

NDLA Executive Board Meeting Minutes

IVN Meeting
03/13/15

Opening

The regular meeting of the NDLA Executive Board Meeting Minutes was called to order at 1:04 PM on 03/13/15 via IVN by President Greta Guck.

Present

Janet Anderson, Anna Blaine, Rita Ennen, Tina Grenier, Greta Guck, Rachel Kercher, Alicia Kubas, Victor Lieberman, Melissa Lloyd, Mary Lorenz, Anna Lynch, Aubrey Madler, Laurie McHenry, Will Martin, Paulette Nelson, Ann Pederson, Trista Raezer, Laurie Robertsdahl, Mike Safratowich, Mary Sheahan, Mary Soucie, Kelly Steckler, Kerianne Tyler, and Wendy Wendt.

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

Nov 21st meeting minutes approval. Correction Mary Sheahan was present at that meeting. Motion by Victor Lieberman to approve amended Nov meeting minutes, Second by Tina Grenier. Motion carries as amended.

Motion by Ann Pederson to amend September minutes to include incoming chair elect as Dawn Hackman. Second by Paulette Nelson. Motion passed.

Greta Guck called for a motion to approve Electronic minutes Nov 17 through Mar 11. Laurie McHenry moved to approve. Mike Safratowich second. Motion to approve electronic minutes carries.

Treasurer's Report

Treasurers report from Mike Safratowich Jan 1st four 1099's were sent out. AI is still registered agent.

Tax return completed. Profit of 2014 conference was \$11,022.20. Ending check book balance as of 03/06/15 is \$22645.69 and total equity \$77541.73. Remaining funds available for 2015 approved budget is \$23513.99.

Old Business

- **Mentorship Pilot Program-** Aubrey Madler – Mentoring pilot program is going well for 5 locations. Aubrey would like to set up a survey going through Survey Monkey to get input and suggestions on the program. Aubrey would like a program at the conference on mentoring training. She would like a large pre-conference on it or even a one hour session. Victor

Lieberman is looking into getting it implemented into this year's conference. Funding would fall into conference budget. GretaGuck commented on how well the program is working for her.

- **Library Advocacy & Workgroup Update**-Victor Lieberman- included an interim report in past president's quarterly report. Main points. 10 people involved. They have had productive and energizing meetings in Grand Forks. Jamestown has a meeting next week. Terms of grant will expire May 30. They will have left over funds to return to Bremer. Identified that schools are not included. Librarians are wondering about reliability of the statistics. Snapshot days was promoted in 2010. NDLA should promote this year. Geared toward National Library Week. It is Wednesday during library week in April. NDLA can further advocacy and funding by increasing its dues. A portion should go to library advocacy. Approved unanimously at their meeting. Return on investment should be used to help library users and library supporters. This will show what libraries contribute to their communities. Working on categories. Workgroup is focusing on this.

Discussion on 10% of dues going to this. It would be around \$1000 dollars as a membership. How would it be spent? Promotional things or items or users. Bumper stickers etc.?

Mary Soucie- Increase of 10% was approved and not linked to the 10% going to Library Advocacy prior to this discussion and were not related.

Greta Guck - no increase in dues since 2000. Increasing them could add more value to NDLA membership. Being able to provide more to the members. Bringing in more programs and services that NDLA would be able to provide to its members. Both tie together.

Kelly Steckler- Would be helpful on non-legislative years to prepare for legislative sessions.

Revisit allocating 10% in another meeting for 2016 budget.

- **Technical Services RT Vacant Chair position**-What do we need to do? Laurie McHenry volunteered to contact them as she is a member of the TSR. Wonders about merging Technical Services and Government Documents- Jason DeShaw was last year's chair for TS.
- **Website Update Report**- Will Martin

Behind the scene cleanup. Maintaining it is a trial. Redesign showed an example of new design on computer screen. It is in process. Projected timeline is unsure. Assistance with importing information from our site would be appreciated. Possibly late summer. Volunteers? Advocacy worker Julia would like to help.

Kelly Steckler- be careful not to put too much text on the page. She would like to see a tab for legislative and other updated things.

Aubrey Madler- MPLA just had their website updated recently and it looks great.

NDLA.info or NDLA.org most use .info and needs to be renewed.

New Business

- **NDLA Financial Review-** Everything in order. New info about the audit. Victor Lieberman moves to approve the review of the report of financial treasurer's books. Laurie McHenry seconds. Motion approved.

Greta Guck motions to thank Mike Safratowich for his great hard work for many years of service. Second from Paulette Nelson. Approved motion unanimously.

- **Proposed Bylaws revisions-**Anna Blaine

Government Documents Roundtable Bylaws:

Art. X Sec.1 The roundtable shall maintain membership in the American Library Association's Government Documents Roundtable otherwise known as ALA-GODORT, and exercise the rights and privileges which pertain to this membership. The Chair will supply ALA-GODORT with a copy of the bylaws and reports of activities of the organization. Victor Lieberman moves to approve second by Alicia Kubas Motion approved.

Academic and Special Libraries Section Bylaws:

Art. VIII, Sec. 2 "Passage will require a majority of those voting" Was added as a second sentence.

A &SL section bylaw revision as amended motioned by Tina Grenier second Victor Lieberman, Motion approved one nay. Motion is adopted.

Archives/Records Management Roundtable Bylaws:

Art. VI, Sec 2 was amended to "Officers of the Roundtable are the Chair, Chair-Elect and Secretary."

Motion to adopt the proposed bylaws for ARM moved by Victor Lieberman, second Mary Lorenz. Motion passed.

- **Amendments to the Executive Secretary Search Committee Policies Handbook-**

Executive Secretary Search handbook- telephone interviews are not well addressed
Anna Blaine-Bylaws Committee Chair.

Approve now and revise further later?

Ann Pederson- Could we add a list of proposed interview questions to the handbook and create a question bank?

1. Sec. C(6) and Sec. C(7) were combined into one subsection.
2. Sec. C(9). The proposed anti-discrimination clause was expanded to “race, color, religion, sex, national origin, age, physical/mental disability, status with respect to marriage or public assistance, sexual orientation or gender identity.”
3. Sec. C(10) was changed to “After screening candidates, the Search Committee makes its recommendations for final candidate(s) to the NDLA President.
4. Sec. C(11)(e) was changed to “Current Library Vision with any updates.”
5. Sec. D(4)(c) was changed to “Selection decision is made by majority vote of the Executive Board.”

Motion by Victor Lieberman to approve, second by Paulette Nelson. Motions approved.

- **Facebook Page-** Janet Anderson- Library Advocacy Group-

Who is in control of Facebook page? Will Martin

Need to revive the page. Mary Soucie, Janet Anderson, Kerri Tyler and Greta Guck will help do it.

Advocacy group will use it to post photos from Library Snapshot Day (also put it on NDLA webpage.)

Janet will write up some general procedures for Snapshot Day

- **ND Legislative Update-** Kelly Steckler

Last week a few members went to the House Concurrent Resolution #3045 study. It's in the senate education, testified for budget one. Went well, but not much time given to speak.

Mary Soucie – Tax reform out there but none that affect libraries.

Legislative Day is April 14th they have their booth at the capitol. Needs volunteers and ideas for things to catch legislators' ears. State library is going to have a booth there all week.

- **National Library Legislative Day Donation request** from ALA- Greta \$70 donation requested. Do we want to donate? Wendy Wendt & Victor Lieberman not in favor.

Victor is Contacting Bremer about using extra funds to send more people to the National Legislative Library Week or using the extra grant money for preconference.

- **Nomination Status Check-** Kerri Tyler

Treasurer-1

Secretary-2

Pres-Elect-0

- **Video Conference/Webinar software Pilot Program**

Greta Guck's initiative-pilot program- Zoom for one year \$499.90

Potential webinars-going to do one soon about serving on NDLA office

They can be recorded and archived

Motion to purchase the software for one year from Tina Grenier Second Janet Anderson, motion approved.

- **Conference Updates**

Mark Herrin is waiving speaker fee

Going to be looking over the venue next week.

60 rooms on hold at Gladstone Inn, Holiday Inn Express has some rooms available

Local arrangement committee on board

Conference budget \$30,000- will have estimated budget to the group within the month-hope to approve via email.

- **Adjournment-** IVN disconnected at 3:50