

Executive Board Meeting
10:00AM – 4:00PM (CDT) December 2, 2011
North Dakota State Library Bismarck, ND
10:00 am

Members Present: Aubrey Madler, Al Peterson, Rita Ennen, Bree Schmidt, Michael Safratowich, Shelby Harken, Eric Stroshane, Donna James, Kristen Northrup, Lila Pedersen, Susan Harmon, Wendy Wendt, Stephanie Kom, Curt Hanson, Lisa Martin, Amber Emery, Bonnie Krenz, Christine Kujawa, Kelly Steckler, Chandra Hirning, Lori West, Cathy Langemo, Carrie Scarr

Members Not Present: Lesley Gunderson, Kathy Thomas, Hulen Bivins, Theresa Norton

Guests: Phyllis Bratton

- I. Call to order**
- II. Introductions and housekeeping**
 - a. No additional items were added to the agenda.
- III. Order of the Agenda**
 - a. President Madler asked for motion to approve agenda. Shelby Harken moved to approve agenda. Eric Stroshane seconded. Motion carried.
- IV. Minutes: Post-conference and electronic correspondence to date**
 - a. Post conference minutes. Corrections of misspelled words were noted. Shelby Harken moved to accept the post conference minutes. Bree Schmidt seconded. Motion carried
 - b. Electronic minutes. Shelby Harken moved to accept electronic minutes. Bree Schmidt seconded. Motion carried.
- V. Treasurer's report**
 - a. Mike Safratowich noted that another \$1000 expense for conference should be added to Sept. budget. He will also be making some transfers for professional development before end of year.
- VI. Old Business**
 - A. Association, Directors and Officers Liability Insurance (Finance Cmte.)**
 - a. General Liability - Bonnie Krenz sent a general liability sheet for accidents/injuries for conference since alcohol is available at some conference events. Since it is not cash bar it is our responsibility and not the hotel's. Estimated premium \$374 based on attendance of conference. \$374 is based on approximately 200 people.
 - b. Broad or Standard Form Option – Krenz noted coverage of board if board were sued. This is a general non-profits coverage. It was suggested 1 million broad form coverage. Both options would cover lawyer fees.
 - a. Lila Pedersen asked about renewal fee. Krenz noted this was on top of regular fee and is \$125 and is a yearly fee. Krenz said we could do one or both policies (general and broad form). Policy would cover any time NDLA event takes place. Pedersen asked if this covered section events as well. Krenz's understanding was that this covered all NDLA events.
 - b. Pedersen asked if we are required to have insurance. President Madler says its good idea but not necessarily required. Ennen said it will be required in Sioux Falls. Mike asked why standard for 2 million is a higher fee than broad form. Krenz stated this was the form she was given and she is not sure. Ennen stated if we were sued for discrimination this would cover. Wendt asked if this would cover if there is member fraud. Krenz stated that this does

not cover that. Fidelity Bond would cover fraud. Ennen says this is important to have. Pedersen asked if treasurer would be the only one able to do this. Peterson wants to know if 2 million is a typo. This will be handled via email at later date.

B. Conference registration fees—increase by \$10? (See item g. from Dec 09 board minutes <http://ndla.info/Minutes/12409min.pdf>)

- a. Ennen says it's been long time since there has been an increase in registration fees. President Madler thinks it is good idea to help with costs. Peterson agrees. Bratton thinks pre-conference should have higher charge, minimum of \$50 for pre-conference. Ennen thinks pre and post-conference fees should be upped. Hirning asked if lower cost of pre-conference brought in more attendees. Bratton wasn't sure. Bratton thought health sciences CE should also be extra cost or a pre-conference. Kujawa thinks wording should be open in case we have a big speaker and should charge more. President Madler asked for a motion. Shelby Harken moved to raise registration fee by \$10. Al Peterson seconded. Motion carried to increase fee by \$10. Ennen is in charge of making changes.
 - i. Bratton questions one day fee change to \$5 Shelby Harken moved to add \$5 to the one day fee. Rita Ennen seconded. Motion carried.

C. Contract 2014 Conference in Bismarck--pin down dates, location, and contract considerations. (suggested dates: Sept. 17-20, 2014, see discussion in minutes from Sept 21, 2011 <http://ndla.info/Minutes/092111min.pdf>)

- a. Dates- Wendt asked what problems have happened in past. President Madler noted that Jewish holidays and MN and SD conferences happen around this time. We have tried to avoid conflicts with these in past. September 17-20 is ok.
- b. Location- Peterson says Ramkota can be hard to book. Radisson has weird layout but it's not a huge issue. Steckler noted that the Doublewood has better access. Wendt would like to see price quotes.
 - i. Krenz says last time conference in Bismarck sound between rooms was problem.
 - ii. President Madler will get quotes from Ramkota, Radisson and Doublewood. Kujawa said the Doublewood is nice because it is not downtown and has easier access to other hotels. Peterson mentioned wireless access is important to look at as well.
 - iii. Steckler would like to see accessible rooms included in the hotel rate. Bratton says chair skirts, table covers, etc. gets charged extra at some hotels. Those costs should be looked into. Also, if room water and technology is covered and/or costs for those. Is there an IT person on staff? President Madler asked for other ideas sent via email to her.

VII. New Business

A. 2012 Budget

- a. Cathy Langemo would like explanation for new members of who votes. Voting member are elected. Non-voting members are appointed.
- b. Support from NDLA for President-elect to attend ALA Annual and Chapter Leaders Forum**

<http://www.ala.org/ala/mgrps/affiliates/chapters/chapterleaders/chapterleadersforum.cfm>

a. Krenz says chair-elect has gone to ALA in past. Peterson had not requested funds from his employer to go. NDLA would cover costs for him to attend. Ennen mentioned this could come out of the professional development fund. West says that if individual had received a grant in past, they would not be eligible. West thinks the board should cover the cost. Wendt found chapter leader's forum to be very valuable. Krenz said the amount would be an addition to budget. Shelby asked if we fully cover a trip or only portion of the trip. Maybe this could be looked into each year because costs vary depending on place. President Madler thought this should be an option if the president can't get funding through their employer. Krenz noted the president-elect should be made aware of this. President Madler asked for money for the leader's forum and recommended this for future president-elects. Madler asked for motion. Wendy Wendt moved that the board support sending the president-elect to ALA if the costs are not covered by their employer. Curt Hanson seconded. Motion carried. The amount will be added to budget; \$2525 total costs for Peterson to attend ALA.

1. Safratowich questioned if this should be in the bylaws. Krenz questioned if we have standing rules instead of bylaws for this situation. This would be easier for passing these types of situations. Pedersen asked if this could go in the policy manual instead of bylaws. Bratton says would be easy to be in policy. Perhaps let the president-elect decide whether to go to ALA annual conference or mid-winter conference. Leadership forum is offered at both. President Madler asked if it should be in bylaws and policy. Wendt said intention was not to say they must go. Northrup thinks the whole membership should have a say in this. Safratowich asked if it matters if the board passed this for one year and then add it later. President Madler asked if it is possible to draft this for bylaws. Line item in bylaws will be worked on by Martin and President Madler for next meeting.

c. Lobbyist

a. Steckler thinks if we hire lobbyist. Contract should be changed to reflect. Krenz says 2 or 3 sessions is all we have had in budget for lobbyist. Krenz also noted that there is usually extra money in budget.

d. Budget for Continuing Education Credit.

a. Person interested would pay \$250 plus conference costs at NDLA. NDLA would pay recording fee. NDLA paid other costs including \$1000 subsidized fees. James felt that this should be a conference cost and not a budget item. Bratton felt that this should be a conference expense. Ennen thought that in the future, conference chairs be made aware of this. Bratton mentioned the manual will include this in conference planning in future. Kujawa asked if person handling this is NDLA member, will they still get paid. Right now instructor gets paid whether they are a member or not. Ennen said this is extra work and they should get paid. Emery wanted to know if this is limited to school libraries' topics. Bratton said the pre-conference and post-

conference is geared for specific groups. Hirning enjoyed the option of the credit even if she is not using it. Krenz wanted to know if this will be possible after James retires. James stated that state law is that it must come from state approved graduate program and Valley City is currently the only one in state. President Madler asked if we add subsidization line item in budget for CE credits. Bratton thinks it should be in conference expense because it is a conference item. President Madler asked for a motion to keep this in conference budget. Rita Ennen moved that payment be reflected in conference budget. Shelby Harken seconded. Motion carried.

e. Other Expenses/Items

Hirning asked about expenses for Nominations Committee last year. Safratowich stated that the expense was for mileage for Tina Kuntz. Wendt asked if this was mileage for board meetings. Krenz said also postage and other distributions. Scarr asked for \$193 for travel for her budget. Bratton asked if Flickertail Award is part of the conference budget. Safratowich said all awards are conference budget except the President's Award. Safratowich said Flickertail comes out of the book sale.

f. Budget Additions

Added \$390 for mileage for Susan Harmon's budget.

Add \$2525 for Peterson

Historian \$193

Cookbook \$25

New member roundtable \$390

\$26121.80 requested; total \$26141.80

Donna James moved to approve budget. Shelby Harken seconded. Motion carried

B. Membership Dues Structure

a. New Members

a. Kathy Thomas asked via email if a new member at conference would also get membership through the entire year. This would not be for renewals, only new members at conference registration. Peterson asked if this would be valid only if you registered at the conference. James said it would be easier to do this only at conference registration. Pedersen asked about people with lapsed membership like 3 years; would they be able to take advantage of this. Shelby Harken moved that when a first time new member who pays non-member fee at conference that NDLA membership will extend through next calendar year. Kristen Northrup seconded. Motion carried.

b. President Madler clarified this is registration for conference beforehand or at conference. Wendt asked if we have 1st year free. Safratowich would like to find out if we give library directors free new membership. President Madler will check with Thomas. Ennen felt that free membership for new librarians in state would help increase membership. Martin mentioned that bylaws have specific wording that would need to be changed. President Madler thought we may need some kind of cut-off perhaps July – December membership would apply through next year. Bratton thought this should just be a benefit of registering for conference. Safratowich asked if we are free to make changes without changing bylaws. Krenz stated we can vote on taking this to bylaws for change.

c. President Madler clarified that first time new members at registration, new librarians, and directors are all different situations. Harken felt that new librarians can be reached via alternative methods. Wendt mentioned that she would have joined NDLA anyway so it wouldn't have mattered. Krenz asked

if someone was promoted to director, would they not get the benefit. President Madler said we could beef up new membership outreach. Kujawa asked if this would affect ability to vote. Wendt asked if it would be simpler if non-members don't get membership for those 3 months after conference, they just pay non-member fee. Peterson asked how many non-members have registered at table. Krenz believe only 15 or so. Peterson asked if this was even a huge burden to give them membership at the table. President Madler asked to table until more info from Kathy Thomas is received.

b. Retired Librarians

- a. Ennen looked at what other states do for retired librarians. Most states have a category for retirees and/or students, and trustees together. She asked what we can do for retirees.
- b. Martin asked what the difference is between an associate member and a retiree. Do we want to eliminate the category? President Madler said retirees are listed in the associate membership. Ennen wanted to know if retirees can vote. Steckler said retirees would like to attend w/ reduced rate. Ennen asked how many members actually seek out the Good Stuff without the notification. Steckler thought conference attendance and discount would be what retirees would like. Ennen mentioned if retirees would like some form of event (coffee, roundtable, etc.) at conference. Pedersen said 'senior members' is listed in membership, maybe make it more known. President Madler mentioned they should get notifications in listserv if they are members. West asked if retirees could just pay regular fee and stay active. Martin said perhaps make special line (define associate member better.) Bratton said the form gets really long and needs to stay short. Martin stated that students should be taken out of associate member because student's membership is also option. Bratton thought this discrepancy was an oversight. Martin noted that student associate member is not in bylaws, only online so this simply needs to be changed online.

C. School Libraries

- a. James mentioned that new accreditation of schools will no longer require a library in the school. She has asked how this could be included in century code to require accreditation. Konnie Wightman and Donna James are working on drafting wording to take to legislature. She asked for letter of support to take to legislature when drafted. President Madler elaborated that we still have opportunity to support this through senate. (ALA has talking points to discuss with legislators on national level) James clarified hers is state level; ALA is a different federal issue.
- b. President Madler highlighted Ted Wagner (grassroots coordinator) ALA letter asking for support to senators to support school libraries. Wendt felt support at both state and national level is critical. Scarr mentioned this would also put extra strain on public libraries if school libraries were lost. Steckler would like a letter of support from NDLA for both issues.
 1. Capwiz tool-free for us. ALA has set up for us to use. Harken said we can use but have not been very active in using thus far. The interface needs to be more personalized. NDLA membership emails would need to be added. Pedersen asked if only one person had ability to send or entire membership. Bratton asked if an opt in could be included in membership form. Harken thought a link on the webpage with info would be nice for now. President Madler will ask Norton to add to the webpage. Harken will add the description.

D. Mentorship program

- a. Ennen noted that a mentorship program would be nice. Would NDLA want to manage a program? Comments about mentorship from conference were very positive, but who would manage it. West wanted to know what kind of mentorship. This needs to be defined. Wendt said MN tried to set one up but never really came about. MN does have leadership institute that works better. Maybe a session about mentoring (finding, being) might work better. President Madler commented perhaps we could have matching forms for mentors and mentees. Maybe some kind of database. Possibly a roundtable or committee. President Madler noted this would not be available to only NDLA members. Ennen mentioned this does not fall under state library laws. West asked if this could include leadership in general, not just mentorship. President Madler asked if this would be more of a professional development thing. For example, help with questions, etc. not such a formal affair. Wendt liked President Madler's idea of different matches for type of mentors mentees wanted. Peterson brought up TutorND model of matching depending on the problem. Ennen mentioned making this a directory type of situation instead of a public database. If a committee were appointed, they could look into it and see what is out there. Pedersen asked if Professional Development Committee would like to take this on. West will take to her committee.

E. NDLA archives

- a. Scarr noted a records disposition schedule established as part of archivist position. Hanson thought this was a good idea, will save a lot of time in future. Pedersen asked if maybe these should be put in web archive. Ennen asked if e-archives should grow forever or should they be cleaned out. Archives/Records Roundtable would like to get his roundtable involved in this. Hanson would like to identify a paper repository; Kujawa and Peterson said state historical society already does this. President Madler identified the lack of a structure to help determine when an item should be archived and should it be electronic or print. Scarr and Archives Roundtable will work on this. Anderson suggested they talk to the Heritage Center about what they will take and not. Hanson said Archives Roundtable would like to go over this with the Historical Society.

F. Library Support Staff Certification (LSSC) Program (Aubrey & Al)

- a. Kujawa has taught for CPLA program but not LSSC. President Madler stated that, from what she can tell, ALA will accredit a course which would also count towards the LSSC program. James felt this could be a partnership w/ Valley City State University. Other providers have been colleges and universities but also state libraries. Wendt mentioned CA and MN have similar programs available. Kujawa recommended balancing the work required to start up a program opposed to the number of people wishing to be in a program. Emery stated that as she knows it, this program would be in conjunction with Valley City's already installed program with additional certification through ALA. Peterson asked what the incentive would be for support staff. Would there be motivation to do this? President Madler proposed a possible scholarship for support staff who would like this accreditation. West mentioned that Fargo Public often looks for opportunities for support staff and this is good idea. Northrup would like to see if employers look at this as a plus for employment. Hirning asked about WebJunction courses as she doesn't pay for those. President Madler asked West and Emery if their committees would like to do write-

up on professional development for awareness of courses, scholarships, etc. They will work together on this.

G. Develop Web pages for each NDLA section and round table for e-storage of minutes, etc.

a. See Theresa's email...

a. Pedersen stated some sections have webpages where minutes can be posted. This would enable quicker minutes online etc. President Madler said if your section wants this, send to Theresa Norton.

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

1-President

Madler updated that Lisa Martin is now heading constitution bylaws committee

2-President –Elect

3-Past President

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-Continuing Education Committee

18-Finance

19-Intellectual Freedom Committee

20-Legislative Committee

21- Nominations, Elections & Voting Committee

22-Membership

23-Professional Development Committee

24-Public Relations Committee

*25-The Good Stuff Editorial Committee

Marlene added that Eric Stroshane will replace Karen Anderson on Good Stuff Committee

26-Executive Secretary

Cathy Langemo mentioned book is available.

27- Archivist/Historian

28-State Librarian

29-Web Editor

**IX. Next Meeting – TBD, March 2012, using IVN
Avoid 13-17**

X. Adjourn- meeting adjourned at 2:46 pm.

Respectfully submitted,
Bree Schmidt