

North Dakota Library Association
Executive Board Meeting Minutes
9:00 am-noon Central Time – September 21, 2011
Grand International Inn, Minot

Present: President Rita Ennen, Aubrey Madler, Laurie McHenry, Chandra Hirning, Michael Safratowich, Shelby Harken, Eric Stroshane, Konnie Wightman, Kalan Davis, Mary Markland, Laura Trude, Beth Greff, Kristen Northrup, Curt Hanson, Kirsten Baesler, Bonnie Krenz, Christine Kujawa, Kelly Steckler, Tina Kuntz, Kathryn Thomas, Cathy Langemo, Marlene Anderson, Hulen Bivins

Guests: Phyllis Bratton, Jeannie Narum

Not Present: Daphne Drewello, Donna James, Lori West, Rachel White, Theresa Norton

I. Call to order by President Ennen

II. Introductions

III. Order of the Agenda

Harken moved to approve the agenda. McHenry seconded the motion. Motion carried.

IV. Minutes

Members suggested minor corrections of typos in the minutes of the June 7, 2011, meeting of Executive Board. Members suggested minor corrections of typos in the minutes of the electronic discussion from June to September. Harken moved to accept minutes as corrected; Trude seconded the motion. The motion carried.

V. Treasurer's report

Safratowich reviewed the quarterly report he submitted via e-mail and which is available on the website. In addition to summarizing the sections of the report, he explained the pass-through funds related to the Freedom to Read Foundation Grant.

In the NDLA funds area of the report, \$350 of the other receipts and disbursements is for advertising in *The Good Stuff*. No investment account transfers have been made at this point, but those usually take place at the end of the year. A small amount of donations need to be transferred into the professional development money market. Those transfers will likely take place during the fourth quarter.

Safratowich reminded the Board that we have four money market deposit accounts: 2 for professional development, 2 to back up other activities as needed.

VI. Old Business

Legislative Update

Steckler: There is nothing significantly different than what she submitted in her annual report. Three bills were worked on during the legislative session, and those passed. Keep in mind during section and roundtable meetings that if there are issues which affect your libraries, bring those issues to the group as a resolution. It is not too early to think/network about issues even though it's not a legislative year. Get to know your local representatives and talk to them about libraries.

Bringing resolutions now will give guidance to the legislative committee for what they will be testifying about during the next session.

NDLA logo

President Ennen: The new logo was approved during our June meeting, and we should be using the new logo now and moving forward. Thomas and Norton have been working on updating the new website. Do we need to order new stationery? McHenry: We can print out own stationery. President Ennen: Should we try to use up the old stationery? McHenry: We have two old stationery looks circulating: blue on white, and pink and red. Langemo: She does not have a stockpile of stationery, just a small amount of letterhead. Davis: Does the banner for the booth need to be updated? President Ennen: Before next year's conference, the banner will need to be updated. McHenry: Is there a way we can make use of the old pink stationery, perhaps as something used during the conference rather than sent out? Trude: The New Members Roundtable will be voting for the friendliest booth and could help use up the pink paper with that endeavor.

Conference Planning Update

Narum: The breakfast on Thursday morning is 7:30 to 8:30 rather than to 8:00 as shown in the conference book. The first general session will begin at 8:30. If there is a meeting right after a meal, the wait staff will wait to clean the tables until after the meeting. For the banquet on Thursday, the auction items will be set up before 5:30, so the times listed in the program are a little bit fluid. Dinner will be served at 6:00 so we can be ready for the awards banquet. For the post-conference on Saturday, everything will be downstairs, including the breakfast.

Narum summarized the volunteer opportunities available for Wednesday afternoon. Three people have volunteered at this point. One of the area elementary schools is unable to be used at this time, and that school happens to be between librarians. The school is currently holding classes at a church, and the library books were put on the shelves as they were unpacked. At 1:00, find Narum in the hotel lobby. The phone number and address for the church will be left at the registration desk.

Narum stated that parties interested in entering the fashion show can submit entry forms at the registration desk.

Steckler: Will there be a lift or a ramp to the various levels? Narum: All locations are accessible by elevator, lift, or ramp.

Bratton: Jasper Schneider will not be able to attend. The program on USDA Rural Development will move forward without him, however; another person is coming in his place. Bratton has envelopes with biographies to be used by those introducing sessions. Two sessions still need people to introduce them. Gifts for the speakers are at the registration table, so people doing introductions should take those. Some presenters will receive cookbooks or gift bags, and Bratton will make sure those items get to the people making the introductions.

Narum: We'll be selling tickets for the silent auction throughout the conference and on Thursday evening. Narum explained how the ticket bidding works. During the fashion show, we'll be taking money to go toward the People's Choice award. There will also be a Judges' Award. The fashion show voting is based on cash/check donation at the time of the auction, not on tickets.

Hanson: During the business meetings on Friday, the Archives and Records Management Roundtable meeting will be an open meeting to discuss statewide digitization of archival and library material.

Narum: On Friday, breakfast will be served in two locations. Some of the breakfast will be poolside, and some will be upstairs in the main conference center. This arrangement allows those attending business sessions downstairs the ease of not needing to carry their breakfast from a distant location. We can mention Friday's breakfast setup as an announcement during a general session.

Davis: On the laptops available for the sessions, what software is available? Narum: There are 5-7 laptops and 5 LCD projectors available. All are Windows-based. If someone needs an Apple program, they will need their own laptop. If there are specific issues, let Narum know.

Madler: Madler and McHenry are finishing up the scavenger hunt for the vendors. Sheets for the scavenger hunt will be available at the registration table and will be due Friday after the morning break.

President Ennen: There is a no-conflict time on Friday for incoming and outgoing Board members to meet. It's not just about passing on the files. It's also about answering questions the incoming person may have.

Strategic Planning Ad Hoc Committee Update

President Ennen attended a strategic planning session at ALA and has been corresponding with her counterpart from South Dakota. South Dakota hired an outside consultant for assistance with their strategic plan. Iowa has a strategic plan on their website, which we can consult as needed as we move forward this fall. We'll likely begin with looking at a mission statement.

VII. New Business

Election Results

Kuntz reported on results of the 2011 NDLA Elections. Discussion ensued about whether election results are typically shared with the Board prior to the pre-conference meeting. Kuntz reported that her handbook does not specify when the results are shared with the Board, only that the results must be validated by the Board.

President-Elect: Al Peterson, 125 of 127

Secretary: Brianne (Bree) Schmidt 65 of 124; Travis Schulz, 59 of 124

The position of secretary was the only one with two candidates.

Treasurer: Mike Safratowich, 127 of 127

ALA Councilor: Shelby Harken, 122 of 127

Academic and Special Libraries Section Chair-Elect: Deb Syvertson, 42 of 42

Archives/Records Management Roundtable Chair-Elect: Rosemary Flynn, 7 of 7

Government Documents Roundtable Chair-Elect: Lisa Martin, 12 of 12

Health Science Information Section Chair-Elect: Holly Gabriel, 16 of 16.

Health Science Information Section Secretary: Sandi Bates, 16 of 16

New Members Roundtable Chair-Elect: Jenilee Kanenwisher, 12 of 12

Public Library Section Chair-Elect: Timothy Dirks, 35 of 36

Public Library Section Secretary: Bonnie Krenz, 32 of 36

School Library and Youth Services Section Chair-Elect: Beth Udem, 31 of 33
School Library and Youth Services Section Secretary-Elect: Jane Snyder, 32 of 33
Technical Services Roundtable Chair-Elect: Elizabeth Madson, 20 of 21
Technical Services Roundtable Secretary: Sarah Matusz, 21 of 21

McHenry moved that we validate the elected slate of candidates as presented by Kuntz, chair of the Nominations, Elections, & Voting Committee. Harken seconded the motion. No discussion. Motion carried.

Clarification: Page 39 of the conference booklet lists officers for 2011-2012 but has errors. We will come back to this topic.

Baesler: Kuntz posed a question about the deadline for membership because the election needs to take place 30 days prior to the conference. There are memberships coming in after that deadline. Should our bylaws be changed to read “member as of” or something similar? Baesler read from Article 3, Section 3, of the NDLA bylaws about general election voting. The bylaws state, “The Nominations, Elections, and Voting Committee assumes responsibility for working out general membership voting details as specified in the Policies Handbook.” That gives that committee the authority to work out the details. An earlier section of the bylaws defines our active membership as someone who has paid dues and is a working member of a North Dakota library. Baesler interprets the statement in Article 3, Section 3, as giving the Nominations, Elections, and Voting Committee the authority to work out general election details as specified in their handbook. On page 2, paragraph 2, of the Nominations, Elections, and Voting Committee handbook, it states, “The Committee prepares the ballots. The Membership Committee chair furnishes delivery information indicating the membership in sections and roundtables. The Membership chair also provides the total number of NDLA members broken down by section and roundtable. All NDLA members will receive the ballots for the president-elect, secretary, treasurer, and MPLA and ALA and general membership questions. In the case of section and roundtable elections, members receive appropriate ballots.” We might say “all members as of July 31.”

Kuntz concurs that that time would be appropriate. That date also leaves room for when the conference is a little earlier. Safratowich: Is there a deadline for those on the ballot to be members? Kuntz: The candidates need to be listed in the June issue of *The Good Stuff*. President Ennen: That came up as an issue this year. McHenry: It’s not a written rule, but the Board approves the slate of candidates in our spring meeting. Kuntz: We could put a deadline tied to *The Good Stuff*. Anderson: It should be tied to the meeting rather than to *The Good Stuff*. Baesler: Only active members and student members can vote. McHenry: Would June 30 be too early? Maybe we need to move the vote earlier. Baesler: We get a rush of membership near conference time. Considering that, we would not exclude people from voting by moving the membership date up than by leaving an unspecified date. Baesler: We have 5 categories of members, and our bylaws specify the definition of active members, which includes payment of dues. It also defines student membership. Other three categories are non-voting members. Baesler read the proposed wording for the Nominations, Elections, and Voting Committee Policy Handbook, page 2, 2nd paragraph under Procedures: All **Active and Student** NDLA members **as of June 30th** will receive the ballots for the president-elect, secretary, treasurer, and MPLA and ALA and general membership questions. In the case of section and roundtable elections, members receive appropriate ballots.

Harken moved that we accept the proposed changes to the Nominations, Elections, and Voting Committee Policy Handbook, Wightman seconded the motion. The motion carried.

Krenz: How many memberships come in for September through December in conjunction with the conference registration? Kuntz: After the original voting list of those eligible to vote, there were about 20 members added. Krenz: People who pay their membership dues with their conference registration are missing out on opportunities to vote and to hold office. Kuntz: When we reviewed the slate of candidates in June, many proposed candidates had not paid their membership dues at that point. President Ennen: It is possible for an individual to remain on the NDLA listserv and see *The Good Stuff* and then pay for the membership when registering for conference. Greff: Because sections and roundtables discuss candidates at the conference and because officers begin and end terms at the conference, it might make sense to have membership terms run conference to conference. Has NDLA ever considered making our membership conference to conference rather than January to December? Thomas: It was that way at one point. Greff: Why did it change? McHenry: At its conferences, MPLA does drawings at state conferences for free memberships, and those free memberships run for 16 months, from conference through the end of the following year. Safratowich: Our fiscal year is January to December, so that would be out of sync with our fiscal year. Krenz: What about if we say that people who join at conference time be members for about 16 months, until the end of the next calendar year? Kuntz: At section and roundtable meetings at the September conference, the need for membership could be addressed. Sections should confirm the membership of their potential candidates. McHenry: If, during a September meeting, people agree to run for an upcoming election, they're paid members at that time, but they may not be members the following spring when candidates are presented to the board. We could try the MPLA module and re-evaluate it in 2 to 3 years. Krenz: The transition from the September payment time to a January payment time could make people feel like they've recently paid and then need to pay again. Safratowich: We could have an incentive, such as rates going up at a certain date. Greff: When they pay for a membership with their conference registration, are they paying the full membership rate? Yes. Anderson: We should not have to adjust our ways to fit people's procrastination. Thomas: People get plenty of reminders. Northrup: Has the PayPal option helped with early payments? Thomas has not noticed a change in the dates of payment, but she has noticed that a number of people use PayPal. We'd have to look at data from a couple years to see a trend.

HSIS Bylaws

Baesler: We passed changes in our NDLA bylaws to allow for electronic voting, and then HSIS updated its bylaws. Trude: In the HSIS spring meeting in 2011, the section approved bylaw changes to remove the word *mail* from Article VI, Section 5. HSIS missed approving one removal of "mail" at that time. Baesler: In the spring of 2011, HSIS voted to make a change to their bylaws (which is different from their policies handbook) and typically a bylaw change needs to be approved the Executive Board. Did we approve their bylaw change? All sections were to make that change and then the Executive Board would approve the changed bylaws. The Executive Board had done a blanket approval for that type of change by all sections and roundtables, but HSIS recently made the changes in spring 2011. Baesler interprets the matter as follows: Because the Executive Board has approved such a bylaws change, the HSIS bylaws can be changed accordingly with no further action on the part of the Exec. The Executive Board members concur with Baesler's interpretation. Baesler will ask Norton to make the requested change to the HSIS bylaws.

Government Documents Handbook

Baesler sent out a proposed change to the GODORT handbook, and her committee recommends the proposed change. Baesler read the proposed change, located in the Awards section. The

proposed change featured additional wording. The proposed change is as follows with the additional wording marked in red:

AWARDS

The name of the award is: Notable Document. Documents eligible for nomination must be published in the 18 months preceding the voting. Selection criteria should be compatible with that used by the ALA Notable Documents Committee (<http://www.ala.org/ala/mgrps/rts/godort/ppm/pubs.cfm#vib>). The Chair will solicit nominations throughout the year. **Nominations can be accepted until a month before the Annual Conference, giving the Chair time to prepare the ballot and to request copies of nominated items from the agencies.**

McHenry requested clarification on the intent behind the word *can*. Davis: People had inquired about a deadline for the nominations; there's only a deadline for the voting. Davis stated the intent was *may* or *will* rather than *can*. McHenry: Most people would need a month between the close of nominations and the vote. Baesler stated that she would prefer more specific wording, such as *will*. Baesler read the proposed addition, featuring the word change:

Nominations will be accepted until a month before the Annual Conference, giving the Chair time to prepare the ballot and to request copies of nominated items from the agencies. .

Harken made a motion to approve the change to the GODORT handbook as read; Madler seconded the motion. Motion carried.

Update on other handbooks

Baesler: A couple of the handbooks are still being reviewed for updates. Past-president and President-elect have been done. Each year, Baesler sends a reminder to new chairs asking them to review their handbooks. The suggested deadline in Baesler's policy handbook is May. As people get to the end of their terms, it's easier for them to recognize what needs to be changed

The following Policy handbooks that have been changed this year. Many others have told Baesler that their handbooks do not need changes.

- ALA Councilor
- Constitution Bylaws Policies Committee
- Finance Committee
- Treasurer
- Intellectual Freedom Committee
- GODORT
- Continuing Education Committee
- President Elect
- Past President
- NMRT
- Nomination, Elections, & Voting Committee
- Secretary

Bratton stated that she would like there to be a handbook for conference planning, plus an overall massive handbook containing all the handbooks and bylaws. Bratton would ask permission to continue with this. McHenry would like to continue to be on the listserv for the purposes of assisting Bratton. President Ennen: We'll continue to work to tie up the rest of this topic.

Date for 2014 conference in Bismarck/Mandan

President Ennen suggests Sept. 17-20, 2014 (Tues to Friday).

We try to avoid conflicting with SD (Oct 1-3, 2014) and MN for vendors. Markland: Midwest Chapter will be held in Bismarck during the 2nd weekend of October in 2014. The dates are Friday, Oct. 10, through Tuesday, Oct. 14, likely at the Radisson. Greff: The 3rd week in October is NDEA. President Ennen: The facility has not been set at this point. Baesler has observed that the best connectivity is the Kelly Inn. The Doublewood has the least stable connectivity. The Ramkota is 2nd in terms of connectivity, but it's expensive. Markland: The Radisson is doing a complete remodel. President Ennen: Rosh Hashanah prohibits doing work on that holiday. Baesler: NDEA has diminished in its attendance, and being in the same city at the same time should not be a factor in terms of competing for space. Three sessions (6 yrs) ago, the Century Code changed so the two days of NDEA count as professional development, not contract days, so school districts are forbidden to have school those days. Teachers can choose to go to a conference or to do their own professional development session. Because of the change, they no longer have to be either at work or at the conference. Greff: There's an inactive school librarian/media section of NDEA, and we're trying to pull those who are still interested in library/media into NDLA. That's part of why NDLA is offering continuing education options. Baesler: So many schools are utilizing those dates for other conventions. Baesler confirmed that we do not need to vote to approve those dates. The bylaws state that the dates will be as determined by the Executive Board. Harken: What hotel will we use in Fargo next year? McHenry: We'll be at the Doublewood on 13th Avenue in Fargo, 2012. We'll be in Sioux Falls in 2013.

Executive Board resolution

McHenry proposed a resolution, and Bratton pointed out her title should be program chair. Discussion ensued regarding naming individuals on the committees. McHenry read the proposed resolution, reflecting the input during the discussion. The resulting resolution is as follows:

WHEREAS, the meetings and events of the 2011 NDLA Annual Conference were organized by Phyllis Bratton, conference committee and program chair, Jeanne Narum, local arrangements committee chair and other committee members, librarians and friends, and

WHEREAS, the facilities and staff of the Grand International, the Minot Convention & Visitors Bureau, and other Minot area businesses contributed to the success of the conference, demonstrating exceptional hospitality and encouragement during unusually distressing circumstances due to flooding

NOW THEREFORE, BE IT RESOLVED: that the North Dakota Library Association expresses its appreciation and extends its thanks to the members of the conference committee, members of the local arrangements committee, conference facilities staff, speakers, program presenters, and exhibitors for the 2011 Annual NDLA Conference: "Librarians: Leadership for a New Decade".

Harken moved we approve the resolution from the Executive Board as read by McHenry. Greff seconded the motion. Motion carried.

Volunteer for Executive Board column in the Good Stuff

Wightman and Davis volunteered. Hanson volunteered for the March issue.

2011-2012 NDLA Executive Board, listed on page 39 of the conference book

Corrections:

- ASL incoming chair is Donna James
- Archives/Records Management Roundtable chair is Curt Hanson
- Secretary is Brianne Schmidt
- New Members Roundtable incoming chair: Discussion summarized below.
- Government Documents Roundtable incoming chair: Discussion summarized below.

Incoming chair for NMRT: Susan Harmon should be listed as the incoming chair, but in 2010 Laura Trude was elected as chair-elect. Trude states, "It should have said Susan Harmon on the ballot" Discussion ensued regarding what was announced and validated as the results of the elections in 2010. Harmon was not in attendance at the 2010 conference, so how did she end up on the ballot so that she would take office as chair-elect at the 2011 conference? McHenry: However the section puts forth a name is not up for us to approve. Trude: The September 2010 minutes of NMRT reflect that Sara Devereux forwarded Susan Harmon's name to the Nominations committee. President Ennen: At this point, it sounds like we need to confirm/validate Harmon's election to approve her as Chair-elect for this current term and to start her term as chair at the end of this conference. Steckler will contact Harmon. [Steckler telephoned Harmon.] Steckler reported that Harmon was aware of her role and is willing to be NMRT chair for 2011/2012. She will send Davis an e-mail today to decline the position as chair of GODORT. She's aware that she needs to attend Executive Board meetings and the 2012 conference. McHenry made a motion to validate Harmon's election as chair elect of the New Members Round Table. Harken seconded the motion. Motion carried.

Incoming chair for GODORT: Susan Harmon has declined this position. There needs to be official notification. Harmon needs to send an e-mail to decline the position. The GODORT section will put this on the agenda of their business meeting. The suggestion was made that we print a supplement to the program showing the corrected list, and the corrected list will be handed out with the agendas for the general sessions.

Continuing Education Committee

Greff has asked that we talk about Continuing Education Committee. President Ennen: It is a brand new committee, approved during this last year. The committee is chaired by Donna James. The intent of that committee is to look at continuing education broadly, not just for the conference although that's one of their charges. They are to look at continuing education more broadly. The incoming chair is Amber Emery.

The committee has a handbook. At least one member of committee must be in SLAYS, and one must be in ASL. This committee was in the works before the resolution encouraging SLAYS and ASL to work together.

During what months do the people on this committee serve? The serve September to September, and the SLAYS representative would be working with the committee on the school librarian track

of next year's conference. This is totally separate from the professional development committee, which is primarily about awarding finances and grants. Was this handbook approved? Baesler stated it was approved by online voting. Bratton: One of the things this committee is looking at is partnerships similar to what NDLA has with Drexel.

VIII. Reports

If you need to speak to your report you may – board is expected to read them on own time.

- 01 PRESIDENT
- 02 PRESIDENT-ELECT
- 03 PAST PRESIDENT
- 04 SECRETARY
- 05 TREASURER
- 06 ALA COUNCILOR
- 07 MPLA REPRESENTATIVE
- 08 ACADEMIC & SPECIAL LIBRARIES SECTION
- 09 ARCHIVES/RECORDS MANAGEMENT ROUNDTABLE
- 10 GOVERNMENT DOCUMENTS ROUNDTABLE
- 11 HEALTH SCIENCES INFORMATION SECTION
- 12 NEW MEMBERS ROUNDTABLE
- 13 PUBLIC LIBRARY SECTION
- 14 SCHOOL LIBRARY & YOUTH SERVICES SECTION
- 15 TECHNICAL SERVICES ROUNDTABLE
- 16 CONSTITUTION BYLAWS & POLICIES
- 17 CONTINUING EDUCATION COMMITTEE
- 18 FINANCE
- 19 INTELLECTUAL FREEDOM
- 20 LEGISLATIVE
- 21 NOMINATIONS & ELECTIONS
- 22 MEMBERSHIP
- 23 PROFESSIONAL DEVELOPMENT
- 24 PUBLIC RELATIONS COMMITTEE
- 25 THE GOOD STUFF EDITORIAL COMMITTEE
- 26 EXECUTIVE SECRETARY
- 27 ARCHIVIST/HISTORIAN
- 28 STATE LIBRARIAN
- 29 WEB EDITOR

IX. Next Meeting

September 23, 2011, Grand International Inn, Minot

X. Adjourn

Greff made a motion to adjourn. Harken seconded the motion. Motion carried.

Respectfully submitted,
Chandra Hirning, Secretary

Approved at the 2011 post-conference meeting of the Executive Board, September 23, 2011