

**Executive Board Meeting: Minutes**  
**10/5/2022**  
**Clarion Hotel and Convention Center**

Present:

NDLA Board members:

Will Martin, President  
Kerrienne Boetcher, President-Elect  
Rita Ennen, Past-President  
Aaron Stefanich, Treasurer  
Randi Monley, MPLA Representative  
Brittany Fischer, Academic and Special Libraries Section, Chair  
Erika Johnson, Health Sciences and Information Section, Chair  
Virginia Bjorness, Bylaws and Policies Committee, Co-Chair  
Kristen Borysewicz, Bylaw and Policies Committee, Co-Chair  
Liz Mason, Membership Committee, Chair  
James Murphy, Finance Committee, Chair  
Mary Soucie, State Librarian

Also present:

Josh Pikka, Web Committee Chair

Absent:

NDLA Board members:

- Tonya Palmer, Secretary
- Sara Westall, ALA Councilor
- Shari Mosser, School Library and Youth Services Section, Chair
- Andrea Placher, Public Library Section, Chair

**President Will Martin called the meeting to order at 9:10 am.**

President Martin asked for a volunteer to take minutes in Secretary Palmer's absence; the following minutes were taken by Bylaw and Policies Committee Co-Chair Bjorness.

The approval of the July and September minutes was postponed to further in the meeting so that minutes from the past Board meetings could be obtained.

Bylaws and Policies Committee Co-Chair Borysewicz asked that a discussion regarding a policy of vacancy of the Past-President position be added to the end of the agenda.

**Proposed updates to the NDLA Policy Manual:** Bylaws and Policies Committee Co-Chair Bjorness distributed a list of proposed policy manual updates to the Executive Board listserv. The changes focused on suggestions from the Website Committee regarding their procedures and adding language to the chapter on conducting votes that makes it easier to quickly approve/dispense with minutes during the Executive Board meetings.

Discussion: President Martin questioned whether NDLA has been submitting webpages to the WayBack Machine for archiving the NDLA website. Bylaws and Policies Committee Co-Chair Borysewicz stated that she confirmed that NDLA is sending updates to the WayBack Machine.

**President-Elect Boetcher moved that proposed changes to the Policy Manual be approved; MPLA Representative Monley seconded.** Votes in favor: 7; votes opposed: 0; abstentions: 0. **Motion passed unanimously.**

**Executive Board meeting schedule:** President Martin asked for feedback regarding the frequency of Executive Board meeting during the past year (the meetings have been held monthly instead of quarterly).

Responses primarily circled around the monthly format being helpful in keeping people informed, that it keeps forward momentum going, and that the frequency has reduced the length of individual meetings. This discussion led to some questioning the need for both pre- and post- conference board meetings. The pre- and post- Executive Board meetings sometimes forces libraries to provide multiple vehicles to accommodate different schedules or forces attendees to arrive early/stay late when sharing rides with co-workers attending these meetings. President Martin mentioned that the quarterly meetings were a hold-over from in-person meetings and the difficulties arising from people traveling across the state to meet, whereas all Executive Board meetings during the last year have been held via Zoom (except during this pre-conference). Discussion followed about combining the pre and post conference meetings of the Executive Board into one pre-conference meeting and inviting incoming board members to this meeting. Discussion then led to the onboarding process for new members of the board. Bylaws and Policies Committee Co-Chair Borysewicz stated that the Bylaws and Policies Committee did a recorded onboarding session last year, but the onboarding should take place immediately following the election. State Librarian Soucie mentioned that other boards meet calendar year to calendar year (instead of conference to conference), which allows for more onboarding time. Bylaws and Policies Committee Co-Chair Borysewicz stated changing the start time for all positions would require a change to the Bylaws.

**MPLA Representative Monley made a motion to move terms to a calendar year for all Executive Board positions; President-Elect Boetcher seconded.**

Further discussion: Bylaws and Policies Committee Co-Chairs Borysewicz and Bjorness questioned whether the wording in the motion would imply that all positions only serve one year (the Treasurer and Secretary serve three-year terms).

**President Martin amended the motion to: Terms of service for members of the Executive Board shall start at the beginning of a calendar year. MPLA Representative Monley approved the amendment and President-Elect Boetcher seconded.** Votes in favor: 7; votes opposed: 0; abstentions: 0. **Motion passed unanimously.**

The Bylaws and Policies Committee will bring this change to the NDLA membership as a change to the Bylaws requires a vote by the membership.

**Treasurer Stefanich's 3<sup>rd</sup> quarter report:** Treasurer Stefanich stated that the line item for electronic payment fees during the conference on the operating budget sheet was \$150.00 and the electronic payment fees are currently over \$600.00. Treasurer Stefanich made the decision to move the fees into the general electronic payment fees (instead of fees specific to the conference). Doing so will not make a difference for tax purposes.

Treasurer Stefanich noted that the interest from the professional development CDs was only \$1.73. The Finance Committee will investigate and discuss other options, such as moving away from CDs and into government bonds, for next year.

Treasurer Stefanich pointed out that the Executive Board has operated in a negative balance for many years with the idea that the conference will cover expenses. He said the operational costs are getting higher (such as air travel and hotels for sending people to conference), but that NDLA has done well the last few years as finances go (\$76,000 in checking).

Bylaws and Policies Committee Co-Chair Borysewicz brought up that Article III, Section 2B of the Bylaws states that the Executive Board is to review the dues structure annually (which hasn't been happening), and the following sentence requires the Finance Committee to recommend changes to the dues structure when directed by the Executive Board (which does happen). The first sentence could be removed if the Executive Board only intends to review the dues structure as needed.

**MPLA Representative Monley made a motion to remove the first sentence from Article III, Section 2B from the Bylaws ("The Executive Board will review the dues structure annually"). President-Elect Boetcher seconded.** Votes in favor: 7; votes opposed: 0; abstentions: 0. **Motion passed unanimously.**

The Bylaws and Policies Committee will bring this change to the NDLA membership as a change to the Bylaws requires a vote by the membership.

**NDLA conference recording policies:** President Martin stated that a Board member questioned him on NDLA's policies regarding attendees recording presentations/meetings during conferences. NDLA does not have an existing policy. Finance Committee Chair Murphy said that the Executive Board could require written permission to record presentations. State Library Soucie mentioned that library trustee members giving presentations need to be aware of open records laws. HSIS Chair Johnson questioned the need for a policy on recording. State Librarian Soucie and Past-President Ennen stated that paid presenters/speakers generally restrict audience members from filming during presentation. President Martin stated that ALA likely has existing policies that NDLA could tailor and that he will task ALA Councilor Westall to research ALA policies on recording. He will also ask attendants at the start of the conference not to record presentations and direct NDLA to get a professional opinion, if needed.

**Maintenance of listservs:** Membership Chair Mason announced that the listservs are up-to-date, except for a handful of people who signed up using two email addresses (registering with one on Wild Apricot for registration dues and using another to sign up for listservs). As this creates extra steps for the Membership Chair, she will announce on the registration page that the email one signs up with will also be the one used for listservs.

Membership Committee Chair Mason stated that it will be difficult to maintain the Technical Services and Government Document Committee and the New Members committees' listservs going forward since people do not elect to be on committees when paying registration fees (they can only opt to be included in sections or roundtables). The Technical Services and Government Documents Committee and New Members Committee were recently transitioned from roundtables to committees and these two committees are the only committees that have a listserv.

**MPLA Representative Monley made a motion that sections have listservs but committees do not; President-Elect Boetcher seconded.**

Discussion: Wild Apricot does not have listserv functionality. Bylaws and Policies Committee Co-Chair Borysewicz mentioned that the website does provide a committee blotter/forum/RSS feed option and that could be utilized instead of a listserv. Membership Committee Chair Mason has been automatically including all new NDLA members to the New Members Committee and could provide a list to the New Members Committee if requested. Votes in favor: 6; votes opposed: 1; abstentions: 0. **Motion passed.**

**Vacancies in the office of the Past-president:** Bylaws and Policies Committee Co-Chair Borysewicz brought up that there is no current guidance in the Bylaws that addresses a vacancy in the Past-President position, as there is for the President and President-Elect positions. President Martin appointed State Librarian Soucie, President-Elect Boetcher, and Bylaws and Policies Committee Co-Chair Borysewicz to come up with suggested wording for the Bylaws to bring before the Board. State Librarian Soucie thanked the Bylaws and Policies Committee for being proactive.

**Approval of the minutes:** President Martin asked if there any corrections to the July and September minutes? None heard. **The minutes are approved as presented.**

**Conference details:** Past-President Ennen stated that she had volunteers to introduce the keynote speakers but not for anyone else. President Martin said that he would make an announcement at the beginning of the conference asking presenters to introduce themselves and ask audience members to indicate when ten or five minutes remain.

Board members thanked Past-President Ennen for graciously stepping in to serve as Past-President when the need arose.

**President Martin adjourned the meeting at 10:51 am.**

Respectfully submitted,  
Virginia Bjorness  
Bylaws and Policies Committee, Co-Chair