



NDLA Executive Board Meeting
March 14, 2014
Interactive Video Network (IVN)

Members Present: Victor Lieberman, Shelby Harken, Michael Safratowich, Theresa Norton, Paulette Nelson, Mary Soucie, BreAnne Meier, Bree Schmidt, Virginia Bjorness, Sandi Bates, Bonnie Krenz, Carrie Scarr, Jason DeShaw, Heather Maneiro, Tina Grenier, and Al Peterson.

Not Present: Mary Lorenz, Stephen Banister, Rosemary Pleva Flynn, Amber Emery, Christine Kujawa, Kelly Steckler, Laurie Robertsdahl, Will Martin, Susie Sharp, Lori West, Erienne Graten, and Marlene Anderson.

I. Call to Order

President Victor Lieberman called the meeting to order at 10:00 am.

II. Introductions and Housekeeping

Members introduced themselves.

III. Order of the Agenda

A. Addition/ corrections

1. Executive Board position changes
2. Addition of Library Vision 2020 Think Tanks Information

B. President Lieberman called for a motion to approve the agenda; S. Harken moved to approve the agenda, seconded by Michael Safratowich. Motion carried, agenda approved.

IV. Approval of Minutes

A. December 6, 2013 meeting minutes

1. Mary Soucie listed as present at meeting; she hadn't started as State Librarian yet.
2. Grammatical error in VII New Business, section F, part 4.

President Lieberman called for a motion to approve the corrected minutes. S. Harken made motion, seconded by S. Bates. Motion carried, minutes approved as corrected.

B. Electronic Minutes December 30, 2013 – March 10, 2014

President Lieberman called for a motion to approve the Electronic Minutes. S. Harken made motion, seconded by M. Safratowich. Motion carried, Electronic Minutes approved.

V. Treasurer's Report

The first quarter Treasurer's Report was presented by M. Safratowich on April 3, 2014 through email. President Lieberman called for a motion to approve the report. M. Safratowich made the motion, seconded by P. Nelson. Motion carried, Treasurer's Report was approved April 7, 2014 by email. B. Krenz reported the Finance Committee audited the Treasurer's books and found them to be in order. She thanked M. Safratowich for keeping accurate books.

VI. Old Business

A. Mentoring Committee

Comments from A. Madler were read by President Lieberman. She has two people committed to working on the Mentoring Committee with a possible third person. The committee will begin meeting shortly.

B. Strategic Planning Committee

Nothing to report at this time.

C. Library Advocacy & Funding Initiative

President Lieberman reported that he has a meeting with a grant officer from the Bremer Foundation later in March to discuss our grant application. President Lieberman wants to move forward with a committee of approximately 10-12 people from a broad representation of library types to work on this initiative. The time frame for the grant is 3 months and the Bremer Foundation will make its decision in April or May.

D. The lobbyist whom NDLA is considering hiring to help with advocacy will present at the May meeting in Bismarck.

E. NDLA website update

President Lieberman read W. Martin's comments about website changes. The Awards pages have conflicting descriptions and criteria. This information will be forwarded to S. Banister for feedback. The new PayPal form has been uploaded.

F. Librarian of the Year and Major Benefactor Awards

Since S. Banister wasn't at the meeting, S. Bates made a motion to table this discussion until our May meeting, seconded by M. Safratowich. Motion carried.

VII. New Business

A. Executive Board changes

1. The new Archivist/Historian is Greg Gilstrap, Fargo Public Library.
2. The new Membership Chair is Theresa Norton, Harley E. French Library of the Health Sciences. Other Membership Committee members include Naomi Frantes, (UND), Michele Seil (Carrington High School), and Michael Safratowich.
3. The new Academic & Special Library Section Chair is Tina Grenier, (NDSCS).
4. Our new State Librarian is Mary Soucie.

B. Library Vision 2020 Workgroups/Think Tanks

The State Library is sponsoring 4 Think Tank meetings to update the Library Vision document.

Meetings will be from 12-4pm in:	Bismarck	April 23
	Minot	April 24
	Fargo	April 25
	Grand Forks	May 1

President Lieberman will send a message regarding the Think Tanks to the NDLA Listserv.

C. Travel Policy Discussion Update

At the December 6, 2013 meeting travel lodging reimbursement was discussed and it was determined that the state rate was not sufficient to cover Executive Board Members' lodging

expenses when traveling to meetings. This was referred to the Finance Committee for discussion. Bonnie Krenz said the Finance Committee recommends that NDLA reimburse lodging at the federal rate which is \$83.00 in most cities with exceptions in Dickinson \$120.00, Minot \$125.00, and Williston \$105.00. This might not completely cover costs but it is hoped that the institutions will pick up the remaining expenses. The Finance Committee asks that members who are eligible try to get hotels to honor the state rate, and when planning meetings, NDLA ask hotels to stay at the state rate. The state rate is 90% of the federal rate. This needs to go to the CB & P Committee for clarification before it can be brought to the Executive Board for a vote.

D. Finance Committee report on laptop purchase discussion

B. Krenz reported that the Finance Committee came to the conclusion that there is no reason or purpose for NDLA to purchase a laptop. It would be cumbersome to pass along to other Board members to use. The request to purchase a laptop was made by the Executive Secretary and after a review of the laws, NDLA cannot purchase equipment for a contracted position because then this individual becomes an employee and NDLA would have to pay taxes. K. Davis, former Membership Chair, said that it would be better for the Executive Board to purchase a printer that could be used at conferences.

E. Summary of research on questions relating to majority/plurality issue in deciding election votes

It was decided to send the majority/plurality issue to CB & P Committee for a Bylaws change proposal. V. Bjorness asked for more input for the language and direction of this proposal. S. Harken and M. Safratowich agreed to work with the CB & P Committee. The proposal developed will apply to all offices. CB & P will present the proposal before the May meeting so it can be published in the June Good Stuff and have its 30-day discussion period before a membership vote.

F. Executive Board Policy Manual wording on "quorum"

The Executive Board Policy Manual needs to be reconciled with the NDLA Constitution language; section 4 regarding the wording "quorum". The Executive Board Policy Manual just says "voting member," whereas the Constitution says a "majority of voting members constitutes a quorum." This will be included with the other changes that S. Banister will propose.

G. Time Limits between discussion periods and ballot distribution/votes

There is no time length requirement between 30-day discussion periods and voting.

H. Executive Secretary Position

There have been suggested revisions to the Executive Secretary Position. B. Krenz stated that this is still being discussed in the Finance Committee. The contract versus employee decision needs to be evaluated and resolved before the contract ends. The Search Committee Policy will also change depending on the wording of the Executive Secretary Handbook. The Finance Committee will send out their recommendation electronically before the May meeting. The Executive Board will discuss this issue at the May meeting. After which it will go to the CB & P Committee for clarification and then to the Executive Board for a vote.

I. NDLA Conference Updates (2013-2017)

1. Bismarck-2014, A. Peterson

A logo has been chosen for the conference. Keynote speaker will be Byron Dorgan and Opening speaker will be First Lady Betsy Dalrymple (she declined a donation to her charity and an honorarium). There will be no scheduled breakfasts during the conference but snacks will be available in the vending hall early morning. We need to make people aware of this ahead of time.

(a) The revised conference budget is \$32,097.50 in expenses and \$34,250.00 in income. There will be one preconference and one post conference. Possible vendor demonstrations could be part of the preconference. Registration is \$130 for NDLA members for the entire conference, \$65 for a single day, and \$35 additional charge if not a NDLA member. There will be a continuing education credit through Valley City State University for \$50.00. Section meetings will be at 8:00 am.

(b) The conference webpage is up and will include a program proposal form, registration, and exhibitors' registration. A PayPal link will be on the page also.

(c) No exhibitor information because S. Banister was absent.

President Lieberman called for a motion to approve the proposed budget for the 2014 conference. M. Safratowich made the motion, S. Harken seconded. Motion approved.

2. Valley City/Jamestown- 2015

Work being done regarding this conference.

3. Dickinson-2016, V. Lieberman

We have a contract with the hotel in Dickinson and President Lieberman will distribute it electronically for Board approval.

4. 2017 Conference Location Ideas

ARSL will not meet in Fargo in 2017 but will meet in North Dakota later, possible in 2019. A joint conference with them is a possibility. Grand Forks and Minot were suggested as possible sites for 2017. Last conference in Grand Forks was 2010 and Minot 2011. President Lieberman called for a motion that Grand Forks be the site of the 2017 NDLA conference. H. Manerio made the motion, seconded by S. Harken. Members discussed the high cost of food at the Alerus Center but also felt that splitting the conference between two hotels (Holiday Inn and Ramada Inn) was not desirable. President Lieberman called for a vote. Motion carried.

VIII. Board Reports

P. Nelson said one candidate for the MPLA Institute dropped out so there will only be one candidate from North Dakota attending this year.

IX. Next Meeting

The next meeting is Friday, May 9 from 10:00 – 4:00 pm at the Ramada Inn in Bismarck.

X. Adjourn

President Lieberman called for a motion to adjourn the meeting. S. Harken made the motion, seconded by A. Peterson. Motion carried. Meeting adjourned at 1:00 pm.