

NDLA Executive Board Meeting

9:00AM

Wednesday, September 19, 2012

Walnut Room

Best Western Doublewood Inn & Conference Center

3333 13th Ave S. Fargo, ND 58103

Members present: Aubrey Madler, Al Peterson, Rita Ennen, Bree Schmidt, Mike Safratowich, Shelby Harken, Eric Stroshane, Donna James, Curt Hanson, Kristen Northrup, Lila Pedersen, Jenilee Kanenwisher, Wendy Wendt, Stephanie Kom, Lisa Martin, Bonnie Krenz, Christine Kujawa, Kelly Steckler, Chandra Hirning, Kalan Knudson Davis, Kathy Thomas, Lori West, Cathy Langemo, Marlene Anderson, Carrie Scarr, Hulen Bivins, Theresa Norton

Members not present: Amber Emery, Lesley Gunderson

I. Call to order

Meeting called to order at 9:00 am.

II. Introductions and housekeeping

III. Order of the Agenda

Shelby Harken moved to accept the agenda for the September, 19th, 2012 executive board meeting. Al Peterson seconded. Motion carried.

IV. Minutes approval: May 18th meeting minutes and electronic correspondence to date

A. **May 18th**- Wendy Wendt moved to approve the May 18th Executive Board minutes. Shelby Harken seconded. Motion carried.

B. **Electronic**- Wendy Wendt moved to approve the May- September electronic discussion minutes. Jenilee Kanenwisher seconded. Motion carried.

V. Treasurer's report

Mike Safratowich spoke to the Treasurer's report. Current equity included \$79,411 but the conference is not included in this figure. Professional development certificate will mature another 19 months at .70%. NDLA will be covered expense-wise for next year.

VI. Old Business

A. Bylaws changes – reading and validating Survey Monkey voting results

a. Chandra Hirning mentioned that there was a 96% approval for the first ballot measure (NDLA Bylaws Article 1 Section 1) and 94% approval for second ballot measure (NDLA Bylaws Article 1 Section 2). Shelby Harken moved to accept the results of the ballot measures. Eric Stroshane seconded. Motion carried.

B. 2013 Officers

a. A majority of the election results were approved previously via online discussion.
b. **President-elect:** There was a near three way tie (53, 52, 50 votes) Rita Ennen mentioned that the bylaws need to be addressed so this the problem doesn't happen in the future. Kalan Davis spoke to her documents concerning the election (results, number of voters, etc.) Wendy Wendt asked how we would go about resolving this

problem so it doesn't happen in the future. Mike Safratowich asked how a revote would be conducted. Would it involve the same voters as the original vote? Chandra Hirning said we should stick to the same voting pool because of how the bylaws are worded. Lisa Martin pointed out that the board is allowed to make the final decision. Hulen Bivins asked if the candidates have been contacted and if all three are still willing to serve. Marlene Anderson noted that if they had put their name on the ballot, they should be willing to serve. Rita Ennen asked how we would serve the organization best; by dragging this on or validating the results. Lisa Martin mentioned that the board should think about how they want to address the bylaws change so this problem does not happen in the future. Wendy Wendt moved to accept the person with the highest votes as president-elect. Bree Schmidt seconded. Motion carried.

- c. **Public Library Section:** The candidate for Chair-Elect of the Public Libraries Section (Denyse Sturges) withdrew from the election. A new Chair-Elect will be appointed through the Public Libraries Section and brought to the board for validation.
- d. **Academic and Special Libraries Section:** Deb Syvertson (incoming Chair) withdrew, she will be replaced by Will Martin (incoming Chair-Elect). ASL will handle this at their meeting and bring back to board for validation.

C. Conference Activities

- a. Rita Ennen has asked presenters who are NDLA members to introduce themselves. Outside presenters will have someone to introduce them. She has also set up a PowerPoint for announcements, etc.
- b. Al Peterson will be doing a poker run for the exhibitors. Prizes will be awarded for winners.
- c. Resolutions will be due 10 am Friday.
- d. Friday noon hour – only one general session this year. Resolutions only need to be read once.
- e. Local arrangements- this year there will be a silent auction instead of ticket auction.

D. Executive Secretary Handbook

- a. The board changed approximate hours worked from 200 to 225. Also added a note that most work is July through September. Cathy Langemo had calculated 45 minutes before and after board meetings 3 times a year, 150 hours for conference prep, and 30 hours attendance at the annual conference.
- b. Dropped her duties in working with the web editor section. She does not do this.
- c. Some minor changes were made to the section on keeping a calendar.
- d. Added the line “produces receipts for donations and sends acknowledgements for donors.”
- e. Mailings section: took the line on mailing ballots, etc. out; this is no longer done.
- f. Annual Conference section: added work with president to negotiate hotel/conference site contracts. Maintains copies of NDLA contracts with outside.
- g. Work will continue to be done of the handbook.

E. Conference Planning Handbook

- a. Reminder that this is still a working document. The link is www.ndlaonline.org/ndlawiki/

- b. A link will be available for those wishing to make changes to the document, and there will be a PDF (read-only) for members wishing to read the document.
- c. NDLA President will let Theresa Norton know when to update the manual online (periodically.)

F. Mentorship Program Update

Lori West is working with Theresa Norton in making an online mentorship database. This will be password protected and available for members only. Lori West will send out info via the listserv, *Good Stuff* and Facebook to membership. This should be available within a couple weeks after the conference.

VII. New Business

A. Executive Board resolution

Al Peterson moved to accept the executive board's resolution for the 2012 conference. Shelby Harken seconded. Motion carried.

B. Update on 2013 conference planning

President Madler and Al Peterson are working on setting things up for next year's joint conference.

C. Set date and discuss locations for 2015 conference, Jamestown/Valley City

Will double check with Jamestown/ Valley City locations to formalize and then the board will validate a date.

D. Discuss locations and dates for 2016 conference, Dickinson

Dickinson Convention and Visitors Bureau is offering \$400 for the conference and the city would like the contract booked early if possible. The Ramada can guarantee 100 rooms at state rate. Al Peterson and Cathy Langemo will continue to work on this together.

E. Volunteers for Executive Board columns in upcoming issues of The Good Stuff

Deadline for next issue is October 15th. Board members are needed to write an article for the Good Stuff.

F. NDLA mission statement

NDLA members will be asked for input on a mission statement for the organization. After conference there will be a meeting for people to participate in the process.

G. NDLA Listserv policy and etiquette

Tabled for a later date.

H. NDLA Bylaws

Tabled for a later date. Members should be thinking about runoff, tie, withdrawn candidates. In addition, dealing with situations when both the chair and the chair-elect withdraw.

VIII. Reports – If you need to speak to your report you may. Board is expected to read reports on own time.

- 1-President
- 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
- 19-Intellectual Freedom Committee
- 20-Legislative Committee
- 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

IX. Next Meeting – Fargo, Best Western Doublewood Inn & Conference Center, September 21, 2012 5:00pm – 6:00pm

X. Adjourn

Shelby Harken moved to adjourn the meeting. Al Peterson seconded. Motion carried.

Respectfully submitted,
Bree Schmidt
NDLA Secretary