

NDLA Executive Board Quarterly Reports

September-October 2018

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North Dakota Library Association

Established 1906

President's Quarterly Report
NDLA Executive Board Meeting
October 3, 2018

Officiated over quarterly board meeting on July 17, 2018.

Reviewed and voted to approve the Treasurer's financial report via online vote.

Followed up on action items from last board meeting.

Wrote and submitted president's message for The Good Stuff.

Responded to various questions regarding board activities from board members.

Checked post office box.

Attended conference planning committee meetings.

Met with Bismarck Convention and Visitor's Bureau about 2020 conference site.

Met with Jesse Leraas and Maggie Townsend about Professional Development Committee activities.

Met with President-Elect Maggie Townsend on August 6 to discuss conference facilities for 2020

Met with President-Elect Maggie Townsend on 9/9 to go over aspects of presidency.

Fielded questions from vendors and others about 2019 conference in West Fargo.

Coordinated election information.

Respectfully submitted,

Stephanie Baltzer Kom
NDLA President

Quarter 4 Report

NDLA President-elect

Maggie Townsend

Submitted October 1, 2018

- Corresponded extensively over email with the vendor subcommittee of the conference planning group
- Corresponded extensively over email with different vendors
- Corresponded with nominators of the Major Benefactor Award
- Emailed Kathy Carroll, AASL member, regarding the cost of the AASL Standards documents. Did not receive a reply
- Met with President Kom on August 6 to discuss conference facilities for 2020
- Attended and participated in a NDLA Conference Planning Meeting on August 9 via Zoom
- Met with President Kom and Jesse Leraas, the chair of the professional development committee, to hear an update on the committee's work on August 24 via Zoom
- Attended and participated in a NDLA Conference Planning Meeting on September 6 via Zoom
- Met with President Kom on September 9 to discuss the transition from president-elect to president
- Met at the Clarion Hotel on September 19 with the Clarion staff, Lesley Allan, Kerriane Boetcher, and Josh Pikka to discuss conference facilities
- Sent retirement card to Don Wood (chapter relations) on behalf of NDLA
- Worked extensively to plan exhibits for the 2018 conference
- Completed tax documents for the state of North Dakota regarding exhibits. It will be submitted once the Author Alley information is complete.
- Communicated with committees and appointees to confirm commitments for 2018-2019
- Scheduled 2018-2019 board meetings

Treasurer's Report
As of September 30, 2018 (End of 3rd Quarter)
By Aaron Stefanich, NDLA Treasurer

	Beg. Balance	Receipts	Disbursements	End. Balance
CHECK BOOK 9/30/2018	\$20,553.72			
NDLA Funds	\$20,553.72			
Annual Conference 2018	-\$913.80	\$27,385.00	-\$1,080.91	\$25,390.29
Book Sales	\$1,117.72	\$28.00	-\$30.40	\$1,115.32
Centennial Cookbook	-\$2,586.14	\$0.00	-\$9.72	-\$2,595.86
Dues		\$10,630.00		\$10,630.00
HSIS Partner Account	\$7,919.19			\$7,919.19
SLAYS Partner Account	\$3,051.23			\$3,051.23
Investment Account Transfers		\$4,563.15	-\$276.03	
Other receipts/disbursements		\$426.03	-\$12,908.98	
NDLA Funds Subtotal		\$43,032.18	-\$14,306.04	\$28,726.14
Check Book Balance 09/30/2018				\$49,279.86

MONEY MARKET & CERTIFICATE OF DEPOSITS	Beg. Balance	Receipts	Disbursements	End. Balance
NDLA Bank Money Market Ready Cash	\$15,321.53			
Interest		\$0.00		
Deposits		\$1.11	\$0.00	
Transfers		\$0.00		
				\$15,322.64
Professional Development Bank Money Market RC	\$11,353.51			
Interest		\$0.00		
Deposits		\$0.71		
Transfers		\$276.03	-\$4,563.15	
				\$7,067.10
NDLA CD	\$15,000.00			
Interest		\$0.00		
Transfers		\$0.00	\$0.00	
				\$15,000.00
Professional Development CD	\$17,000.00			
Interest		\$0.00		
Transfers		\$0.00	\$0.00	
				\$17,000.00
TOTAL investment accounts	\$58,675.04			\$54,389.74
TOTAL EQUITY 9/30/2018				\$103,669.60

Cell: H10

Comment: \$28.00 donation to Flicker Tale Committee

Cell: H15

Comment: \$4563.15 transferred from Pro Dev MM RC account

Cell: I15

Comment: \$276.03 transferred to Professional Development account

Cell: H16

Comment: \$276.03 donation to Professional Development, and \$150.00 ads in The Good Stuff

Cell: H31

Comment: \$276.03 transferred from Checking account

Cell: I31

Comment: \$4563.15 transferred to Checking account

NDLA FINANCE COMMITTEE REPORT TO THE NDLA EXECUTIVE BOARD

October 3, 2018
Michael Safratowich
Finance Chair

Committee members: Lesley Gunderson, Stephanie Kom, Laurie McHenry,
Aaron Stefanich, Maggie Townsend

There was no activity this period.

Academic & Special Libraries Section

First Quarter Report

October 2018

Met with the 2019 NDLA Unconference planning group to discuss marketing at the annual NDLA conference. We will have a slide advertising the conference and Kristen Borysewicz and I will make an announcement about it. We also decided on a date, Wednesday, February 13, 2019. We discussed requesting a budget for next year, either for speaker fees or promotional materials, such as pens or notepads to distribute at the NDLA conference. Incoming ASL chair, Anne Mostad-Jenson, will request it as part of the ASL budget.

ASL now has its own NDLA webpage, [https://ndla.starchapter.com/Academic And Special Libraries Section](https://ndla.starchapter.com/Academic%20And%20Special%20Libraries%20Section). Many thanks to incoming ASL chair, Anne Mostad-Jenson, NDLA webmaster Josh Pikka, and Laurie McHenry for putting it together! We will discuss what to include on it at the annual section meeting.

Respectfully submitted,

Laura Trude

ASL Chair

ALA Councilor Quarterly Report

Laurie McHeny, ALA Councilor

October 2, 2018

In July, following ALA Annual 2018, "the Intellectual Freedom Committee (IFC) formed a working group that brought multiple voices and a broad range of perspectives together, including representatives from the diversity community, to revise "Meeting Rooms: An Interpretation of the *Library Bill of Rights*," adopted by ALA Council at ALA Annual Conference in New Orleans. In August, Council voted to rescind the interpretation, restoring the 1991 version; however, work on a more up-to-date revision continued."

Where is this now? The IFC working group that was drafting a revision of the "Meeting Rooms: An Interpretation of the Library Bill of Rights," requested an extension to share their document with Council on October 15, instead of October 1st, as initially requested. The ALA Executive Board has granted the extension. The committee also plans to publish a Q&A on meeting rooms, addressing specific questions brought up in discussions and feedback from the library community. I will send an email when this occurs.

Below are resources and references that will be included at the bottom of the web version of the Council-approved interpretation. Although this section — titled "See Also" — is not part of the proposed interpretation and is not adopted by ALA Council, the working group invites suggestions on additional resources that readers may find helpful:

- For a statement of the Association's belief that libraries should be welcoming places for users and workers: "[Resolution on Libraries as Responsible Spaces](#)," Committee on Diversity, June 2017.
- For legal and ethical context concerning the use of library spaces by religious groups: "[Religion in American Libraries: Question and Answers](#)," Intellectual Freedom Committee, 2010.
- For guidelines and context concerning controversial speakers: "[Responding to and Preparing for Controversial Program and Speakers Q&A](#)," Intellectual Freedom Committee, June 2018.
- For legal context on hate speech, hate crimes, and libraries: "[Hate Speech and Hate Crime](#)," ALA Office for Intellectual Freedom, December 2017.
- For information about political activity in libraries: "[Politics in American Libraries: An Interpretation of the Library Bill of Rights](#)," adopted June 27, 2017, by the ALA Council.

There are many retirements and other changes moving forward in ALA. The Chapter Councilor from Idaho, Ben Hunter, is on the Steering Committee for the ALA Organizational Effectiveness/Governance Review Process. He would like input from chapter members, whether you are an ALA member or a member of a chapter affiliate (NDLA) or a prospective or lapsed member. He would like to know:

What do you appreciate about ALA or its chapter/affiliate?

Why do you belong to or support either or both?

Specifically there are 4 topics of discussion he welcomes comment on:

1. What do you think is the most important thing to do to improve ALA's effectiveness?
2. What if ALA had a much stronger relationship with State Chapter/State Associations, one that would be supported by an effective structure?
3. What could ALA do to improve the governance structure of ALA and also to improve the engagement of members in the organization?
4. If there was no ALA or no State Chapter/affiliate even, what would your ideal Library Association look like? What would be the components that make it up?

If you have something to say to ALA about these questions, please email me your responses before Halloween (October 31) and I will relay then to Ben.

Followed up on request to work towards obtaining the new AASL standards in an affordable download as opposed to an expensive print document. I found an ALA Councilor on the committee who wants to see this too. Passed her name along to the people who asked me to inquire about this.

Made arrangements with ALA for the ALA Vendor Display at NDLA.

NDLA Archivist/Historian Quarterly Report

10/02/2018

- Contacted certain individuals who may have some NDLA records in their possession that could help fill gaps in the collection at State Archives.
- Sent an email to the NDLA Executive Board reminding them to contact me if they have any records that may be of value to the NDLA collection.
- Emailed Lindsay Schott, Electronic Records Archivist, at State Archives about file transferring procedures.
 - State Archives prefers to use the State's Secure File Transfer System (SFTS) for file transfers. The files would be zipped, and then the zip file would be uploaded onto SFTS.
 - If the Archivist/ Historian is not a state employee, and therefore without access to SFTS, State Archives can initiate the transfer.
 - Google Drive, a cloud-based storage system, will be used as a backup option to SFTS.
 - State Archives recommended a 3 year retention schedule and an annual transfer. So 2018 records would be retained by the Archivist/ Historian until 2021, when they would be transferred to State Archives.
- Created a Google Drive account for the Archivist/ Historian position to serve as a platform to store the organization's electronic records and to serve as a backup option to the Secure File Transfer System (SFTS).
- Continued to save electronic copies of NDLA records to eventually be added to the collection at State Archives.

Respectfully submitted,

Trevor Martinson

NDLA Archivist/ Historian

Constitution, Bylaws & Policy Committee
Quarterly Report
October 2, 2018

The Constitution, Bylaws and Policies Committee members are: Laurie McHenry & Kristen Borysewicz, Co-Chairs, Liz Mason, Laura Trude, and Virginia Bjorness. We lost Toni Vonasek when she retired in August; she was with us for the bulk of the work, her last meeting being within her last week at GFPL.

We continue to meet regularly over Zoom as we review and collapse the 30+ policy handbooks into one. We had a goal of having this ready to present to the board before the Fall Conference; and we have 50 pages ready!

We are delighted that incoming President Maggie Townsend has asked if we would like to remain as co-chairs of this committee. Why are we delighted to have more work to do? Our desire is to see this project completed. We have a great team who each contribute a lot to the project.

We have continually reached out to various stakeholders who had more direct knowledge of specific aspects of the policies and procedures.

The DRAFT document will be distributed in print at the October 3 Board Meeting. It is attached to this email so that those of you who can't wait to begin reviewing it may do so, and the board members not in attendance will have a copy.

Please provide feedback, especially if something is not clear. We work with this manual so much that something may be clear to us that is not clear to others, so please tell us. Ask questions. Discuss. There are inconsistencies – please point them out to us. Our goal is to simplify the policy manuals so that everyone's job is clearer and the manual is more readable.

In addition, if you are the chair of a section or roundtable please share this with your members and ask if they have any questions, comments, concerns or suggestions.

Reminder: Sections and Roundtables no longer have their own bylaws. As board members review policy handbooks please remember we are collapsing them all into one. If you have concerns, comments or suggestions about your groups policies, please contact one or more members of this committee.

NDLA Health Science Information Section

September Quarterly Report

The following names were submitted for the fall ballot:

Chair-Elect: Sara Meidinger, NDSU Libraries Acquisitions Associate (unopposed)

Secretary: Erienne Sandness, Sanford Health Enterprise Librarian (unopposed)

Additionally, Ron Padot has agreed to continue as a representative to the Greater Midwest Region of the National Network of Libraries of Medicine.

HSIS will hold a business meeting in mid-October via WebEx. We will open the session with a presentation from librarians from the University of Vermont, in which they will share their experiences in redesigning a library orientation session for 1-year pediatric residents around the clinical case presentations used in academic hospitals.

Officers from HSIS and AS&L have already started planning next year's online Unconference.

HSIS Professional Development Grant: Every year, the Section awards up to 2 professional development grants to members in order to help them attend the Midwest Chapter/MLA meeting. This year's recipient is Merete Christianson from NDSU. Only 1 application was submitted this year, which is why only 1 grant was awarded.

Submitted by Dawn Hackman, HSIS Chair



**Legislative Committee
Quarterly Report
October 1, 2018**

General:

- The NDLA Legislative Committee sent a letter to the FCC regarding supporting the utilization of television white spaces (TVWS) for broadband Internet access for rural areas of the county.
- Anderson and Kujawa agreed to continue on the committee as co-chairs, and Mary Soucie agreed to continue as a committee member.

Upcoming:

- The Legislative Committee will soon begin preparing for the upcoming legislative year and hopes to see continued (and increased) support from the NDLA membership.

Respectfully submitted,
Janet Anderson and Christine Kujawa
NDLA Legislative Committee co-chairs

Membership Report
 (as of October 02, 2018)
 Submitted by Laurie McHenry, Membership Chair

Category	Not Current	Current
Academic & Special Libraries Section	21	74
Health Sciences Information Section	2	20
Public Library Section	51	86
School Library & Youth Services Section	45	82
New Members Roundtable	22	48
Technical Services & Government Documents Roundtable	9	29
Individual	92	198
Associate members	1	8
Institutional members	4	6
Student members	3	8
Trustees	6	10
Total 2018 members	106	230

NDLA MPLA Representative's Report -- #7
October, 2018

- Submitted news articles to MPLA newsletter for August/September
- Submitted MPLA Board Report August 2017
- Submitted articles for the August Good Stuff
- Attended NDLA Board meeting via Zoom
- Posted several jobs on the MPLA Job Line
- Prepared for a session at MPLA on Conference Planning
- Prepared for State of the States session at MPLA Conference
- Made airline reservations for the upcoming MPLA Conference in Kansas

Respectfully submitted,

Paulette Nelson
MPLA Rep.

NDLA Public Library Section --
4th Quarter Report 2017-2018

- Attended and participated in the NDLA Conference Planning Committee Meeting on July 12th via Zoom
- Attended and participate in the NDLA Conference Planning Committee meeting on August 8th via Zoom.
- Attended part of the NDLA Conference Planning Committee meeting on Sept 6th via Zoom.
- Meet with Paulette Nelson to discuss decorations for the NDLA Conference.
- Meet with the Local Arrangements Committee on September 14th to go over arrangements and look over the opening reception location for layout plans.
- Communicated along with Maggie Townsend, Josh Pikka, and Lesley Gunderson with the Clarion Hotel in regards to conference planning on Saturday, September 19th.
- Further communicated with Janet Anderson at the Clarion Hotel in regards to conference planning in regards to expectations for them and us on September 24th.
- Worked on getting the decorations for NDLA made and ready for the conference.

Respectfully submitted,
Kerriane Boetcher
Public Library Section Chair