

NDLA Executive Board Meeting
Wednesday, Sept. 17, 2014
Ramada Inn, Bismarck, ND

Attending: Rosemary Pleva Flynn, Sandi Bates, Michael Safratowich, Paulette Nelson, Bonnie Krenz, Susie Sharp, Al Peterson, Erienne Graten, Jason DeShaw, Mary Soucie, Victor Lieberman, Will Martin, BreAnne Meier, Virginia Bjorness, Amber Emery, Laurie Robertsdaahl, Shelby Harken, Kelly Steckler, Christine Kujawa, Will Martin, and Mary Lorenz. Not attending: Stephen Banister, Lori West, Bree Schmidt, Theresa Norton, Tina Grenier, and Greg Gilstrap.

I. President Lieberman called the meeting to order at 4:15 pm.

II. Introductions and Housekeeping

Welcome to board members.

Refreshments served during meeting.

III. Order of the Agenda

A. New business item G. added by Bonnie Krenz

B. S. Harken made a motion to approve the agenda. Seconded by E. Graten. Motion carried.

IV. Approval of Minutes

A. Minutes from the 3rd quarter Board Meeting

B. Electronic Minutes (May 19 – Sept. 9, 2014)

S. Bates made a motion to approve the meeting minutes and the electronic minutes. R. Flynn seconded. Motion carried.

V. Treasurer's Report

\$20,000 in conference receipts thus far plus a \$7000 deposit for the conference. \$1000 in sponsorship from ODIN plus \$1000 in registration brings conference income to about \$30,000. It looks like we will reach the \$32,000 estimate of conference income. The Bremer Grant is included in the bottom line of the treasurer's report.

VI. Old Business

A. Strategic Planning Committee & Mentoring Committee

1. Laurie McHenry would like to seek input from all NDLA members to include with Strategic Planning Committee discussions. Mary Soucie will serve on the committee and they are still looking for others to assist.

2. Aubrey Madler will present at the conference regarding the Mentoring Committee and distributed minutes to the Executive Board.

B. Library Advocacy & Funding Initiative

NDLA received an \$18,000 grant from the Bremer Foundation for the use of looking at better advocacy and funding for libraries in North Dakota. A working group of 10-15 members from all types of libraries in the state will be set up to produce an action plan on how NDLA can address and work on advocacy & funding. The purpose of the grant is to reimburse costs associated with travel to work on this action plan. NDLA has to return any funds not used. State Library employees on this working group will be paid by the State Library. The group will participate in single day meetings and it will be left up to them as to how often they need to meet. The grant

funds must be used by May 2015. President Lieberman will ask for volunteers, contact people in the Sections, and encourage people to consider working on this initiative.

C. Librarian of the Year/Major Benefactor Award

S. Banister was not at the meeting so the criteria for these two awards will need to be discussed at a later meeting. We need accurate descriptions of these awards, and criteria for the judging committee. These awards are announced at conference.

D. Executive Secretary Policy & Contract

The Finance Committee has looked into the Executive Secretary's contract for revisions that need to be made. M. Safratowich met with the Buile Law Office to get a legal opinion to see if NDLA is following correctly with the contract and policy. Conclusions drawn by Mr. Buile indicate that NDLA is following correctly with most of the contract tests that he considered. Accommodations need to be addressed in the contract. As a contract worker, our Executive Secretary contract and policy is in compliance with the IRS. NDLA can extend the position to the current person holding the position and wouldn't have to advertise or consider other candidates. NDLA can no longer do a paper evaluation as done in the past. A document will be sent through the email listserv to vote on our revisions that are in sync with the Buile Law Office comments. This vote will go to the next Executive Board.

VII. New Business

A. Validate Election Results

Susie Sharp was recognized by the Executive Board for her efforts as chair of the Nominations, Elections and Voting Committee.

There were 147 votes for president-elect. The following comprise the new Executive Board:

President-elect: Greta Guck

Secretary: Mary Lorenz

Treasurer: Mike Safratowich

ALA Councilor: Laurie McHenry

New Members Round Table Chair: Megan Richardson

Public Library Section Chair: Janet Anderson

School Library & Youth Services Section Chair: Aaron Stefanvich

Academic & Special Library Section Chair: Sam Stover

Government Documents Round Table Chair: Alice Kubas

Health Sciences Information Section Chair-elect: Dawn Hackman

Health Sciences Information Section Secretary: Merete Christianson

Two sections had no one on the ballot.

The Bylaws change was approved.

Bylaws change: Article III, Section 2B: B. For each office the candidate receiving the largest number of votes shall be elected. The Nominations, Elections, and Voting Committee determines and reports the results of the balloting to the Executive Board which validates election results and, in disputes regarding elections, serves as the final arbiter. In the case of a tie vote, the successful candidate shall be determined by lot conducted by the Executive Board.

A motion was called for to validate the election. E. Graten made the motion. Seconded by P. Nelson. Question was called. Results were validated.

B. Executive Board Resolution

1. President Lieberman asked the Executive Board to make a resolution thanking Al Peterson who arranged the conference, the local arrangements committee especially Christine Kujawa, Marcia Francis, Linda Austin, & Traci Juhala, the Bismarck Ramada Inn, RSVP Volunteer Program and the Bismarck-Mandan Convention and Visitor's Bureau who all contributed to the success of the conference. S. Bates made a motion to approve the resolution. Seconded by S. Harken. Motion carried.
2. No other resolutions were made.

C. Section & Round Table Chair Election Difficulties

Three Round Tables had no members running on the ballot for this election, Technical Services RT, Archives & Records Management RT, and Government Documents RT. There is a volunteer to chair the Technical Services RT at this time. Archives & Records Management RT was going to send out ballots for write-in candidates but this wasn't done (You can list a write-in candidate without a running candidate on the ballot). NDLA wants to encourage participation in these groups. Possible actions to help remedy these election difficulties include updating the listservs, encourage members to sign up for the Sections and Round Tables, & making sure the data in the listservs is correct so everyone gets a ballot.

Also discussed was an examination could be made into the Round Tables and Sections. What roles do they have in NDLA? Could their needs be better addressed as an interest group without the pressure of being on the Board, less formal, more work-related rather than driven by bylaws and policies? Perhaps Round Tables could meet during meal times at conference. Round Tables and Sections are often intimidating to new members.

Currently we have no chair-elects for Technical Services RT and Archives and Records Management but do have people willing to be chairs for this year. The chair-elect for Government Documents RT is moving out of state; the newly elected chair-elect will serve 2 years, 1 as chair-elect and 1 as chair. A. Peterson made a motion that we hold a special election for chair-elects for Technical Services and Archives and Records Management RTs. Seconded by P. Nelson. Motion carried. The next board will conduct the special election, Technical Services RT and Archives and Records Management RT need to forward the names to the Nominations, Elections, and Voting Committee.

D. Confirm Executive Committee Chair Appointments

We have seven openings on the Executive Board that need to be Board appointed.

- 16 Constitution, Bylaws & Policies
- 17 Continuing Education
- 18 Finance
- 19 Intellectual Freedom
- 21 Nominations, Elections & Voting
- 22 Membership
- 23 Professional Development

Bonnie Krenz has agreed to serve one more year as Chair of the Finance Committee. Rita Ennen will head up the Intellectual Freedom Committee. Patricia Caldwell will handle Professional Development. We're still looking to fill four positions.

E. NDLA Conference Updates

1. Bismarck 2014 – A. Peterson (Everything going okay so far.)
2. Valley City conference in Jamestown 2015 – V. Lieberman working on conference theme & guest speakers. Theme is still in the preliminary stages revolving around history of libraries as they developed in tandem with enlightenment, libraries as important civic structures, libraries building communities.
3. Dickinson 2016 – S. Banister
Board reviewed the hotel contract which contains 100% guaranteed room reservations. President Lieberman will check on whether the technical-internet services are guaranteed as a perk of the conference or if we have to pay for them. S. Bates moved to approve the contract. Seconded by A. Peterson. Motion carried
4. Grand Forks 2017 – G. Guck (Nothing to report.)

The NDLA website will be updated with a list of conference locations and dates.

NDLA is in the process of raising conference fees so they cover the costs of the conference. Next year the fee will be \$150.

Meeting relocated to the Senate Room of the Bismarck Ramada Inn.

F. Lobbyist Discussion

K. Steckler summarized Lobbyist Jason Matthews' (JM Strategies) presentation from our May meeting. She feels NDLA doesn't need someone doing bill tracking as this is something that we can do ourselves. Matthews proposed that he will work on government relations and strategic communication services for NDLA. K. Steckler thinks some things he offers will be beneficial to NDLA such as message development (help develop key messages on behalf of greater state funding for ND libraries), provide a unified front for all libraries in North Dakota, talking points, membership education and engagement through action alerts (part of this would be to give librarians a proposed format for what to testify, what to say, and to know who are your legislators). These duties will bring a cohesiveness to our legislative efforts in that everyone would have the same message for their legislators. She also emphasized that it is effective for legislators to receive a lot of emails.

Mr. Matthews' fee is \$3500 per year, effective from Dec. 1, 2014 to the end of the 2015 legislative session (April or May 2015). NDLA has been paying \$2000 for the last lobbyist, K. Steckler believes that money needs to be spent on better ways to help NDLA. M. Safratowich will look into the fee being split into two calendar years. NDLA needs to comply with 501c status, what is the IRS ruling if the lobbying is all done in one year? M. Safratowich and B. Krenz, Finance Committee, think NDLA has the money to afford hiring Matthews. Would NDLA keep him on in off years? We need clarification if he only works for NDLA during legislative years. If Matthews is hired, NDLA will use this as a trial year. The Finance Committee needs to look into the IRS ramifications of this endeavor. NDLA needs to decide on a cap of how much we are willing to spend on Matthews' expenses. NDLA could add a line item to the budget for lobbyist expense. M. Safratowich made a motion to move forward with the proposal to hire JM Strategies, pending clarification of tax status and that it has no detrimental effect on NDLA's 501c tax exempt status. S. Harken seconded. Motion carried. The Finance Committee will make a determination regarding the tax exempt issue and the Executive Board will approve via email if the first quarterly meeting will be too close to the deadline. A clarification of the dates and fees will be needed on Matthews' proposal.

G. New item added to agenda by B. Krenz.

There is a fundraising kickstarter event for libraries. United for Libraries, trustees, Friends, and library advocates can all take part in this event. Filmmakers are producing a documentary through ALA about the public library. They are asking for donations to produce it and would like to forward it to our listserv so others in the library world will think of donating. B. Krenz said when it's a kickstarter event, you usually get something free, free copy of the documentary. B. Krenz will forward the information to the general membership for informational purposes only.

VIII. Board Reports

All Board reports will be posted on the website along with Board annual reports.

IX. Next Meeting

Our post conference meeting will be Friday, Sept. 19 at 3:45 pm in Executive Suite II. Both new and former board members may attend.

X. Adjournment

S. Bates made a motion to adjourn the meeting. Second by S. Harken. Motion carried. Meeting adjourned at 7:23 pm.

Respectfully Submitted,

Mary Lorenz

NDLA Secretary