLA as a whole, but HSIS will take the lead. Motion carried.

b. 501(c)3 Status – Finance committee

Finance committee will make a report during the March meeting after having had time to view videos and interactive programs from the IRS. Safratowich provided President McHenry with a link to video and interactive programs from IRS. President McHenry will send out link to finance committee. NDLA wants to make sure we're in compliance with 501(c)3, and part of that involves being cautious not to hire anyone who could be viewed as a lobbyist.

c. 2011 Conference – Grand International Inn in Minot

President McHenry reported that the contract has been signed. Bratton reported that we're being given rooms and suites and food at a discount. Bratton also reported that the hotel has added an additional banquet room which could be used for general sessions. There does not appear to be a really good room for our business office, but that can be cleared up as we move forward. Al Peterson suggested that one of the suites on the second floor has adequate space which could be used for an office.

Bratton expressed concern about the layout of the lower level and a half-level slightly above it. It appears that the half level is accessible only by the stairs, not the elevator. For those meetings where we'll need accessibility, we'll need to avoid the half level. An available ramp would block doors on lower level. Greff asked if we can avoid using that half level, and Bratton said that could be possible, given the total amount of space.

Lieberman suggested that the half level be used for the business office.

- d. 2012 Conference – Doublewood Inn
President McHenry reported that the contract has been signed. The board members had no comments or questions.
- e. Patriot Act Resolution on the 2009 Reauthorization of the Patriot Act
Kujawa reported that there is a 2009 reauthorization of the USA Patriot Act. Harken reported that this morning (December 4, 2009) ALA posted a list of states they believe have passed resolutions, and ALA has listed North Dakota. If we do pass something today, Harken will not need to notify ALA.

Kujawa provided background on the potential resolution. December 31 is sunset for major provisions of Patriot Act. House and Senate judiciary committees have already passed what they'd like to see as provisions in the next version. The Vermont Library Association crafted a resolution regarding the 2009 Reauthorization of the Patriot Act and shared it with other state organizations.

Working together, Kujawa and President McHenry sent a letter to Representative Pomeroy, asking him to support the bill in the House Judiciary Committee. Kujawa would like the NDLA Executive Board to make a resolution, which she has e-mailed out. The Executive Board passed a similar resolution in March 2003. President McHenry would like to send a letter and the resolution to Pomeroy, Conrad, Dorgan, and our governor to let them know that we support the changes in these provisions so that we have national security in balance with privacy for our patrons.

Major provisions up for sunset at the end of 2009 include the following: monitoring phone calls without speakers' knowledge, reading e-mails without person's knowing, and asking for library records without grounds

Bates, also on the Intellectual Freedom Committee, says she feels it's important to let our Congressional representatives know that these matters are important to us.

Lieberman moved that the Board adopt this resolution regarding the reauthorization of the 2009 Patriot Act and that the Intellectual Freedom Committee forward it. Bratton seconded the motion. Safratowich: Does this resolution differ from the one we passed in 2003? Kujawa: Yes, the 2003 one mostly said that the Executive Board did not agree with the Patriot Act. At this point, President McHenry read the 2003 resolution for contrast. Safratowich: Was this new version drafted by the Intellectual Freedom Committee in response to abuses in the areas noted? Kujawa: This was drafted by the Vermont Library Association and modified for North Dakota. Harken: Some of the current provisions under discussion in the Judiciary Committees are different in those areas than the version approaching sundown, and this resolution takes that into account. Motion carried.

- f. Committee Report Guidelines on membership benefits - Membership & Web Committees
Al Peterson spoke of a draft about membership benefits that Kathy Thomas sent out. Peterson reported that Montana looked at membership benefits but decided not to do it; Kansas had a deal with Hertz Rental Car, but no one took advantage of it and they dropped it. Peterson read the statement drafted by Thomas. Norton: The NDLA website policy explicitly states that no commercial activities or announcements will be placed on the

NDLA website. Does the posting of available membership benefits conflict with the website policy? Baesler: We had a brief discussion about that, and that policy needs to be changed. The NDLA Website Policy was passed by exec last year. It's a policy, not a bylaw or constitution, so exec can vote to change it. Baesler read the policy. Bates: Do we get much contact regarding membership benefits? Peterson: Only two contacts received regarding benefits. President McHenry: AAA and Drexel have made inquiries. This committee was formed to look into this because of the offer by AAA. Bratton summarizes that Drexel is offering 20% discount to NDLA members and to members' families. Anything that helps with continuing education is really nice. Lieberman: If we pave the way for providing membership benefits, then we can be more proactive about asking other organizations (such as Emporia) for membership benefits. Baesler: Policy is online at NDLA Section and Policy Handbook. Schulz: If we were to change this policy to allow this, would we have to put in some policies regarding the aesthetics of the advertising? President McHenry: Would we actually advertise or just provide a link? Ott thinks there's a difference between advertising and listing member benefits with links. It could be some level of advertising to provide those links, but we have to weigh that against the benefits to the members. Krenz: If we put the AAA link on our website, is there someplace on the AAA website that tells viewers that they get a 15% discount? President McHenry: We'd have to have something on our page with the link to state the benefit. Peterson: When applying for AAA, you'd have to give promotional code or tell that you're a member. Ott: You also have to look at the benefits to NDLA because you're really advertising NDLA more than you are AAA. President McHenry: Direct personal benefits sometimes factor into a person's decision to join an organization. Baesler: If we want to do this, we'd need a motion to change the policy. Norton: Would it be sufficient to change wording? Ott: Maybe we don't need to change the policy, just define the difference between advertising and member benefits. Lieberman: If we add "excluding membership benefits which are approved by the board" and then we'd have the new document Al Peterson has been working on about how the board approves membership benefits. Baesler: We should let future boards create their criteria for what member benefits to approve. Baesler advises that we do not have a policy or guidelines which define or limit benefits; leave it open. Lieberman: Without defining what those benefits are, a policy might define what they look like on our webpage. Baesler: Let the board make that decision as that comes up rather than having a policy. Bates: Do we need to adopt a Member Benefits policy as drafted by Kathy? Frantes: Not so sure about the wording because it's so general. President McHenry: What if after "commercial marketing" we have something like "this excludes board-recognized membership benefits". Lieberman: This is the initial step we need to take to offer member benefits, but some people want security that we won't have ads with distracting or tacky appearance. Baesler: The role of the board, as elected representatives, is not to direct policy that will stand for ever—it's also to make decisions. Lieberman: Do we have enough safeguards in place? Bates: We do not have an existing membership benefit policy. If we put on our website that we offer membership benefits, then we need to have something which clarifies our member benefits. Harken cautions that we want to watch out for legal problems. ALA checked into IRS implications. We need a web policy and a membership benefits policy. Bratton: We need policies for anything we do as a board; very simple guidelines so that if someone questions why we did not list them, we have a policy we can point to. Kathy did send it out, likely last night. Lieberman: The web policy is an NDLA board policy. If we approve offering member benefits, we'd have to allow NDLA to make them known to our membership via conference packets, Good Stuff, and website. President McHenry: The UND page lists

benefits for UND employees in a PDF which lists benefits which are available; no links. Lieberman: Is it premature to amend our policy to allow commercial advertising for our benefits? Krenz: We need to be sure we do not violate 501C3. UND is not 501C3. Lieberman: We need more information, perhaps in March with the report from the finance committee on the 501C3. Safratowich: However, if we got an answer on that one aspect of 501C3, we could act on it then. Krenz: Can we access the ALA policy for how they accept membership benefits? Shelby has it and will send it to Krenz. Bratton: Apparently ALA was getting a profit from some of the companies through which they were providing benefits. We will not be in that situation. Harken: We should add that to our member benefits policy. President McHenry: Adjust bullet "There is no financial cost or benefit to NDLA." Bratton moves that we accept the draft policy as articulated in the memo with the addition "or benefit" to the second bullet. Lieberman seconds, but suggests that we amend our web policy to offer member benefits before we approve the statement about benefits. Harken seconds. Baesler reads from the ALA website about 501C3, focusing on "substantial" and "activity." Lieberman: Our policies cannot favor one provider over another. Ott: Important that we do not put a company on there that is owned by a board member or an individual NDLA member. Bratton: That's why the board will approve each potential membership benefit separately. Krenz: We would have more people taking advantage of benefits if their benefits related to our profession. Motion carried.

President McHenry: If we're going to do anything with this policy, we'll need to amend our web policy. Baesler suggests that under the 1st bullet under heading of what will not be posted to website include wording such as "excluding membership benefit opportunities as determined by the Executive Board." Lieberman moves that we add that language to our NDLA website policy. Bratton seconds. Frantes does not like the language because in essence the providers of the benefits are commercial. It sounds contradictory. Baesler: Paragraph below states that web editor and president will determine if something is not appropriate. Rather than attach to the bullet, we should add a new paragraph to say "Membership benefit opportunities may be added to the website if approved by the NDLA executive board." Lieberman: If we have a separate section that specifies that benefits may be posted and those membership benefits are deemed commercial offerings, it will be in contradiction to another part of the web policy. Frantes: We would be promoting certain commercial companies by publicizing their membership benefits on our website. Baesler recommends against withdrawing a motion. Safratowich: It seems like more of a contradiction if we include a separate paragraph rather than to state the exclusion right with the policy. Lieberman: The current motion would make it obvious that some of our member benefits are commercial. Peterson calls for a question. Motion carried.

- g. 2010 Conference – Rita on conference; Sandi on local arrangements, Alerus & Technology; Laurie on Insurance, CanadInn & Grant to apply for

Ennen: With board report, provided preliminary budget. Topic for conference will be something else to discuss.

There is quite a discrepancy between anticipated income and expenses with expenses exceeding income. \$8000 is about what we took in from vendors this year, which is more than 2 yrs ago. Expense for Alerus Center is a separate line item than what we've had previously. Otherwise, expenses are based on previous expenses plus 10%. Rita built in a cushion on anticipated expenses because costs tend to go up over time.

President McHenry: There is a grant which we could apply for, with deadline by end of January. Next opportunity in April. Ennen has authority to raise registration if needed. Ennen would like us to discuss that rather than deciding it herself. Greff: If we have a discrepancy and don't get a grant, where does that extra money come from? Safratowich: It comes from our general budget. Greff: For people paying for continuing education credits, etc., we may lose attendees because of raised registration and no State rate for hotel. Safratowich: Market to Minnesota and Manitoba librarians. President McHenry: We might get more vendors. Lieberman: Vendor fees? Ennen: \$350 for a full booth. Bates: It's going to cost more. Food is more at the Alerus, and internet at the Alerus is \$10 per day (but free at the CanadInn). Bates gave overview of prices for breakfast, dinner. Reason for higher expenses is that we're at a conference center rather than hotel. Greff: If hotel provides continental breakfast, we can take breakfast out of registration costs. Schulz: How many are we anticipating attend? We could cut back on number of speakers if we'd have longer sessions. Ennen: Typically our speakers have been NDLA members who are not paid, and paid speakers tend to do a session or more in addition to speaking. Greff: If we'd reduce money for speakers, which sections would get to bring one? Ott: Dropping speakers/sessions decreases draw. Bates: Children's Authors Conference sponsored by UND is interested in partnering with us, and perhaps SLAYS could share expenses with them. Greff: If we'd do a dual-programming with the author's conference, we may be able to draw them for Friday. Their conference starts Saturday. Bratton: Once in a while, it's okay if we don't make a profit. We're distributing conference around the state and providing a CE opportunity for people in that corner of the state. Ott suggest that we don't raise vendor fees but that we increase advertising to vendors, especially highlighting amount of space. Allow enough time to visit booths (not enough time to go shopping center.) Bates: There is room for 32 booths in 3 junior ballrooms; opportunity for them to be hardwired into Internet. President McHenry: We'll need to revisit vendor form and be sure it meets requirements of Alerus Center. Ott: Invest in colored paper, etc., to make more eye-catching materials for use in marketing to vendors. Bates: Vendors cannot ship directly to Alerus. Krenz: If we're looking at joining with author group, maybe we could start events for them on Thursday or Thursday evening with an author speaker. Ott: We're changing the atmosphere, so this might be the time to change the typical order of events. Bates: They don't have a big budget, either. It's about the opportunity to share the costs. Greff: Will visit with person. Ennen: Perhaps conference committee can visit with CAC. Peterson: Is the \$79 room rate locked in? It's cheaper than what NDEA paid. Ott: Some hotels will give conference rate and State rate. Bates: For every 25 rooms, 1 complimentary room. Krenz: It's NDLA policy to reimburse at State rate, which is \$63 plus tax, only for Tuesday night and not the other nights. Ennen: No hotel is obligated to give State rate. Any technology costs are not included in the anticipated expenses.

Sandi on local arrangements, Alerus & Technology –

We can bring in our own equipment. For \$285, outfit an entire room for the complete conference. Everything will be on an AV cart and will be tested in advanced. In addition, we can hire a tech support person to be available for \$16/hour. Three members of local arrangements committee do not have projectors available. It would come out the about \$2600 in technology money to be sure we're up and running for Thursday and Friday. Alerus charges \$10 per day per person with an individual password to have internet. Greff: Can we generate that through registration? Yes—it would be our packets. Bates:

Vendors and presenters will have wired internet. Has talked to colleges about providing an internet café? Last year we paid about \$400 to have an extra server at the hotel. Lieberman: Would they allow us to bring in our own wi-fi? Bates: Huge space, so wi-fi might be tricky. Peterson: Speakers will have hard-wired internet. Schulz: Can check with NLM about using their laptops which may be allowed for use for internet café. NLM may even pay the daily internet fee just to have their names with it. Bates: 4, potentially 5 rooms. Greff: Are these the only rooms we have available for meetings? Bates: Another \$600 to have 5 rooms with AV carts. Greff: Could we have post-conference session at a school? Bates: Yes, likely. President McHenry: Maybe we could use the meeting room at the hotel and then pay for one fewer room at the Alerus. Langemo: What's the potential grant? President McHenry: Guessing 1000 to 1500. Alerus requires us to have liability insurance. If we don't have our own, we'd have to pay Alerus about \$600 to contract insurance for us. Baesler: Even if an organization has insurance, it's often necessary to have event insurance because of drawing in other people. President McHenry: To her knowledge, we've never had insurance. Ennen: Would we want to consider raising registration by \$10? It would increase our income by \$2000.

Lunch break.

- h. Committee Report Technical support for Conferences (Peterson, Lieberman, Schulz)
Lieberman: A lot of their discussions centered around 2010 conference and the Alerus. Will report via e-mail.
- i. Ad hoc Conference Manual Committee (Phyllis Bratton)
When the Conference Committee was asked to revise handbook, Donna James commented that it was tough for president elect to put together the conference as being so new. Past president would have 2 years to work on it. Phyllis looked through everyone's conference responsibilities and reallocated them to show what it would look like if we went ahead and made this change. If this is a framework we can use as a basis for moving forward, we can just get to work and get it done.

Concern: New committees—continuing education committee as part of the overall conf planning, we might want the continuing education committee to be a standing committee under the board rather than under the conference. President McHenry: Would it be up to the committee who we'd transition into the new roles so that current president who planned 2009 won't be the person to plan 2011? Bratton: It wouldn't go into effect right away. 2012 is a joint meeting, so it would not be the same level of planning as typical. Ott: For the committees, the people who don't have a lot of duties assigned (Round Table Chairs) could be assigned to committees. Each committee has the chair of a specific round table on it. Bates: Better to leave it open because people coming in as RT chairs have different skills than their predecessors. Could be decided at post-conference board meeting or via e-mail between the RT chairs. Greff and President McHenry: Continuing education is something which benefits all areas of libraries, not only school libraries. President McHenry: If/when we form a Continuing Education committee, they'd need to create a handbook. Baesler and Bratton: There's also a need for a conference handbook. Bratton: She'd like to see a repository of forms available for use when planning a conference. Is it alright with everyone if we put the conference planning on the Past President rather than on the President Elect? The thinking is that the President Elect may not be aware of how the conference is put together, may not have the connections in terms of themes and speakers. With this change, the Past President would

get to work into the conference planning gradually. Ott: If this is the first time you've run for office, it's pretty daunting. However, having been part of the discussions for a couple years, it would not be as daunting to plan the conference. You'd have two years to be thinking of your theme, etc., instead of just having a couple of months. Ennen: Had she not been part of local arrangements, she wouldn't have even thought it was remotely doable to plan a conference. Being part of the conversations for a couple years would be beneficial. Greff: Perhaps a previous president (Phyllis) would step in during the interim year so that McHenry and Ennen would not have double years. Bates: We do have 2012 coming up, and even though it's not "no conference" it's still less work. Greff: If Bratton is ready to step in as interim, why not make the change now instead of waiting for later? Krenz: Are these changes part of the bylaws or policies? Bylaws need to be changed by entire group. Baesler: Bylaws speak to duties of officers. Baesler reads from it, and bylaws do specify that President Elect coordinates program planning. Bylaws do not specify duties for Past President. Bylaw changes must be voted on by general membership. Bratton: If President McHenry establishes a new committee for Continuing Education, is that a policy or a bylaw? Baesler: Bylaws, Article V, President has authority to establish new committees as needed. Bratton: Suggests that Executive Secretary negotiates hotel/conference site contracts. Idea behind this is to build consistency. This would be something new in the policy manual for the Executive Secretary position. Bratton feels that if we're going to add more duties to this position, with possible travel, we should increase the salary for this position. The other bullets are already what she does. Greff: Who now negotiates the contracts? President McHenry: Whoever is President at the time. It also depends on whether we've decided where the meetings will be. Doublewood in Bismarck has contacted McHenry to find out when we'll next have the conference in Bismarck, and McHenry thinks there isn't a rotation. Ennen: Dates beyond 2013 are on the website. McHenry: For the Days Inn in Dickinson, we didn't have a real contract because they were under change in ownership, and then we changed presidents. Bratton: Has continued to work with the International Inn after McHenry took over as President Elect because Bratton had already been doing the negotiations. Baesler: Keeping same person in position of contracts will decrease likelihood that things will fall between the cracks. McHenry: Doesn't think we have it specified now who negotiates contracts. Baesler: Bylaws do not have anything about conference planning. Bratton: Would like directive from the board that we move forward with this. Can she move forward with the planning? Baesler: We'll need to make a motion to propose a bylaws change, but the bylaws change may not happen until the general session in September. Greff: I move that Phyllis Bratton and her committee be directed to investigate changing the assignment of duties for conference planning. Peterson seconds the motion. McHenry: Bratton chairs the committee for updating the conference planning. This is a different matter. Motion carried. Baesler: We will need to revisit the bylaw issue regarding these changes. Bratton: We'll need to rewrite a number of handbooks, including Executive Secretary, Past President, and President Elect. Bratton requests that we wait to vote to make the change until after she's investigated the change in duties.

VI. New Business

a. Booth in State Capitol during National Library Week

Langemo: Would we like to have a booth at the State Capitol during National Library Week. This is a non-legislative year. We have done this in the past, but Langemo cannot remember what the occasion was. We had been in the legislative wing. Peterson: The risk of doing it on a non-legislative year is the potential for low traffic. Alternative could be to have a booth at Kirkwood Mall or West Acres during library week. Greff: What about public service announcements? Bates: PSAs are no longer free. Langemo: Press releases are free. Booth usually contains a couple laptops, brochures, materials from State Library. Peterson: Slideshow of pictures of library remodels, various services, etc. Bates:

Who staffs it? Lagemo: It depends on which town the display is in. Usually librarians from that area staff booth. Baesler: One of the duties of the Public Relations Committee is to coordinate National Library Week activities and publicity. Langemo: As the PRC chair, should I move forward with that?

b. 2010 Budget approval

Krenz distributed copies of the 2010 proposed budget. Most positions were put in as requested, with a few changes. Krenz doesn't think \$50 for supplies for Public Relations Committee will cover National Library Week display. Safratowich: Professional Development Grant may need to be reconsidered. We increased it from \$4000 to \$8000 last year. Krenz: In the last 2-3 years, a professional grant has not been given. Safratowich: Sees potential for a grant this year. Krenz: \$1500 is left in the budget for the legislative bill tracker. Baesler: We hired her because she had good rapport and would be able to have positive communication for us. The job description of the chair of the Legislative Committee also includes tracking bills. The Legislative Committee chair can speak to legislators. Peterson: Access to the bill tracking software is about \$300 for the legislative session. We could set it up to give access to the Legislative Committee. President McHenry: We only contract with her during legislative year and while the legislature is in session. We keep it as a line item, however. Safratowich: If we take it out of the budget, we don't have to justify why it's there. Lieberman: Bill tracking can be done online, and many people follow the bills. Time may come when there's no need for a bill tracker. Ott: A bill tracker is important because sometimes matters which affect library come up in bills we wouldn't think to follow. Krenz: Having someone track bills for us is similar to having a conference planner. We can hire someone who is knowledgeable to be our ears in the Capitol. Baesler: The IRS website gives a definition of lobbying. Krenz: We go representing our own libraries, not representing NDLA. President McHenry: We need to study this more. Krenz: Let's agree to put a \$0 for the bill tracker (change wording from legislative informant) and keep line item. Remove words "contract for service"

Krenz: What do you want to include in budget for National Library Week? Peterson: Test run at 2 malls. Charges may vary from mall to mall. Greff: Put in \$500 under Public Relations. Should cover malls, public service announcements.

Schulz: Request \$250 for HSIS for supplies. Lieberman (ASL) doesn't need anything. President McHenry: Public libraries do not need anything. Greff: SLAYS went up due to travel and mailings. There has been a lack of participation in SLAYS. Greff wants to do a letter to each librarian regarding conference, SLAYS, continuing education. Ott: E-mail to those for whom you have an e-mail address and then send letters to the others. Krenz: Stationery available. Travel—Finance committee met to discuss travel issue. Is there a need to hold June meeting at conference site? By June, it's too late to change or improve the conference site for that year. Suggestion would be to go to hotel or conference site for following year. (June 2010, meet at 2011 site.) If the intent is to save on the cost, we'd meet in a more central location in June, such as in Jamestown. However, there are some advantages for the local arrangements committee to have our June meetings at conference site. Safratowich: Meeting at the conference site 1+ year in advance may not account for things which would change in the interim, such as technology. Ott: Do all of us need to look at the conference site? Safratowich: How about just the local arrangements committee? Krenz: Proposes that June would be in central site. President McHenry: Site

visit is valuable to chair and whoever is in charge of the vendors. Harken: It is beneficial that several people visit, but it's not necessary for everyone to be there. Frantes: What about if Past President, President, and President Elect visit the conference site? Bates: Does the Local Arrangements Committee write a post-conference report? What went well, what went wrong? What would you do differently? Bratton: Those come up a lot on conference evaluations. Langemo: Is analysis done of the evaluation forms? President McHenry: Yes, and she'll e-mail it. Safratowich: Can we address the professional development number? President McHenry: Would like to wait another year. Lori West would like to try new things. Al's Leadership Institute is back on and will come out of the budget. President McHenry would like us to revisit the change in professional development budget next year. Krenz will send approved copy. Greff moves to accept budget as amended. Frantes seconds. Motion carried.

c. 2010 Auction funds

We decide in December what we'll do with the money we will be receiving in the next auction. Krenz: Finance Committee came up with recommendations. One was that in the past, they've usually gone into professional development fund, which is healthy at this time. Suggestion was that the money could be used as a grant to purchase children's or young adult materials for a library, school or public who pay institutional dues. OR....use it to underwrite speaker for mini-conference in spring. OR...send president to ALA OR....using it to subscribe to a database whole state could use. Ott: Suggests giving registration and hotel (maybe mileage or hiring sub for a day) to NDLA conference to several (6) people in a random drawing. Krenz: Action proceeds are usually between \$1200 and \$1500. Grassroots grant is for someone attending 1st conference. Ott: Could have people apply, and then do a random drawing from those who apply. Could even set an amount for each of those grants and librarian could use it however. Safratowich: For recipients who would have attended conference anyway, NDLA would be losing money. Krenz: Could use auction funds for several different things. Ott: This way, the money stays within the organization. Frantes: Except for the lodging and mileage costs. White: Problem with database idea is that the purchase would be for one year. Frantes: We could get the money in 2010 and offer the scholarships the following year (for the 2011 conference). Lieberman: Would we be successful if we used the money to promote conference attendance? Maybe even to cover membership? Safratowich: When we encourage people to donate money, we need to make sure we spend it as marketed. If we'd market that we're giving 6 scholarships but only 3 apply, what would be do with that money? We'd have to track it. Kujawa: Could we use it for the speaker/presenter for the following year? It would still go back into the conference because more people would attend if they were drawn by the speaker. Peterson: MPLA Leadership Institute is every other year. What about offering our own institute in the off year? Greff: We do to some extent with the NDSL Spring Workshops. Frantes: Is there anything that tells us what the auction was to be for originally? Bates: Ron Rudser fund is described as a fundraising event at the annual conference. Greff reads description of Ron Rudser fund from our website. Excludes regular conferences. Krenz: We budget for all grants as one rather than separately. Safratowich: It would just go into the professional development area, and when it's spent, it's spent. Krenz: Auction funds have not always gone strictly into professional development area. Discussion ensues regarding how effectively we're marketing professional development funds to our membership. Lieberman: It could be our way of supporting libraries within the state. Ott: We do need guidelines for which

libraries would be eligible. Safratowich: Can President McHenry set up a committee to establish guidelines for which types of libraries, etc., would be eligible for the funds? Krenz: Would this continue more than one year? Safratowich: It would depend on success. Bates: Is the Local Arrangements planning manual a policy, or it is just an ephemeral work to help out the next committee? Not a policy. It does say that the Local Arrangements Committee will hold a fundraiser to support the Rudser fund. Baesler: Professional Development Proposed policy May 30, 2008, minutes with no action taken. Sept 2008 minutes, pre-conference, doesn't show in minutes. Safratowich: Grant name is still associated with the awarding of the funds even though all grants are lumped together. Discussion ensues regarding whether auction money is to go into professional development or into another grant area. Lieberman summarizes that the money from the auction does not have to go toward professional development; it was separated from that requirement at some point. Discussion ensues regarding sending either President or President Elect to ALA. Bates mentioned that it's a perk for President Elect to be sent to ALA and might be an incentive. Ennen: It might be hard to sell the membership and donors on using funds for sending President Elect to ALA, but yet that is professional development. Krenz: Typical cost of \$1200 to attend ALA Greff: Sending our President Elect or President to ALA benefits whole of NDLA. Safratowich ke: We need to consider that sometimes an institution will reimburse President or President Elect to attend NDLA. President McHenry: The NDLA Professional Development grant can be used for conferences.

Discussion ensues regarding putting the 2010 auction funds into the professional development fund and then be used to fund sending the President-Elect to attend ALA.

Phyllis moves that the proceeds from the 2010 auction go into the professional development fund. Frantes second. No discussion. Call to vote. Motion passed.

d. Ad hoc committee on voting protocols (Sandi Bates)

Bates: We no longer do all of our business at the annual meeting; we can do it anytime electronically. Some questions came up which warrant discussion. Bratton moved to table discussion until our spring face-to-face meeting. Lieberman seconded. Motion passed.

No additional new business.

VII. Reports

- 1-President
Met with ND Coordinating Council.
Will be getting Library Vision 2014 to review and make comments on.
- 2-President –Elect
- 3-Past President
- 4-Secretary
- 5-Treasurer
- 6-ALA Councilor
- 7-MPLA Representative
- 8-Academics & Spec. Lib. Section
- 9-Gov. Documents Roundtable
- 10-Health Sci. Info. Section

- 11-New Members Roundtable
- 12-Public Library Section
- 13-School Lib. & Youth Serv. Section
- 14-Technical Services Roundtable
- 15-Constitution Bylaws Policies Committee
- 16-Finance Committee
- 17-Intellectual Freedom Committee
- 18-Legislative Committee
- 19- Nominations & Elections Committee
- 20-Membership Committee
- 21-Professional Development Committee

22-Public Relations Committee
23-The Good Stuff Ed. Committee
24-Executive Secretary

25- Archivist/Historian
26-State Librarian
27-Web Editor

Cathy Langermo has stationery if we needed.
No other members had comments.

- VIII. Next Meeting suggested date Friday, March 5, 2010, via IVN or other technical non face-to-face.
- IX. Frantes moved to adjourn. Peterson seconded. Motion passed.

Respectfully submitted,
Chandra Hirning, NDLA Secretary

Approved during March 5, 2010, Executive Board meeting