



North Dakota Library Association
Established 1906

NDLA Executive Board Meeting
December 6, 2013
Grand Forks, ND

Members present: Victor Lieberman, Stephen Banister, Al Peterson, Mary Lorenz, Michael Safratowich, Shelby Harken, Paulette Nelson, Heather Maneiro, Rosemary Pleva Flynn, Sandi Bates, Amber Emery, Jason DeShaw, Virginia Bjorness, Bree Schmidt, Bonnie Krenz, Christine Kujawa, Kelly Steckler, Kalan Davis, Laurie Robertsdahl, Will Martin, & Laurie McHenry.

Not present: BreAnne Meier, Erienne Graten, Carrie Scarr, Susie Sharp, Lori West, Marlene Anderson, & Cynthia Clairmont-Schmidt.

I. Call to order

President Victor Lieberman called the meeting to order at 10:10 am.

II. Introductions and housekeeping

Members introduced themselves and Pres. Lieberman pointed out refreshments, restrooms, and discussed lunch options.

III. Order of the Agenda

Pres. Lieberman called for a motion to approve the agenda of the meeting. Shelby Harken made the motion; seconded by Michael Safratowich; motion carried.

IV. Approval of Minutes: Post-conference and electronic correspondence to date

Pres. Lieberman called for a motion to approve the post-conference and electronic minutes. Shelby Harken made the motion; Michael Safratowich seconded it; motion passed.

V. Treasurer's Report

Michael Safratowich presented the Treasurer's Report. NDLA had a positive balance from the Triconference in Sioux Falls, SD of \$7731.00.

VI. Old Business:

A. Bylaws Change – Executive Committee of the Board

The Executive Committee of the Board bylaws change has had its 30 day discussion period and the NDLA Secretary position is currently in its 30 day discussion period. Both topics will be on the same electronic ballot with a paper ballot sent to members who do not have email. Pres. Lieberman will check with Susie Sharp of NEV (Nominations, Elections, Voting) as to how this election will proceed.

B. Mentoring Committee

Our new Executive Board Mentoring Committee will be headed by Aubrey Madler. This committee will gather members and report to the Executive Board.

C. Strategic Planning Committee

Our new Executive Board Strategic Planning Committee will be headed by Laurie McHenry. This committee will gather members and report to the Executive Board. The North Dakota State Library Field Services has resources that may be helpful with strategic planning.

D. Lobbyist

Pres. Lieberman spoke with Jason Matthews, a congressional lobbyist based in Bismarck, because NDLA's previous lobbyist retired. Questions arose as to what his prices are for lobbying services and does he have a portfolio of what he's done in the past. Jason Matthews has done a lot of educational work which would work well with libraries. He has volunteered to do a presentation for the Executive Board at our May meeting.

NDLA has to decide what level of lobbying we want and how do we want to advocate for libraries? NDLA could develop resources on how local librarians can communicate with their legislators. The biggest impact is when legislators hear from librarians in local communities rather than from NDLA. We could use links from the ALA website and shift the focus to providing resources to librarians rather than to NDLA. SnapshotND (<http://ndla.info/snapshot/>) and Legislative Day were successful ways to advocate.

One comment was that our Strategic Planning Committee needs to decide what our goals are for the legislative session, where NDLA wants to go as an organization, what is NDLA's mission before we hire someone to lobby for us. The next legislative session is January 2015. Pres. Lieberman will communicate these comments to Laurie McHenry to see if the Strategic Planning Committee can incorporate them into their goals. Depending on what this lobbyist can provide for NDLA could lead us in how we do our strategic planning. Another comment was that instead of hiring a lobbyist for the entire legislative session, we could hire him to do a session at conference on librarian advocacy. Pres. Lieberman will tell Jason Matthews we are interested in a presentation at our May meeting, a description of what he does, and prices.

E. The NDLA Secretary Election Results

The NDLA Secretary election is currently in its 30 day discussion period. It was decided that if the ballot goes out in mid-December 2013, Kalan Davis, Membership will give the current membership for voting. If the ballot goes out in January 2014, the vote will go to the January 2014 membership. Virginia Bjorness CBP (Constitution, Bylaws & Policies) will check on whether there is a time restriction

between the end of the 30 day discussion period and the time the ballot goes out to the membership.

VII. New Business:

A. Reimbursements for Meeting Expenses & Approve Annual Operating Budget

Travel reimbursement for lodging at the state rate, when attending to NDLA business, doesn't cover some people's costs. The Finance Committee recommends that reimbursement for lodging stay at the state rate. Pres. Lieberman said NDLA should obligate itself so its board is not burdened to attend meetings, NDLA should make up the cost.

Michael Safratowich said there are two issues involved: 1. clarifying the current policy regarding state reimbursement for lodging; 2. the Executive Board can decide what the lodging rate should be or should be changed to and the Finance Committee needs the Board's feedback on this issue. Heather Maneiro proposed the lodging rate stay at actual rate or 1.5 times the state rate. Michael Safratowich said this might allow for the lodging rate to go above the state rate and if that were to happen will NDLA members stay at lodgings with the state rate or opt to stay at higher priced lodgings. Al Peterson stated you often have to be a state employee with a state ID to get the state rate at some hotels. Does NDLA qualify for the corporate rate offered at hotels? Sandi Bates said a lower priced hotel in western North Dakota goes for \$175.00 per night and offers no state rate. Michael Safratowich added that the state does reimburse higher rates for Williston, Dickinson, Minot, and Beulah.

Bonnie Krenz wants to add state rate to the existing reimbursement policy and the Finance Committee needs to recommend to the Executive Board that NDLA reimburse people for travel expenses. Pres. Lieberman said to add the wording to the policy that "NDLA reimburse at cost" when the policy states to reimburse at state rate would require an addition to the policy. Bonnie Krenz will send the reimbursement for lodging information to Virginia Bjorness of CBP for clarification, the Finance Committee will continue this discussion at their meeting, and will bring a recommendation to the Executive Board. Will Martin said the Reimbursement Handbook only exists electronically – he needs to know what he can change on the website without going through CBP.

The Mentoring & Strategic Planning Committees put in budget requests of \$120.00.

Sandi Bates HSIS (Health Science Information Section) requested \$1775.00 to help bring in speakers for the Midwest Chapter of Health Sciences Conference to be held October 10-14, 2014; if this is granted HSIS will not seek any money for the NDLA conference in the fall.

Laurie Robertsdahl requested a laptop for the Executive Secretary's position. It was brought up that this is a contractual position and NDLA doesn't need to supply equipment for a contractual position. Options include using a donated computer, cloud computing, using guest passes for computers at UND, or as a contractor purchase a computer and use it as a tax write-off. Al Peterson thinks we should explore the idea of purchasing a computer for the Executive Board that would be stored by the Executive Secretary; the NDLA secretary could use it for minutes at meetings. Bonnie Krenz said a line expense could be added as part of the Executive Board Budget for \$1000.00 in technology support. The discussion of where the line item is put in the budget was deferred to the Finance Committee. The Executive Board would decide what software was used on the computer so it's compatible with others. A policy would need to be written to define the use of the computer by the Executive Board and determine responsibility for upkeep. The Finance Committee is charged with writing the policy.

Pres. Lieberman asked for a motion to approve the NDLA Budget by the Finance Committee. Sandi Bates made the motion. Shelby Harken seconded. Budget approved.

Victor Lieberman adjourned the meeting until 1:00pm.

Victor Lieberman called the meeting back to order at 1:05pm.

New Business:

B. Bylaws Change Vote - Majority vs. Plurality

The Executive Board discussed how to handle tie votes when more than two candidates are on the ballot. Options are: 1. the Executive Board can decide who won the election, 2. only have two candidates for each office on the ballot, 3. the candidate with the majority of the votes wins the election, or 4. the candidate with the most votes (plurality) wins the election. NDLA can petition to change the bylaws so there are only two candidates per office on the ballot, that way one candidate will always have the majority vote or we can allow more than two candidates per office on the ballot and whoever gets the most votes wins by plurality vote, or we can have a runoff election between the top two candidates. It was added that Sturges' Rules recommends against plurality. Will we need to make a change in the bylaws for a runoff election between the top two candidates? A recommendation was for the NEV Committee to bring information to the Executive Board regarding runoff election information. The Executive Board is the final arbiter but there are no guidelines in place on how the Board is to decide. Pres. Lieberman suggested that NEV and CBP make a recommendation and that NDLA present it to the membership for a vote.

Michael Safratowich asked if there is a time limit that a vote needs to be taken after a discussion period ends. Virginia Bjorness said she didn't think so but would check the current Bylaws and the NEV Handbook. Topic tabled until next Board meeting.

C. Librarian of the Year and Major Benefactor Awards

Stephen Banister, President-elect asked that the documentation for these awards be revised, with clear and concise information on the website, President-Elect Documents and Executive Board Handbook. The CBP Committee will work on clearing up the confusing criteria in the handbooks. The people available to be committee members to select award candidates are limited. Stephen Banister will put together some options regarding these awards and an update of future committee composition to discuss at a later date.

D. Website Revision Update

Will Martin, Web Editor has revised the awards pages which now list the due dates of the awards. There are individual pages for the purpose of the award, nomination procedure, and contact information with the same formatting. An updated PayPal membership form is now available. Will Martin will be studying and evaluating website usage statistics. The Intellectual Freedom Blog is the most visited page on the site. The website policy lists the editor as able to post documents to the website. Will Martin would like to use the website as a place for advocacy guides for librarians. The entire website needs revision, restructuring, and a content management system necessary for future updates. To update the policy, CBP Committee needs to look at the policy and work with Will to bring a recommendation to the Executive Board.

E. Association of Rural Small Libraries

ARSL is considering holding their conference in Fargo, North Dakota or Minnesota in either 2015 or 2017. Does NDLA want to help support a conference here; support could include physical needs of the association or small librarians' fees paid to attend. NDLA will send ASRL a letter of support for them to include with their bid to get this conference in Fargo. Pres. Lieberman will draft the letter and send it out electronically for Board approval and vote. The North Dakota State Library does support ARSL and typically sends one or two librarians. Rosemary Pleva Flynn wondered if ARSL would consider holding a joint conference with NDLA in Fall 2017. ARSL will meet in January or February 2014 to decide their conference location.

F. NDLA Conference Updates: 2014-2017

1. Al Peterson is working on the 2014 conference which will be held in Bismarck, September 17-19. The conference slogan will be "Providing Library Services for North Dakota for the Next 125 Years." Al Peterson is negotiating with two speakers for the conference, First Lady Betsy Dalrymple and Byron Dorgan. A request was made to not raise vendor fees but to increase the registration fee to \$130.00. \$20,500 is budgeted for the conference with estimated costs at \$27,000. The Ramada Inn of Bismarck will honor the contract signed in 2012 and a local arrangement committee has been formed. NDLA will have to be creative with the vending hall – the vendors' listserv needs to be forwarded to Stephen Banister.

Auction proceeds:

Auction proceeds usually go to the Professional Development Fund. Heather Maneiro suggested a portion go to Imagination Library (First Lady Betsy Dalrymple's current initiative). We could use this as an enticement to get First Lady Dalrymple to speak at conference. A line on the budget could be for a \$500 donation that could be used to support Imagination Library if the First Lady speaks at conference. Other comments were raised about keeping the funding local and continuing to fund Professional Development since the fund is low from usage and its only contributions come from the conference auction.

Sandi Bates made a motion to use auction proceeds for Professional Development and another charity. This motion died for lack of a second.

Al Peterson made a motion to use auction proceeds for Professional Development; Paulette Nelson seconded. Michael Safratowich commented that this is a good motion, the Professional Development fund is low on money and we want to keep a vibrant program going. Pres. Lieberman called for a vote; motion carried.

2. NDLA Conference Updates: 2015

2015 NDLA Conference will be September 16-19 in Jamestown. Pres. Lieberman has the Civic Center and the hotel booked. Pre-conference and post-conference will be held at the hotel with everything else held at the Civic Center. This conference was originally planned with Valley City/Jamestown as host. We will need to check to see who is host.

3. NDLA Conference Updates: 2016

Pres. Lieberman and Stephen Banister are working on the 2016 Conference to be held in Dickinson on September 21-24. They are conferring with the Grand Dakota Lodge. The hotel needs to update software before they can send out the contract. It will probably be sent and approved via email. 140 rooms and all meeting halls have been reserved for NDLA. A comment was raised that more rooms be booked for people traveling across state, arriving Tuesday night and staying Friday night. Pres. Lieberman said he will talk to the hotel about adding ten rooms for Tuesday and Friday.

4. NDLA Conference Updates: 2017

Association of Rural Small Libraries is considering holding their conference in Fargo, North Dakota or Minnesota in the next few years (2015 or 2017). Since we discussed holding a joint conference with ARSL if they choose North Dakota for their conference site, 2017 conference ideas were tabled until the next meeting until ARSL makes their decision.

G. MPLA Representative Policy Handbook revisions

Revisions were sent out to the Executive Board for perusal. Paulette Nelson made a motion to approve the policy revisions; Shelby Harken seconded; motion passed.

H. Evaluation of the Executive Secretary

The Executive Board moved into Executive Session as of 2:31 pm.

Stephen Banister made a motion to move out of Executive Session; Al Peterson seconded; motion carried. The Executive Board moved out of Executive Session at 2:50 pm.

The Executive Secretary's contract is valid until December 2014. She will be evaluated at the Executive Board's preconference meeting in September 2014.

VIII. Board Reports

MPLA Board is looking for corporate sponsors or a book vendor for the leadership institute.

Carrie Scarr is working on the history of NDLA to include on the website.

Kudos to the Intellectual Freedom Committee for the article in the Bismarck Tribune.

The Good Stuff deadline is Friday, January 10.

IX. Next Meeting

The Executive Board will meet via IVN on Friday, March 14. Pres. Lieberman will set up IVN and let UND know which sites to have active.

X. Adjourn

Shelby Harken made a motion to adjourn the meeting; Michael Safratowich seconded; motion carried. The meeting was adjourned at 3:35 pm.

Respectfully Submitted,
Mary Lorenz
NDLA Interim Secretary