

**NDLA Executive Board Meeting**  
**IVN- Various Locations**  
**March 9, 2012**  
**9:00 AM**

**Members present:** Aubrey Madler, Al Peterson, Rita Ennen, Bree Schmidt, Michael Safratowich, Shelby Harken, Eric Stroshane, Donna James, Curt Hanson, Wendy Wendt, Lesley Gunderson, Stephanie Kom, Lisa Martin, Bonnie Krenz, Christine Kujawa, Kathy Thomas, Lori West, Cathy Langemo, Marlene Anderson, Carrie Scarr, Theresa Norton

**Members not present:** Kristen Northrup, Lila Pedersen, Susan Harmon, Amber Emery, Hulen Bivins, Chandra Hirning

**Guests:** Phyllis Bratton

- I. Call to order**  
Meeting called to order at 9:15
- II. Introductions and housekeeping**
- III. Order of the Agenda**
  - Wendy Wendt moved to approve the meeting agenda for March 9<sup>th</sup>. Mike Safratowich seconded the motion. Motion carried, March 9<sup>th</sup> agenda approved.
- IV. Minutes approval: December 2<sup>nd</sup> meeting and electronic correspondence to date**
  - Wendy Wendt moved to approve both the December 2<sup>nd</sup> Executive Board meeting and December – March Electronic discussion minutes. Shelby Harken seconded the motion. Motion carried.
- V. Treasurer's report**

North Dakota sales tax return will need to be amended as some tax was reported incorrectly. We have one year to complete this but Mike Safratowich will take care of this sooner. Current financial report lists that we have a total equity of \$68,544. Dues have been paid to ALA, Freedom to Read; the report includes insurance.
- VI. Old Business**
  - A. Membership dues structure for when people pay dues at conference time**
    - Kathy Thomas thought anyone who pays \$35 (non-member fee) to register at the conference should receive NDLA membership for the year. To clarify, we would want to encourage people to pre-register for the conference.
    - President Madler said we would need to make change in the bylaws Article 1 Section 2. Wendt wanted to know who would track this. Kathy Thomas mentioned that she keeps a database to track membership.
    - Lesley Gunderson moved that we make changes to the Bylaws to allow new registrants at conference receive membership for the year. Shelby Harken seconded the motion. We will work with Constitution, Bylaws and Policies Committee to make changes to allow new conference registrations to get membership for year. Shelby Harken thought we should begin 2012 conference with this. Curt Hanson would like to get policy set up faster to get more members for the Fargo conference. Lisa Martin

mentioned that this will take some time with Bylaws Committee but it is possible by 2012 conference.

**B. Bylaws changes:**

- Past-president addition
  - o President Madler said in Article 4 Section 2: Duties of past president; there should be an added item by switching of the duties of president-elect and past president for coordinating programs for annual conference. The past president should be doing this. Bonnie Krenz mentioned this all be taken care of in Bratton's new manual. President Madler asked if we still need statements in the Bylaws about this. Rita Ennen asked if this wasn't already changed in the Bylaws. She believed voting was done in conference at some point in past. Electronic discussion minutes from Oct. 2010-Sept. 2011 state this, but it was never changed in the Bylaws. Bratton asked whose responsibility is it to update this in the constitution. President Madler also mentioned that the offering of new library directors their first year of membership for free was voted on in 2000, but not updated in the Bylaws as well. It was decided that the Bylaws Committee as a whole should be responsible for updating these items.

**VII. New Business**

**A. Conference 2012 Tentative schedule and planning**

- Update from Programs Chair, (Rita)
  - o Rita Ennen has sent a draft of conference schedule for this year. A couple of chairs have been in touch with her for proposed speakers. There will be a change in Section and Roundtable meetings; they will be moved to late afternoon on Thursday. April would be the latest date for program proposals for the conference.
- Update from Exhibits Chair, (Al)
  - o Al Peterson sent emails this week and letters next week for exhibitors. He sent out to about 90 vendors he's looking at. In other duties, he's had several inquiries about librarian of year and 2 for major benefactor. The deadline for both is May 31.
- General sessions, (Aubrey & Rita)
  - o President Madler asked how many general sessions are necessary for the conference; having only one would open up the schedule for events. President Madler asked if we need an organized announcements session i.e. breakfast on Friday. Al Peterson mentioned that morning housekeeping would be a good idea. Ennen agreed that announcements should be held towards the end of breakfast.
- Conference Planning Manual (Phyllis)
  - o Bratton mentioned that she is trying to put together extremely general manual so this can be moved around easily. Also trying to clearly state what each officer is responsible for. Also putting together spreadsheet of what everyone should be doing by month. Different duties by officer would be in one calendar to simplify things. Bratton would like someone to take on continuing education and Flicker Tale. Madler said she will contact those chairs to see if they can offer input or lists for the manual.

**C. Use of Exec. Blog and Listserv (Aubrey)**

- President Madler asked about use of the blog as opposed to the listserv. Would it be helpful to take advantage of the blog for different announcements Shelby Harken added that no one is reading the ALA blogs or least no one makes comments. There is no way to see if anyone is reading blog. Madler- there is a link for different blogs

on the webpage. You can tell how many hits on blog. Christine Kujawa agreed with Harken. She has seen mostly spam on her blog and it can be difficult to tell which hits are actual page views and which are spam. They don't have comments enabled because all they receive is spam. She thought we should stick to email. Lisa Martin mentioned that members may not monitor the blog in slower months like January. Lori West mentioned that the blog must be updated regularly for members to want read it, she asked about the possibility of using Facebook. It was decided that email is best way for important info.

**D. Joint Trustee Membership** (Aubrey, Shelby)

- Shelby- ALA has plans and categories of member group reduce price for ALA if member of state organization. Attending ALA and going to trustee interest groups at ALA. She asked if we should we participate the next time this comes around. First small grouping came out Jan after ALA. Bonnie- should be discussed at public library meeting. Wendy Wendt will talk with the Public Library section about this since this would involve them more than other libraries.

**E. Earth Day Network – participation by the NDLA and Public Library Section** (Wendy)

- Wendy Wendt mentioned that the earth day network has asked ND public libraries to participate in the Reading for Earth project, which is sponsored by earth day network to promote green schools. The program asks kids to borrow and read environmental books from local libraries. All materials will be free to use. Earth Day Network would supply posters, suggested reading mats etc. Wendt asked if we have a distribution system for this. Marlene Anderson thought it sounded like a great program, but that it should be shared with public libraries to participate individually and thus, would save money in distribution.

### III. Reports

**1-President**

- Madler stated the insurance policy in place 1 for liability and additional for fraud and abuse and the premium has been paid.
- Conference: President Madler received the prices for 3 hotels in Bismarck. The Best Western in Bismarck, Seven Seas in Mandan and Radisson in Bismarck. The Radisson doesn't have room for an exhibit hall so that would be an issue. The Doublewood is close to capital and downtown so location is nice. Rita Ennen mentioned that the last time at the conference was at the Seven Seas the internet always had problems. Prices for each are Doublewood \$75 a night for sleeping rooms, Seven Seas are \$109 a night and the Radisson rooms are \$99 a night.
- **Shelby Harken moved to hold the 2014 conference at the Doublewood in Bismarck. Curt Hanson seconded the motion. Motion carried. President Madler will contact the Doublewood to take care of this.**
- NDLCC would like feedback for funding. President Madler asked members to contact her with ideas or proposals. President Madler also updated the NDLCC on the mentorship program. They are trying to get a program and database going for the conference. They don't want to see this program lose momentum. Use of this program would be a benefit of NDLA so non-members could ask questions but not have full access.

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**

- Bonnie Krenz mentioned the finance committee met and approved the review of Mike Safratowich's books and would like to congratulate him on a job well done. **Shelby Harken moved to approve report of the finance committee that reviewed Mike's Safratowich's records and would like to thank him for his work. Rita Ennen seconded the motion. Motion carried.**

19-Intellectual Freedom Committee

20-**Legislative Committee**

- President Madler asked for recommendations for filling Kelly Steckler's position through September.

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**

- Theresa Norton commented that web space is available for committees and roundtables. She will send login and passwords to the board again.

**VIII. Next Meeting – Fargo, Best Western Doublewood Inn & Conference Center, June or July**  
(please come prepared to discuss possible dates/times)

Dates will be listed on Doodle to see what would work for everyone.

**IX. Adjourn**

- **Shelby Harken moved adjourn the meeting. Curt Hanson seconded. Motion carried. Meeting adjourned at 11:20 am.**

Respectfully submitted,  
Bree Schmidt  
NDLA Secretary