



Executive Board Meeting Agenda
10:00 AM – 4:00 PM (CDT) June 14, 2013
West Fargo Public Library

Members present: *Aubrey Madler, *Al Peterson, Eric Stroshane, Mike Safratowich , Jenilee Kanenwisher, *Bonnie Krenz, Christine Kujawa, *Will Martin, *Beth K. Sorenson, *Elizabeth Madson, *Timothy Dirks, *Virginia Bjorness, *Victor Lieberman, , *Carrie Scarr, Shelby Harken, Lori West, Laurie Robertsdahl, Rosemary Flynn, Breanne Meier.

Not present: Lesley Gunderson, *Theresa Norton, Kathryn Thomas, Hulen E. Bivins, Kristen Northrup, Kelly Steckler, Susie Sharp , *Holly Gabriel, Bree Schmidt, * Marlene Anderson .

- I. Call to order**
The meeting was called to order at 10:03 a.m.
- II. Introductions and housekeeping**
President Peterson introduced our new Executive Secretary Laurie Robertsdahl and members then introduced themselves. Housekeeping announcements were made.
- III. Order of the Agenda**
There were no additions to the agenda
- IV. Minutes: Post-meeting and electronic correspondence to date**
Pres. Peterson called for approval of the IVN meeting minutes. S. Harken moved to adopt the minutes as distributed. V. Lieberman seconded. Motion passed. Electronic minutes will be approved via email.
- V. Treasurer's report**
M. Safratowich reported that no transactions had been made since the 6th of June when the latest report had been distributed. A. Madler reported that profits and billing would be divvied out after the 2013 conference. A budget was approved at the December meeting for the conference. We have two CDs, one is the NDLA CD and becomes due on Feb 2014 with .075% interest and the Professional Development CD is also getting .075% interest. M. Safratowich will submit a quarterly report that will get approved at the end of June.
- VI. Old Business**
 - A. Executive Secretary Position- FILLED**
President Peterson thanked everyone who served on the selection committee and the executive committee for hashing out details.
 - B. Legislative Session Wrap Up**
A. Peterson reported that H. Bivins sent the budget to the House with two proposals for funding. The House killed both proposals. He spoke at 11:20 p.m. as part of the Department of Public Instruction. K. Steckler did the presentation. The Senate approved the addition to State Aid but cut out the renovations and repair proposal. H. Bivins stayed

for the entire time. Legislators are reading emails so it is good to contact them regarding library concerns. We have to change the minds of some of the legislators that no one uses the libraries even though statistics show usage is up all over the state. K. Steckler did an incredible job of keeping everyone up-to-date and who to contact. V. Lieberman asked if this is the first year without a lobbyist. A. Peterson said we have never really had a true lobbyist or legislative tracker. K. Steckler was not a lobbyist but a tracker. State employees can't lobby. Librarians need to convince the public and legislators that libraries are being used and can be backed up by statistics all over the state. V. Lieberman also stated that as a non-profit, NDLA could use a percentage of its income to support a lobbyist if that's what we want to do. R. Flynn said we should have guidelines for members and lobbyists ready by the next term and it should be recommended that we are continuously involved in getting information to our congressional members, not just when they are in session. Getting information to interim committees, developing a publication that says "here is the status of our libraries," on a regular basis. Include easy tips for using libraries or send our newsletter to them. This could be done electronically. Legislators are not using libraries but the public is. Annual reports can also be sent to legislators from your district. Services are extended to state legislators when they come to town. Senators stopped by the booth and were disappointed that the funding for libraries was cut, including Governor Dalrymple. The appropriations committee did hear from the libraries during the session. Pres. Peterson will talk to K. Steckler about how things went during the legislative session and how to improve things.

VII. New Business

A. Membership applications and checks

Kathy Thomas's house was destroyed by a fire and membership information and checks may have been lost. K. Thomas can count on us to help her restore things to order. M. Safratowich or anyone can deposit checks, all that is needed is the bank account number at USBank. There are some memberships that can't be accounted for. Members who think they have sent in their checks but whose names don't show up on the list or haven't cleared the bank, should contact someone from the board. W. Martin stated that K. Thomas has been wanting to migrate the membership listserv from the NDUS servers to one which is under our control. We have access to the listserv software via the host which does our website. Al, as ALA president may be able to get access as an administrator. W. Martin may be able to get authorization to access the membership list. According to M. Safratowich, K. Thomas keeps the database on an access file. A back-up of the website should be considered in the future. The hosting company for our website maintains backup. Immediate needs include accessing and migrating the listserv; membership checks can be sent to M. Safratowich. M. Safratowich will talk to K. Thomas about NDLA membership applications. Kathy has announced that this would be her last year. Now would be a good time to start working on finding a replacement to work with Kathy. Pres. Peterson will have a conference call with K. Thomas, V. Lieberman, M. Safratowich and A. Madler to get issues straight in regards to membership and the conference registration. Sympathies will also be extended to K. Thomas from NDLA as well.

B. Website Re-design

W. Martin feels that our website is very basic. He conducted a survey of other library associations' websites. He distributed webshots of other attractive and functional websites. He feels that there is much more we could be doing with our website. We could use it for advocacy issues as discussed earlier, such as position papers, annual reports,

guidelines for members, statistics and public outreach functions. We may need a content management system as now it is done manually. S. Harken said that there is an ALA web resource (CapWhiz) that could be integrated into our website. T. Dirks congratulated W. Martin on bringing this forward and asked about cost and services. We need to be more sophisticated. Our current website host is fine and has all the needed capabilities. Free software packages to consider are Droople, Wordpress. Lunarpages is our current web host and is a national company. T. Dirks asked who should be involved and who should have some say. W. Martin recommended that a small committee should be formed, about 3-5 people that work with the site and solicit opinions from the membership at large via the listserv regarding content and direction and other input. T. Dirks recommended using a survey for comments. S. Harken made a motion to establish an ad hoc committee of no more than 5 members to assist in the redesign of our webpage (NDLA webpage). T. Dirks seconded. Motion passed unanimously. W. Martin and Pres. Peterson will identify types of people and invite people to volunteer to be on the committee.

C. Executive Committee of the Board- Constitution, Bylaws, and Policies

V. Bjorness provided some background information regarding the search process for the executive secretary: within the secretary search committee handbook it stated that once initial interviews were completed, the potential candidates were to be brought in front of the entire NDLA executive board. At the March meeting it was decided that it was not feasible, and certainly not a quick process, to bring them all in front of the entire executive board, so at that meeting it was proposed that, instead of the entire executive board meeting, the candidates would go before the executive committee of the board and it was approved. Later it was discovered that there is no executive committee of the board and there is nothing in the handbook defining that committee. It is common practice to do this according to standard code of parliamentary procedure. V. Lieberman pointed out it is part of our bylaws that the president can appoint a committee so, in effect, it was an appointed president committee and it should have a more formal structure in cases such as this where more agility is needed. Pres. Peterson said that in other situations he was involved in, past practices involved an executive committee of the President, Past-President, President-elect, Secretary and Treasurer. We need to identify the group and outline a formal structure. V. Bjorness said that in order to define one, it needs to be included in the bylaws and go before the membership. It could be done through Survey Monkey and reach more people. T. Dirks moved to have the by-laws committee recommend the structure and duties of an executive committee of the board. W. Martin seconded. Motion carried.

D. Executive Secretary Search Committee Handbook- Constitution, Bylaws, and Policies

V. Bjorness reported that good progress has been made on revising the Executive Secretary Search Committee handbook. The two main problems have been the executive committee of the board and the chronological guidelines. In the current revision, the language is vague as to the months when things will be done. For example, in the existing handbook it says when the search committee first becomes active the announcement should be made in the conference issue of the Good Stuff. There should be more flexibility in the handbook. However, there is no Executive Secretary Search Committee handbook to vote on at this time.

E. Revisions to the HSIS Handbook- Constitution, Bylaws, and Policies

V. Bjorness reported that the Health Science Information Section wanted to revise their handbook so that one person can't hold multiple offices. Because some of their offices

are 2 years and some are one, there is an overlap in HSIS positions. HSIS did not want officers to hold concurrent positions within their section. There are also some other minor changes. Virginia will email the changes for review to the Executive Board and they can be voted on electronically.

F. Slate of candidates for President Elect, Secretary, Treasurer, and MPLA Representative

Pres. Peterson presented the list of candidates that the nominations committee was able to solicit.

President Elect – Mark Holman, Sitting Bull College and Stephen Banister from Minot State University

Secretary – Andrea Lorenz from Mayville State University and Beth Sorenson from the University of North Dakota

Treasurer – Mike Safratowich UND Library of the Health Sciences and Bonnie Krenz from Griggs County Public Library

MPLA Representative – Paulette Nelson from the Minot Public Library and Shari Mosser from the North Dakota State Library

SLAYS - no chair elect at this time. Holding elections at conference. Is that in their handbook? They may have a candidate in mind since they choose one at conference.

S. Harken moved that the slate of candidates be approved by the executive board contingent on the candidates' dues being paid by the time the ballots are distributed. V. Lieberman seconded. Motion passed. A. Madler asked if there was still being work done on the election policy handbook. Work is currently on hold according to V. Bjorness.

R. Flynn requested information on bylaws for the Archives/Records Management Roundtable. The bylaws are not online.

Meeting broke at 11:45 a.m. for lunch. Meeting resumed at 12:45 p.m.

G. 2013 Tri-Conference

a. Conference Budget

A. Madler submitted an expense summary for the 2013 Tri-Conference for discussion. Aubrey will verify that NDLA comps the room for the NDLA President and Executive Secretary. There is no benefactor this year so there is no need to comp a room for that. Librarian of the Year gets one comp room for 1 night. There were 2 nominations for the Librarian of the Year Award. They need to know that night of banquet will be comped when chosen. There will probably be some photocopying and printing expenses. Prior years, K. Thomas (probably Cathy Langemo) had provided printer/copier and computer in the past. Plaques have been mailed before. No refreshments will be needed for the hour long board meeting. There is no Flickertail luncheon. Donna James is the instructor of records. She will be paid \$1000.00.

Plaque costs will probably be more than estimated. Two authors will attend. As far as the Friendliest Booth award by the New Members Round Table, there may be very few new members this year since the conference is so far away. Pres. Peterson recommended that voting on the booth could be open to whomever is available to go around and visit booths. Pres. Peterson said the plaque could say "Friendliest Booth from NDLA, sponsored by the New Members Round Table". Breanne Meier said, "Sounds good to me". Then later on Aubrey said she liked the wording and a bit later said that you could work the wording out with L. Robertsdahl.

The Executive Board has a 1 hour meeting slot scheduled on Wednesday evening. Incoming Pres. V. Lieberman would like to hold a brief post-conference meeting. Incoming board members will be invited and will plan for the next board meeting. General membership meeting is Thursday morning from 7:00 a.m. to 8:00 a.m. The post-conference meeting could be on Friday from 8:00-8:30 a.m. Minutes from first executive board meeting are usually approved at the post-conference meeting.

M. Safratowich said that usually the plaque said, "Friendly booth award." No decision was made about this at this point.

Auctions or fundraisers to supplement the professional grants were discussed. A bakeless bake-sale and a small gift basket table were suggested. Dry ingredients in a jar with the recipe included idea will be posted on the listserv. M. Safratowich will check with M. Anderson about having cookbooks for sale at NDLA. Have been sold for \$18.00 could sell for as low as \$5.00 or free will donation. Aubrey will send an email regarding the auction as well as the bakeless bake sale idea.

L. West reported that 4 professional development grants were approved and there is only \$500.00 left. There is \$8000.00 available for 2014. Discussion was held regarding library organizations match NDLA grants now that grants are being requested more frequently. Grants could be prioritized for librarians who are supported by their institutions.

NDLA will have 2 tables available at the conference. Government documents is going to share a table with the Flickertale book sale.

To register you have to create your own user account and password. A. Madler will send out an email regarding how to register.

b. Update

Will made a motion to adjourn; seconded by S. Harken. Motion passed.

VIII. – **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

- 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
- 26-Executive Secretary
- 27-Archivist/Historian
- 28-State Librarian
- 29-Web Editor

IX. Next Meeting – location and date: Sioux Falls, SD

X. Adjourn