

North Dakota Library Association  
Executive Board Meeting Minutes  
9:30 am – November 29, 2010  
Westminster Hall, Jamestown College

**Present:** President Rita Ennen, Aubrey Madler, Laurie McHenry, Chandra Hirning, Michael Safratowich, Shelby Harken, Ericc Stroshane, Konnie Wightman, Kalan Davis, Laura Trude, Daphne Drewello, Curt Hanson, Bonnie Krenz, Kelly Steckler, Tina Kuntz, Doris Ott, Theresa Norton, and guest Phyllis Bratton

**Not present:** Mary Markland, Beth Greff, Kristen Northrup, Kirsten Baesler, Christine Kujawa, Kathryn Tomas, Lori West, Cathy Langemo, Marlene Anderson, and Rachel White

- I. Call to order by President Ennen**
- II. Introductions and housekeeping**
  - A. Introduction of members
  - B. Bratton introduced layout of facilities, plan for lunch
- III. Order of the Agenda**
  - A. President Ennen stated that it had been requested that we rearrange items, addressing items in order of importance, in case we need to adjourn early due to weather. Any items we do not get to today will be covered at later meeting or through electronic discussions.
  - B. President Ennen provided an adjusted agenda with some items of new business moved until after the new business items. Harken moved that we adjust the order of agenda as described by President Ennen; McHenry seconded the motion; motion carried. McHenry requested that under New Business, we add the topic of a letter from Ann Jenks regarding the IMLS Connecting to Connections implementation grant.
- IV. Minutes**
  - A. 2010 Post-Conference minutes: A few corrections were requested. McHenry moved that we accept the minutes as corrected. Harken seconded the motion. The motion carried.
  - B. Electronic minutes, September 30 to November 22, 2010: A few corrections were requested. Harken moved that we accept the electronic minutes as corrected; Safratowich seconded the motion. Motion carried.
- V. Treasurer's report.**
  - A. Safratowich spoke to an addition to the documents he sent out as his report. The Rudser accounts have 0 balance because funds were transferred to a professional development CD.
  - B. To his knowledge, all conference expenses have been paid. Prior to the conference, we knew we would take a loss on the conference.
- VI. New Business**
  - A. Budget for 2011**
    1. Questions and clarification

Trude asked for clarification. She noticed that under the budget for School Library, the requested and proposed amounts are different. Krenz explained that that difference is due to Flicker Tale having its own line item.

2. Motion

Harken moved to accept the budget as proposed. Madler seconded the motion. No discussion. Motion carried.

3. Payment for Coordination of Continuing Education Credits

Krenz stated that \$1000 was requested by Donna James for Continuing Education. Will that come out of the Conference budget, or shall we put it elsewhere in the budget as it will be an ongoing cost? McHenry: Because it's an ongoing expense and for additional reasons, it perhaps should go into the proposed budget for the annual budget for 2012. Bratton stated that she would like to get a Continuing Education Committee going which would look into this. Bratton recalls that there is a mandate through the State regarding payment to Donna James. McHenry stated that her understanding is that by us paying Donna James, VCSU does not need to charge teachers a higher cost for credit. Typically, the cost currently charged for credit is approximately \$50. President Ennen: \$1000 has been paid out of our Conference budget to Donna James to cover costs of credit for teachers. McHenry: If it's going to be an annual expense, the Executive Board needs to understand where the money is going and the reasons behind the cost. If we didn't pay it, the credits would cost more for the individual teachers. Safratowich: Does the offering of credit draw more attendees to the conference? If it does, the additional attendees at the conference bring in higher conference revenues and, therefore, the payment to Donna James should come out of Conference funds. Ott: Some clarification is needed as to what we're paying for, whether it is to Donna James or for the speakers for the extra sessions necessitated by the continuing education credit. President Ennen: Donna James is being paid as the instructor of record for the continuing education credits. McHenry: As we're in the process of working with the Continuing Education Committee, this is something we should discuss for future budget years.

President Ennen stated that for the 2011 budget, we will leave this area of the budget as is. We will revisit this at May meeting to discuss possible changes for the 2012 budget.

## **B. Auction Fund**

1. President Ennen presented background information.

For the last year or two, the auction proceeds have gone to the Professional Development Fund. Each year at November/December meeting, it is decided where the auction funds will go, and then that is publicized in *The Good Stuff* leading up to the next auction. Today we are to discuss what to do with proceeds from 2011 auction.

2. Motion

Krenz: The Finance Committee recommends that the 2011 auction funds go to the Professional Development Fund. McHenry moved that 2011 auction funds be designated for Profession Development Fund. Harken seconded the motion. Motion carried.

## **C. Lobbyist for upcoming legislative session**

1. Steckler provided background information.

Each session, we've set funds aside for a lobbyist. It's in the approved budget. Ilene Larson has been our lobbyist in the past, but she has decided not to be a lobbyist for this

year. Either way, we have money in the budget for a lobbyist. It has gotten easier to follow bills online, but a lobbyist is a good back-up plan as that person will be at the Capitol and may be able to find out about upcoming items and then communicate them to NDLA. A decision needs to be made whether we need to approve a lobbyist, and then we'll need to locate one.

## 2. Discussion

Ott stated that an advantage to having a lobbyist is that unless someone from this organization is going to be at the Capitol, things can get by us very quickly. We may miss bills which affect us, but people spending time at the Capitol may get wind of bills which affect libraries even if the bill does not include the word *library*. Ott provided the details of a past event when having a lobbyist in the Capitol gave us a window of time during which we were able to find out what other groups would be affected by a proposed bill. We were then able to work with those other groups to get a plan together for how to defeat that specific bill. As a result, libraries were represented during testimony. Without a lobbyist, we likely would not have known about the bill until it was on the floor.

Steckler: As Legislative Chair, Steckler has put together a committee representing different types of libraries so that when things are starting, we'll have an action plan. Steckler distributed a copy of what we have previously used as a contract with our lobbyist. In the past, we've paid up to \$1500, but that is not very much given the time involved for the lobbyist. With a new contract, we may need to watch the flow of communication between the lobbyist and the committee. Steckler is willing to take suggestions for potential lobbyists. It looks like there will be money within the budget for us to afford a lobbyist. Steckler would like a motion to go ahead and look for a lobbyist. The person would have to be a registered lobbyist. Eileen Larson always had her own license. It likely does not have special requirements, but it costs to have a license. Harken found that it costs \$25 for a lobbyist to register.

Krenz brought up our 501-C3 status and wording present in the contract used with Ilene Larson. We cannot have the hired lobbyist "occasionally presenting written testimony of behalf of NDLA" and "when you feel is appropriate to speak about NDLA's position on a particular issue." We would need to strike those items from the contract as we move forward. McHenry: It is not illegal for a 501-C3 to have a lobbyist as long as it is under a certain percentage of our income.

In general discussion, it was mentioned that a lobbyist would not be an employee of NDLA but instead would be a contracted worker. For ALA, their lobbyist does not fall under their 501-C3 because they lobby for libraries rather than librarians. Ott: Recommends checking with the Secretary of State to get a better understanding of our State law. Harken: NDLA is not listed as a lobbying organization with the State of ND for 2011. If we'd find a willing party who is registered as a lobbyist for another lobbying organization, we would not need to register to have a lobbyist.

## 3. Next action

Steckler will check with the Secretary of State regarding any restrictions associated with our 501-C3 status. Steckler will report back to the Board, and we will continue this discussion by e-mail.

**D. Display at State Capitol during Legislative session**

Steckler will check with Langemo regarding plans for display and dates of display.

**E. Need for electronic minutes of business conducted by the general membership on the Listserv**

1. President Ennen and Hirning summarized the background of the issue.

There is a need for minutes of electronic discussion and business of the general membership now that business and voting can take place electronically. The compilation of those minutes would fall under the position of Secretary. Hirning requested guidance from the Board before she works with Baesler to update the handbook for the Secretary position.

2. Discussion

Hirning: How frequently should we distribute electronic minutes? McHenry suggested that electronic discussion be distributed and accepted once per year at the annual conference.

General discussion: With the change to allow for electronic voting, there may be future votes electronically. Instead of minutes, call it electronic discussion. Krenz: But they are minutes. Someone suggested that the minutes of electronic discussion and business be compiled once per year and then posted to the NDLA website within two weeks prior to conference.

3. Next step: It is up to Hirning to change the handbook, and then the Executive Board will look to approve those changes.
4. President Ennen stated that she has corresponded with Baesler and has discussed that in the future, we will look to update handbooks in August or September so that the handbooks would be current and updated for those coming on to the Board.

**At this point in the meeting, Board discussed items from Old Business**

**VII. Old Business**

**A. SLAYS chair-elect vote**

The vote for SLAYS chair-elect is to take place by Dec. 31. Kuntz will need to get names of candidates from Greff.

**B. Bylaws changes to duties of officers**

When test ballots were sent through Survey Monkey, 8 people were bumped out, due either to opting out or to bad e-mail addresses. A couple e-mails with a link to the test ballot came out gibberish. McHenry suggested that those working on the test ballots send out an e-mail notifying membership that the test has been completed and requesting members notify Kuntz if they did not receive a test ballot.

**C. Association, Directors and Officers Liability Insurance**

Item tabled. Travis Schulz will work with President Ennen.

**D. Survey Monkey Draft Survey Policy Committee – Peterson and Baesler**

Item tabled.

## **E. NDLA logo**

1. Trude and Norton provided background information.

Trude: Purpose of examining NLDA logo was to make sure we have a consistent logo, plus one in color and one in black/white. Norton: Examples are online in the archives.

Trude: The design uses blue and green to accommodate users with color blindness.

Norton: In the stationery logo, a shadow was added, an underline was added, and the size of some fonts was altered slightly.

2. Discussion

There is a website which allows users to preview sites to see how they'd appear to users with color blindness. Norton: What is Board members' input regarding the use of green as a secondary color? Is there a need for a secondary color? Do we need colors for links? President Ennen: If we're going to use two colors for links to distinguish between which have been followed and which have not, the colors would need to have enough visual distinction in the colors. McHenry: We talked about having a committee look at redesigning website. Discussion: The blue and green colors look bland online. Madler: Is there a reason why the line underneath the name of the organization does not extend all the way under the words? Ott: Could the shade of blue be darker? Norton stated that she prefers the darker shade of blue. Bratton: The combination of blue/green looks fuzzy to her. Norton: Yellows do not show up well online. Suggestion: Add a white border around the state in the color version, as was done in the black/white version. Norton will work with her contacts to provide additional samples featuring higher contrast. Discussion of color options: Dark blue with a lime green.

3. Norton summarized the feedback received during discussion

- a. Extend line under name of organization to start and end of text
- b. Variations of shade of blue (royal or navy blue)
- c. White border around state on color version
- d. Try variations on secondary color with suggestion of lime green (almost a florescent lime)

4. Is the logo committee the same as the committee looking at the website? We do not have a committee for the website yet. Let's finish with the logo first.

## **F. Rewording of Article 3 Section 1, Items A and B of the NDLA Bylaws**

1. Article III, Section 1, Item A and B both feature wording *proposes a minimum of two*.

2. Discussion

McHenry: What if we change the word *proposes* to *encourages*? Trude: The main idea is to encourage people to run, even if final ballot does not feature two candidates. Ott: Getting rid of wording *minimum of two* could potentially lead to "good old boys club." By leaving the word *two*, it gives the nominating committee some leverage with potential candidates by highlighting the goal of or two or more candidates. Wording options discussed: *Make every attempt, encourages,*

3. Next steps

President Ennen will talk with Baesler and explain that we want people to attempt to come up with multiple candidates, but we do not want to be locked into a minimum of two candidates if that is not possible for some positions.

**At this point in the meeting, Board resumed discussion of items from New Business, resuming at VI. New Business, Letter F.**

**F. Mentoring for leadership and encouraging people to run for office**

1. President Ennen: The Continuing Education Committee might be tasked with the topic of mentoring for leadership.
2. Discussion of surveys, advisors, and a topical approach  
Ott: The Coordinating Council and State Library have decided to do a survey of librarians who would serve as “advisors” by topic and then to post on their website which people are experienced in specific areas and would be willing to give advice to those with less experience. Surveys have gone out to public librarians at this point, and this could eventually be expanded to include other groups of librarians. Wightman stated that her organization uses mentors in a general way, such as in a teaching way. They send out an “all call” to find out who is interested in serving as an advisor to someone just starting out or having questions. Madler: Likes the topical approach.
3. Encouraging people to run for office
  - a. Discussion of transition into office  
Kuntz: We really need to think about our committees, sections, roundtables and new chairs. Sometimes new chairs were not even on the committee prior to taking office, and that can lead to increased uncertainty about how to proceed upon taking office.  
President Ennen: How do we go about mentoring members to become leaders within this organization? Trude: As we revise the handbooks, consider adding more specifics about mentoring the person who will be coming into the role.
  - b. Discussion of conference sessions, meetings  
President Ennen suggested that there could be some presentation for NDLA members, whether new or returning, to acquaint members with Board positions. It could be a standing conference program or session to be held each year. Harken: Perhaps there could be a conference session set aside for Board members to serve as a transition time between outgoing and incoming chairs. Ott: We cram so much into the post-conference meeting on Friday. Ott suggests that the handing over of materials and a training take place prior to the post-conference meeting, It could be a session on Thursday morning.  
  
Bratton: In terms of conference planning... During the first break (when the vendors are visited) we could set up a small reception for incoming/outgoing officers so they could have some of the transitional conversations. Otherwise, it would be very difficult to set up a time when all those officers could get together as some of them are presenting. President Ennen: Do we need that to be after the sections and roundtables have had their meetings? Bratton will set that up when she works on the 2011 conference schedule.
  - c. Discussion of ways of educating membership about positions  
Krenz stated that she is part of another organization that has an article in their quarterly letters in which one or two Board members highlight what they do. That way, people know in advance what such a position entails. President Ennen: If we did 2 or 3 positions at a time on a 2-year cycle, we'd get all positions covered. Along

with a more detailed handbook and a conference session, members would get a better picture of what the Board positions are and what they entail.

Wightman: Our issue is that we cannot convince people of the benefits of membership and leader—the benefits to them, to the organization, and to libraries in general. People need to be educated about the benefits of being a leader. It would help not only our organization but also the individual members.

Krenz: How many schools would let their librarians attend a meeting during the week, such as the conference or an Executive Board meeting? Wightman: Teachers can ask for professional leave. Ott: Do teachers have the option of going to either the NDLA conference or the NDEA conference? Wightman: Yes, they can attend either.

Hanson: Is a brand-new member to the organization. Any information we can give to new members about how the organization works would be beneficial. Likes the idea of having a standing session about what NDLA and the sections, roundtables, and committees do. In North Dakota, you can make an impact on the state level—it's only a matter of willingness.

Bratton: Would be logical for informational session to be held right after the meeting of the New Members Roundtable.

Ott: A good conference theme could be NDLA itself. McHenry: It could be part program, part panel.

d. Discussion about resolutions

Ott: The purpose of resolutions at the conference is as a platform for what should go forward to legislation, etc. There has been a decrease in the number of those types of resolutions in recent years. McHenry: Does not think people understand what resolutions are for. Harken: In order for resolutions to be related to legislative issues, some of the discussions and research regarding legislation need to take place before the conference. McHenry: Make the resolutions due by e-mail prior to the conference.

e. Next steps

President Ennen: Will e-mail Marlene Anderson about setting up a page in *The Good Stuff* for Board members to introduce themselves and their role. Will work to provide general informational session regarding Executive Board, resolutions, committees, sections, and roundtables. Request that the State Library share their findings and topical areas. Will put this topic on the agenda for next time as well.

## **G. Strategic plan for NDLA**

1. President Ennen: Do we truly have a plan which gives us direction as we go forward? An ad hoc committee would work on that. Madler: Sees importance to having continuity and a general direction. Ott: Very important to redefine vision and mission. Madler: Knowing the plan of NDLA as a whole would help individual groups come up with resolutions in support of the mission. Knudson Davis: Would we be crafting a new mission statement?

2. Madler and Trude: Their department started a Strategic Plan a few years ago to support their mission. Committees then work in ways which support the organization's mission and vision. The consistent focus is helpful in that new members do not have to start from scratch. It's a planning tool and an action tool.
3. Next step  
President Ennen: Will put out a call for volunteers from within this group.

#### **H. IMLS Connecting to Collections Grant**

1. McHenry read letter from Ann Jenks. Ann Jenks is the archivist at the Historical Society of North Dakota. Jenks would like someone from NDLA to be part of the IMLS Connecting to Collections implementation grant. Goal is to make sure they are covering the library perspective. Involvement would most likely not include travel.

Hanson: The effort is to mirror what South Dakota has done. Feels that it would be best to have someone from a public library be involved. Involvement would be about the planning and implementation.

2. Drewello is very interested. McHenry will forward her name to Ann.

#### **VIII. Reports – If you need to speak to your report you may.** Board is expected to read reports on own time.

1-President

2-President –Elect

3-Past President

Tentative dates for the Tri-Conference are Sept. 24-27, 2013, at the Ramkota in Sioux Falls. McHenry's contact said that the ExLibris usergroup is planning a meeting in North Dakota in 2011.

4-Secretary

5-Treasurer

6-ALA Councilor

7-MPLA Representative

8-Academics & Spec. Lib. Section

9-Archives & Records Management Roundtable

10-Gov. Documents Roundtable

11-Health Sci. Info. Section

12-New Members Roundtable

13-Public Library Section

14-School Lib. & Youth Serv. Section

15-Technical Services Roundtable

16-Constitution Bylaws Policies Committee

17-Finance Committee

18-Intellectual Freedom Committee

19-Legislative Committee

20- Nominations & Elections Committee

21-Membership

22-Professional Development Committee

23-Public Relations Committee

24-The Good Stuff Ed. Committee



25-Executive Secretary  
26- Archivist/Historian  
27-State Librarian

Thanks for Librarian of the Year Award. Today is her next-to-last day in her position.  
28-Web Editor

**IX. Next Meeting – TBD, March 2011, using IVN**

**X. Adjourn**

Harken moved that the meeting adjourn; Wightman seconded the motion. Motion passed.

Respectfully submitted,  
Chandra Hirning, NDLA Secretary

*Approval at the March 2011 meeting of the Executive Board*