

North Dakota Library Association  
Executive Board Meeting  
9:30 am - June 4, 2010  
Canad Inn – Grand Forks

**Tour of the Alerus and Canad Inn at 9:30 am – the meeting will start after the tour.  
Meet at Door 1 – South end.**

Attendance: President Laurie McHenry, Rita Ennen, Phyllis Bratton, Chandra Hirning, Michael Safratowich, Shelby Harken, Al Peterson, Victor Lieberman, Toni Vonasek, Elizabeth Jacobs, Kirsten Baesler, Bonnie Krenz, Kathy Thomas, Lori West, Cathy Langemo, Theresa Norton

Not in attendance: Naomi Frantes, Travis Schulz, Sarah Devereaux, Beth Greff, Christine Kujawa, Kelly Steckler, Sandi Bates, Marlene Anderson, Rachel White, Doris Ott

- I. Call to order by President-Elect Rita Ennen
- II. Introductions
- III. Order of the Agenda
  - a. Baesler: Approved slate of candidates is listed twice. Let's keep it under Old Business and remove it from new business.
  - b. Confirmation that discussion of logo is included on agenda
  - c. Vonasek moved to accept agenda as amended; Bratton seconded. Motion carried to accept agenda as amended.
- IV. Minutes
  - a. Ennen: In the 2010 Conference section, *Joel* should be changed to *Joe*, and *feel* should be changed to *fell*
  - b. Bratton moved to approve the minutes as amended; Safratowich seconded. Motion passed.
- V. Treasurer's report
  - a. Safratowich: Since last meeting in March, Finance Committee has invested in an additional CD with US Bank in the amount \$20,000. Funds were taken from the Rudser CD that had matured for \$10,000 (Interest on that was \$624.) Difference was made up by withdrawing \$9300 from our professional development money market fund. We now have two CDs, each for \$20,000, one for professional development and the other for general use by NDLA should it be needed; two money markets funds, one for professional development and one for NDLA; and a checking account. We got a 10<sup>th</sup> of a percent on our investment, but we'll look at that again in 6 months.
  - b. We don't need to vote.
- VI. Old Business
  - a. Nominations and Elections Committee – approval of final slate of candidates
    - i. Lieberman read slate of candidates.
      - President-Elect: Aubrey Madler
      - Secretary: Chandra Hirning, Zach Pachineau
      - Treasurer: Michael Safratowich
      - MPLA Representative, 3-yr term: Jeanne Narum, Paulette Nelson, Eric Stroshane
      - Government Documents Round Table:
        - Chair-Elect: Susan Kurtz Harmon and Kate Waldera
      - Health Science Information Section
        - Chair-Elect: Lila Pederson

- Secretary: Laura Trude
      - Greater Midwest Region Regional Advisory Representative, 3-yr term: Travis Schulz
    - New Members Roundtable
      - Chair-Elect: Laura Trude
      - Secretary: Kathy Jo Cline
    - Public Library Section
      - Chair-Elect: Karen Kohoutek, Wendy Wendt
      - Secretary: Julie Burkhart, Carrie Scarr
    - Technical Services Roundtable
      - Secretary: Elizabeth Madson
    - No nominations received from
      - Academic and Special Libraries Section
      - School Library and Youth Services Section
  - ii. Lieberman: Additional information  
 Clarification is needed: Susan Kurtz or Susan Harmon? Technical Services Roundtable: No Chair-Elect candidate at this time. Missing candidates from SLAYS; ASL has no candidates, but pending bylaw changes will allow for secretary to be elected at meeting in fall. If no candidates are on this slate, there will be a write-in candidate at time of fall meeting. Lieberman reported that Sandi Bates said membership status of all candidates has been confirmed except Susan Kurtz Harmon. Lieberman: Susan will be sending dues and will be included. Individuals on the current slate of candidates are all members.
  - iii. Lieberman moved that we approve the current slate of candidates; Harken seconded. Motion passed.
- b. Membership benefits
- AAA – agreement submitted – should be approved August 1  
 Drexel – benefit available now – Theresa working on linking to our webpage  
 Ennen: We discussed and agreed via e-mail. Norton: Link to Drexel is there now, under Membership page as a subheading on left side.
- c. 2010 Conference – Rita (Conference) – Sandi (Local arrangements) – Phyllis (Exhibits)
- i. Conference planning update and local arrangements update presented by Ennen. Joe Raiola will be our keynote speaker and a panelist for Intellectual Freedom discussion. SLAYS is working on bringing in an author. Flickertail finalists have been contacted, and one is interested in being lunch speaker. Minitex staff members will lead a pre-conference session on RDA. Possible tours include North Dakota School for the Blind; the library at the Air Force base, and the library at Northland. On Wednesday, there will be a screening of *Hollywood Librarian*. The post-conference session hasn't been finalized; Deborah Morningstar (Oneida) may come as a speaker. Possible topics include working with Native Americans and Native American story telling. Thank you to everyone who put in proposals.
  - ii. Discussion: Safratowich: Will board members be able to go to pre-conference? Ennen: Meeting should be done in morning with pre-conference in the afternoon; should work with schedule. Peterson: will invite president of MPLA. Lieberman: In a prior discussion, we did vote that they would have member registration rates if they're a member of another library association. Ennen hopes to send out invitations to Minnesota and Manitoba associations. Lieberman: Recalls that vote was that member of any association could attend NDLA conference at member rate, not only associations of neighboring states. Ennen: Continuing education credits will happen again.
  - iii. Update on exhibits presented by Bratton: First contacted vendors from last year, then branched out. So far, 2 responses to letters and 1 from website. Tally so far includes 3

confirmed vendors, about 35 responses pending, and 2 declines. Some cannot do it this year but asked to be contacted again for next year. Complimentary tables will be provided for Cookbook, MPLA, Flickertail, ALA, and Government Documents. If you think of anyone over course of the summer that you think would make a good exhibit, contact Bratton.

- iv. Discussion: Peterson will send Bratton a list of exhibits from MPLA. Ennen: Do we offer a special rate for a small table, such as for an individual author? Bratton: Table rate is less than booth rate. When conference was in Jamestown, local authors shared a table and came at different times and participated in a panel discussion. Peterson: Alcoves in exhibit area might be nice spot for tables for local authors. Thomas: Last time MPLA president came, it was a complimentary registration. Peterson: Do we need to vote? Baesler: No vote required; part of protocol.
  
- d. Ad hoc Conference Manual Committee (Phyllis Bratton)  
Bratton reported that subcommittee has been set up, but work on manual has not significantly progressed as of yet. Bratton plans to make the project a priority this summer.
  
- e. Ad hoc committee to explore member benefits - now or new administration?  
Discussion tabled until President McHenry present. President McHenry: The need for this committee was mentioned at last meeting. Baesler: We've worked our way through this through e-mail discussions, so we may not need a committee at this point. Maybe we could have a temporary ad hoc committee if issue comes up again. Ennen: Idea was that committee could pursue other potential member benefits. Lieberman: NDLA could contact organizations rather than waiting for them to contact us. President McHenry: Will send out e-mail to membership at large to announce current benefits, request suggestions for other member benefits.
  
- f. Ad hoc committee to explore and recommend "official logo" and relationship to stationery and web presence – now or new administration?  
Discussion tabled until President McHenry present. President McHenry: Drexel inquired about the official NDLA logo so they could put it on their link to our website. Several years ago, a committee with Kathy Thomas looked at the NDLA logo. Kathy Thomas: NDLA had had the same color scheme for years, and people were getting tired of it. Committee came up with green/brown logo currently used on webpage. Logo committee came up with mockups of assorted logos, but in the meantime a banner had been printed using logo found on webpage. Board selected blue on white logo to be used on stationery, but nothing was redone for the green/brown logo on webpage. We've had great conference logos; it may be worth investigating having someone with talent and experience design logo for website and stationery. Harken: What was the rationale for the blue/white—was it cheaper with limited colors? With movement to electronic publications and communication, the use of colors does not add to expense. Norton: She put the blue/white stationery logo on website to see how it looked, but it looked very flat. Krenz: How much stationery do we have? Harken: How much do we use? President McHenry: We've used it to send letters to Congressmen. West: Has put logo on certificates. We should have one logo identity and format, and it should be available in electronic format for use. Langemo.: Times have changed, and there are easier and cheaper ways to use logos. Lieberman: It would be better to construct a logo available in template form rather than on letterhead sheets to be put in a printer. The electronic image could be inserted into templates for a letterhead, a fax, etc. President McHenry asked for members willing to chair a committee, to pull people together to look at options. West volunteered to chair committee. Peterson volunteered to be on committee. Krenz: Where will logos and templates be stored so that they'll be available to those who need it but not to everyone? Lieberman: Put it in a password-protected area of website. Norton: We can make a password protected folder on website. Langemo: Supply of stationery is getting to the point that we may need to look at printing more, so the timing of logo redesign and template creation is good.

Bratton: Be sure that envelopes have return address. Safratowich: Absence of return address on current envelopes is due to fact that mailings come from various locations. President McHenry: We do have an official mailing address. Lieberman: If we have various templates, one of them could be a regular business envelope.

g. Association, Directors and Officers Liability Insurance - Alerus requirement

Prior to arrival of President McHenry, Safratowich reported that President McHenry is talking to Vaaler Insurance in Grand Forks; they're looking over the Alerus requirements. Lieberman: Will that go under conference expenses? Safratowich: General policy would cover us during the full year, not only at conference. Ennen: Will later need to discuss if we'd carry insurance forward to future years.

President McHenry reported that she has contacted Insurance Commission, but no guidance received as of yet. In her conversations with Vaaler Insurance, representative has told her of two policies: Directors/Officers Policy and a General Liability insurance. We're required between August 1-Sept 14 to show evidence of insurance or Alerus can either cancel our contract or provide insurance for us and bill us. During an earlier conversation with President McHenry, Charlene from Alerus estimated \$354 for the days of the conference. The gentleman from Vaaler thought that for around \$500, we could get a 1-year liability policy. President McHenry sent a copy of the Alerus requirement to man at Vaaler. Man from Vaaler said that he expected this type of clause will become more common. President McHenry is still waiting on official quotes. Let's discuss now so that we can make faster decision once quotes come in.

Thomas: When she took cookbooks to West Acres in Fargo, the mall wanted proof of our liability insurance. Peterson: We've talked about doing promotions in malls, and the requirement for insurance will become more prevalent. President McHenry: We don't need to make a decision right away about Directors and Officers Policy. It seems frivolous to pay \$354 for a few days if coverage for year is not much more. Harken: Thinks it best that we be in charge of our own coverage rather than letting Alerus choose our coverage. Lieberman: It's likely that Alerus looks for their own best interest rather than ours when selecting policies. Would like to hear quote for Officers and Directors policy as well as general liability. Safratowich: Would it be for retroactive actions, such as for claims made after insurance coverage in place but regarding Board decisions made prior to insurance coverage? Krenz: Usually those types of insurances are not retroactive. Lieberman: Does Directors/Officers Policy cover when the suit is placed or from when the incident occurred?

h. Future May/June board meetings – conference site or central location?

Ennen: Is there a benefit in the entire board meeting at conference site at the quarterly meeting prior to annual conference, or is it not necessary? Bratton: If you're involved in conference planning, it's a benefit. Krenz: Conference site visiting should be done a year in advance to allow for option of changing conference site. Harken: Agrees that on-site visit should take place farther out from meeting that June, perhaps December meeting. Lieberman: The May/June meeting should still at conference site, but a year ahead. Lieberman sees it as beneficial so that we become comfortable with site as we're gearing up. A year is too far in advance because there is so much business to take care of before then, such as the current conference. Harken: Visiting the conference site helps us see things which may not work when we're close enough to fine-tune the plans for physical setting, room arrangements, etc. At a year ahead of time, the hotel may not be planning specifics that far in advance. Vonasek: If we do it a year ahead, we would have different officers than those who would be in place when the conference itself takes place. Lieberman: Travel for winter meeting is a problem. Langemo: If the purpose is to make final arrangements for logistics, then June just prior to conference is okay. But if the purpose is to determine whether a conference site will work, then we would need the on-site visit to be a year out. Norton: What if the December meeting be by IVN and March meeting be a site visit? Ennen: As President-Elect,

the June on-site visit worked well for meeting with local arrangements committee. Lieberman: Is there a specific group which would benefit from meeting at conference site? What's the expectation for what we as a Board are to do, learn, or accomplish by a tour the physical location? If we had been meeting farther in advance of the conference, we'd be getting a very general sense of the site, of how responsive the on-site staff is to our needs. There are plenty of people who benefit from visiting conference site—those planning the conference. Not all members of board are part of conference planning. Bratton: In conference revision, a lot of decision related to whether a site is workable will fall on executive secretary. There would be a checklist of things for executive secretary to determine before contracting with a hotel. Lieberman: Assumes that places we consider as sites have adequate space for sessions, exhibits. Bratton: Went to Minot last year before recommending that President McHenry sign contract for International Inn. Bratton reported that she brought up a lot of those questions at the time she visited the site. The meeting after Minot will be in Sioux Falls, then in Fargo. Ennen: There has been preliminary discussion for the site in Fargo; contracts are typically signed 2-3 years in advance. Bratton: Perhaps this discussion is moot because the revision of conference planning will put these tasks on the executive secretary. Peterson: An on-site Board meeting gives an opportunity for President to arrange a meeting with the Local Arrangements committee. Lieberman: Could our organization pay for current president and conference chair to visit that year's site as often as needed--budget for it as a conference expense or part of annual budget—instead of whole Executive Board? Ennen: Those needing an on-site visit include President, Past-President, President-Elect, the local arrangements committee, Kathy Thomas, and Cathy Langemo. West: It is practical for meetings (May/June and site visit) to be together, especially since a large number of members of Executive Board would need site visit. Also helps board members to see site and then advocate back at home library. Ennen: There would be a meeting anyway, so there would always be people needing to travel. Lieberman: Why couldn't we do more meetings by IVN? If we weren't visiting conference site as a board, we could do 3<sup>rd</sup> quarter meeting in IVN to reduce travel. Would that save NDLA money? Ennen: Maybe we could do two meetings in IVN, but it is important that we meet face-to-face. Krenz: Discussion and interaction are limited during IVN. Norton: Some December meetings have been so icy. Krenz: Is there a reason meeting has to be in December? Could it be in November? If conference is done in October, couldn't we do meeting in November? With increase of use of e-mail, the setting of the budget can be completed faster. Originally, meeting was set for December to allow for time for budget planning. Ennen: How are meetings set? At president's discretion? Baesler: Bylaws say meetings are open, annual as determined by Executive Board, special meetings at call of President and approval by Executive Board with two weeks' notice. Bylaws give no specifications regarding timing or location of quarterly meetings. Ennen: Does not seem to be something for which we need a formal vote. Ennen summarized discussion, stating that it does seem beneficial to hold May/June meeting at conference site. Baesler: It is a matter of procedure in policies handbook that we meet 3 times per year but no written policy regarding location.

- i. Ennen inquired if there was any other old business. No additional old business.

## VII. New Business

- a. Petition for NDLA Archives/Records Management Roundtable
 

Harken reported that Curt Hanson (UND Archives) proposed that there be a roundtable for Archives/Records Management. Harken is uncertain how many people would attend such a Roundtable. Krenz: President McHenry's report says that she's worked with Curt and has accepted a petition signed by 10 NDLA current members. President McHenry read the letter from Curt Hanson and the accompanying petition. Curt Hanson wrote that he'd be initial Chair and Rosemary Flynn would be Chair-Elect.

Lieberman: The proposed roundtable would give an opportunity for members to pursue their interests. Peterson: Such a Roundtable would expand potential for new memberships. Harken: Asked for clarification of procedures for forming new Roundtables and Sections. President McHenry outlined steps to be followed, including that the initial group is to work with Baesler to create bylaws. A new group would have a non-voting member on the Executive Board for two years. The distinction between Sections and Roundtables is spelled out in NDLA by-laws. Harken moved that the board accept the request to form an Archives/Records Management Roundtable. Peterson seconded the motion. Langemo inquired if staff from Historical Society signed the petition. Krenz: Does new Roundtable get a line-item in the budget? Baesler: Yes, new Roundtable would be included in budgets. Baesler read distinction of Roundtable and Section. Baesler read procedures for petitioning for new Sections and Roundtables. Nothing is specified in the Section/Roundtable section of bylaws regarding budgets for new Section/Roundtables. Lieberman: Is there something established for if new group requires money? Baesler: In the Finance section by bylaws, the Sections and Roundtables are covered in the budget. Situations like this may require amending the budget. President McHenry: There is no need to amend budget at this time. Roundtable may need funds for December 2010 meeting, but that is unlikely. Thomas: Will set up listserv list for Archives/Records Management Roundtable.

- b. Conference promotion – member price to members of SDLA or MNLA or MBLA???\nEnnen: We discussed topic earlier today. Members of associations around us can register for conference at member price. Bratton: Recalled that we took it farther and applied it to members of any library association. President McHenry: We should put that on our webpage and on registration documents.
- c. Addition to Agenda by President McHenry: We've been contacted by a representative from Star Chapter and other businesses. They manage the "stuff" of an organization, such as payment plans, website, registration paperwork, etc. Safratowich: Impression was that they provide software so an organization could do the work themselves. For us, it would require transitioning to their software. President McHenry: Two other companies have also contacted her. If a Board member feels this is something we should look into in the future, Board may need to investigate this. Peterson: At this time, we don't need to pursue this. President McHenry: Agrees that we do not need to pursue this at this time.
- d. President McHenry reported that Karen Pearson requested to work collaboratively with libraries to educate people on voting rights for people with disabilities. Karen Pearson could coordinate an event, is willing to write an article for The Good Stuff, and is interested in having display at conference. President McHenry will forward information to Bratton so that Bratton can work with Pearson regarding a booth. President McHenry has sent Pearson's name to Kelly Steckler Peterson: Suggested that the information be forwarded to the NDLA membership list. Lieberman voiced his approval for distributing this information to the NDLA membership list.
- e. Nominations and Elections committee - voting protocols  
Following an online vote which took place last fall, an ad hoc committee was formed consisting of Bates, Baesler, and NDLA member Ellen Kotrba to discuss voting protocols.

Baesler summarized questions raised by ad hoc committee. Ad hoc committee has questions and need Board's guidance. We will have to change our constitution, bylaws, and policies as we move forward with electronic voting. Do we want to have motions, seconds, and discussion electronically? Or do we want the Executive Board to send out proposed changes to membership with only a vote, not a discussion. Sturgis says everyone has the right to be heard, but that is all it says. Does that mean that discussion is required, or is the vote of yes/no considered an opportunity to be heard? As we move to electronic voting, who is responsible for the managing the voting?

Currently Nominations & Elections Committee is responsible for putting together a slate of candidates and tallying the votes. Survey Monkey is a simple software program, but who would be consistently responsible for maintaining it, renewing subscription? (Safratowich: Survey Monkey is set up for automatic renewal) To keep continuity, it would be likely that Executive Secretary manage Survey Monkey. Who would be responsible for mailing out and collecting ballots of people who opt out of electronic voting? Do we give a choice of how to vote, electronic or paper? We do not have e-mail addresses for some members. Baesler summarized that she and Bates recommend having a spot on the membership form to agree to electronic voting. Who would manage or track down the paper ballots for those who have opted out of electronic voting?

Bratton: Has use of Survey Monkey impacted participation in voting? President McHenry: Nominations & Election Committee 2008-2009 voting statistics available. Does not recall substantial difference in return rate. Baesler looked up voting statistics.

- 2005, 296 paper ballots mailed out, 169 returned, 57% return rate
- 2006, 283 paper ballots mailed out, 165 returned, 58% return rate
- 2007, 275 paper ballots mailed out, 127 returned, 46% return rate
- 2008, 306 paper ballots mailed out, 142 returned, 46% return rate
- 2009, 228 ballots sent out in Survey Monkey, 135 responded, 59% return rate (303 members in 2009)

Krenz: Essentially in 2009, if you didn't have e-mail, you didn't get to vote. Lieberman: Does not seem that Survey Monkey increased percentage of ballots returned, possibly reduced number of people who received ballots. Baesler: there were 303 voting members in 2009. Lieberman: Use of Survey Monkey rather than paper ballots for voting essentially excluded 105 members from voting. We're making the choice for some people. West: There's a cost with physical mail and with Survey Monkey. There is also a lot of labor involved. Harken: Have we asked if members prefer a paper ballot? ALA asks preference. Peterson: It's more of a procedure problem than a format problem. What procedure would be in place for determining who does not have e-mail addresses? Lieberman: People who do not provide an e-mail address are not notified that they will be excluded from voting. Peterson: If you opt out of a Survey Monkey sent out, you are opted out of all Survey Monkey surveys. West: Without e-mail addresses, not all members receive information sent out to NDLA members. Thomas: Some libraries have one e-mail for all staff, so therefore not all members get individual e-mails or surveys. Peterson: MPLA uses electronic voting. Members can select electronic or paper. Thomas: It would not be difficult to track in a database who does and does not have an e-mail address for use in discussions and voting. President McHenry: Another aspect to consider is what constitutes discussion. Harken: In ELA and ALA, if there is some issue on which the Executive Board thinks there will be discussion, the organization will send out the document in advance of the electronic vote. Lieberman: If we think something needs to be discussed by the organization at large, we're excluding some members by discussing via listserv. Krenz: People could easily get e-mail. Baesler: Using electronic communication and voting goes with being a progressive organization. Krenz: Some of her Board of Directors may not have e-mail. If there's something she wants Board of Directors to see, she prints it out for them. Harken: We need to communicate the importance of providing an e-mail address and that that's how voting and discussions will take place. Lieberman: Communicating that sufficiently would eliminate the need for paper ballots. Bratton: Would someone feel disenfranchised if they do not have an e-mail on file? How do people see The Good Stuff? West: The Good Stuff is on the NDLA website. Lieberman: We need to be more proactive about communicating importance of what's online so that people can "opt in." Langemo: Just because some members do not list an e-mail address on the membership form does not mean they do not have an e-mail. President McHenry: We should quote from handbook that e-mail list is not sold. Discussion of wording of motion ensued.

Lieberman moved that voting and other business of the general membership between Annual Meetings will be conducted electronically. Bratton seconded motion. Motion passed. This is a proposed By-Law change that will go into The Good Stuff in August and be voted on at the Annual Conference.

Baesler: There is a need for a proposed change to by-laws regarding definition of discussion to be that discussion is the right to cast a ballot. President McHenry summarized background of issue. Baesler suggests procedure: Allowing for 30-day window, President to send out announcement to listserv that proposed by-law changes for organization has been published in The Good Stuff and that voting will take place at a designated time. We do not need to solicit discussion for a change in by-laws; requirement is for 30-day window. Discussion ensued regarding requirements for notification, discussion, and so forth. Krenz brought up whether Policy Manual of President needs to be changed to reflect that President will notify Association of proposed By-Law changes.

Harken moved that recommended changes to Constitution and By-Laws will be announced to the general membership by the President of NDLA at least 30 days prior to the opening of electronic vote. Discussion can occur electronically. The President will announce opening and closing of electronic voting. Jacobs seconded. Motion carried.

Thomas proposed the following statement be included on membership form: Individual e-mail address required for participation in elections and electronic discussions. NDLA does not distribute e-mail addresses outside the Association. Lieberman moved that we adopt that wording for the membership form as suggested by Thomas. Harken seconded. Discussion followed regarding the necessity of word *individual*. Thomas suggests that explanation of this be an article for The Good Stuff. Motion carried.

Baesler: Who is consistently responsible for the voting of elections and other questions? Who is responsible for maintaining Survey Monkey and setting up votes? Discussion: How does it work to be sure Section members get ballots for specific sections? Peterson suggested setting up a series of templates for use when creating ballots for each section. Baesler: Do we assign it to a position? Safratowich: According to our Terms of use, it's good to restrict access to our Survey Monkey account. Baesler: Either we assign it to a position or a committee, or we delegate responsibility to President to appoint individual to maintain Survey Monkey. Thomas: Nominations and Elections Committee is to produce ballots. Krenz: We could have a Survey Monkey editor like we have a Web Editor. Extended discussion regarding responsibility for construction of ballots and tallying of votes. Lieberman: It already sounds as though the Nominations and Elections Committee is charged with preparing ballot. We've only changed the format of the ballots. President McHenry: Nominations and Elections Committee is a difficult committee to fill because of difficulty of tasks. It was suggested we expand the Nominations and Elections Committee to be a 4-member committee to include a Survey Monkey editor. Peterson agrees to serve as initial electronic voting administrator.

Vonasek made motion to revise the Nominations and Elections Committee Policy Handbook to read "The President appoints a chair and ~~two~~ three other members to the Committee, one of which will serve as the electronic voting administrator" as recommended by Baesler. Harken seconded motion.

As part of discussion on motion, Baesler read Scope of Responsibilities for Nominations and Elections Committee, including proposed revisions. Baesler also read proposed changes to description of duties of Executive Secretary as outlined in the Nominations and Elections Committee Procedures. Executive Board members discussion proposed revisions.

Proposed changes to Nominations and Elections Committee Policy Handbook as recommended by Baesler are included as the final two pages of this document.

Vonasek amended her motion to approve the changes to the Nominations and Elections Committee Policy Handbook as recommended by Baesler.

f. Survey Monkey available to general membership as benefit

Peterson: Leery to allow Survey Monkey access by general membership; anyone can alter other people's surveys. Ennen: Agrees that it would not be appropriate to share our account for what may end up being personal surveys. Lieberman: We have unlimited number of responses each year, so to extend benefit to general membership would not generate additional cost. President McHenry: Depending on set up, anyone could go in and see who has voted, etc. Krenz: If someone wanted to set up a survey, would it work if that member sent suggested questions to electronic voting administrator? Peterson: Instead of inputting e-mail addresses when distributing surveys via Survey Monkey, electronic voting administrator could create desired survey and then send survey link to requesting member who would then distribute link to desired audience. Then electronic voting administrator would download results and give them to the individual member who requested survey. Krenz: Local patrons may be more likely to respond to survey when link to survey comes from local librarian rather than from NLDA or Survey Monkey. President McHenry: Perhaps we need a Survey Policy Handbook. Baesler: Let's try this for a while first to see how it goes. President McHenry: No consensus today whether to extend Survey Monkey as benefit to membership. President McHenry appointed Peterson and Baesler to draft survey policy.

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

Bratton: Received a nomination for Major Benefactor. Needs nominations for Librarian of the Year.

Langemo: Took photos of NDLA exhibit at Kirkwood Mall during April/May for National Library Week. Photos will be available on website. Had ordered 200 bookmarks and a poster. Only a handful of bookmarks remained by end of event.

Peterson: Joined conference with MPLA with Montana Library Association on April 5-8, 2011, in Billings.

Lieberman: Report in e-mail today. Attempting to plan program for conference.

Baesler: Clarification: Will send proposed changes to Constitution and By-Laws to President McHenry regarding electronic voting so that we can have it up for vote at annual conference.

Question: If we are to change conference planning duties, we'd need to have proposed changes prepared for review at conference because would be a change in our Constitution and By-Laws.

Bratton: We are not at that point yet, and we are not facing that tight of a time crunch. We are set for the next three years. We can build 2011 Conference in Minot into transition plan to accommodate expectations communicated to candidate for Chair-Elect. Baesler: We will plan to present a change in officers' duties at the 2010 Annual Conference, to be followed by electronic voting 30 days after conference. Bratton: There may be a series of votes. Baesler: The only general membership vote required in this matter is for the changes to the By-Laws. All of our policy handbooks will be voted on in a series of votes by the Executive Board during the December meeting.

- Present proposal at 2010 Annual Meeting and put on listserv
- Allow 30 days
- Open electronic voting early November
- Discuss section and roundtable by-laws and handbook changes at December meeting

Bratton stated that she has a number of items coming up, including standing committees such as Continuing Education, in relation to this. President McHenry commented that it is possible that not all the matters will be able to be handled during the first 30 day vote. Bratton asked to be included on agenda in order to present changes at Annual Conference.

Baesler: Asks Section/Roundtable Chairs to be diligent in reviewing section handbooks for all implications of proposed changes to include electronic voting rather than mailing. Submit proposed section handbook changes that the change in our Constitution and By-Laws will cause.

- |                                      |   |
|--------------------------------------|---|
| 1-President                          | 15-Constitution Bylaws Policies Committee |
| 2-President –Elect                   | 16-Finance Committee                      |
| 3-Past President                     | 17-Intellectual Freedom Committee         |
| 4-Secretary                          | 18-Legislative Committee                  |
| 5-Treasurer                          | 19- Nominations & Elections Committee     |
| 6-ALA Councilor                      | 20-Membership Committee                   |
| 7-MPLA Representative                | 21-Professional Development Committee     |
| 8-Academics & Spec. Lib. Section     | 22-Public Relations Committee             |
| 9-Gov. Documents Roundtable          | 23-The Good Stuff Ed. Committee           |
| 10-Health Sci. Info. Section         | 24-Executive Secretary                    |
| 11-New Members Roundtable            | 25- Archivist/Historian                   |
| 12-Public Library Section            | 26-State Librarian                        |
| 13-School Lib. & Youth Serv. Section | 27-Web Editor                             |
| 14-Technical Services Roundtable     |   |

IX. Next Meeting – September 29 at the CanadInn – 9:00 am

X. Adjourn, 2:53 pm

Respectfully submitted,  
Chandra Hirning, Secretary

*Approval during 2010 Pre-Conference Executive Board meeting, September 29, 2010*

## **POLICIES HANDBOOK: NOMINATIONS AND ELECTIONS COMMITTEE**

### **SCOPE OF RESPONSIBILITIES**

The Committee is responsible for finding a minimum of two NDLA members to run for each of the NDLA offices of vice president/president-elect, secretary, and treasurer. In years when the terms of representatives of affiliated organizations are up, the Committee will find a minimum of two NDLA members to run for those offices (this includes ALA and MPLA). The Committee is responsible for contacting all section and roundtable chairs who then provide a list of their candidates with at least one name per office. **Additionally, the committee is responsible for electronic ballots and votes of the general membership.**

The Committee is responsible for supplying information on all candidates to the editor of *The Good Stuff* for inclusion in the pre-conference issue. The Committee is subsequently responsible for the production of the official ballot, which is then distributed to the NDLA membership at least thirty days prior to the annual conference. **The NDLA Executive Secretary assists with the distribution of the ballots.**

Finally, the Committee is responsible for tallying the votes and reporting the results to the NDLA Executive Board, to the candidates, and announcing the new officers **and results of general membership questions** at the first general session of the annual conference.

### **MEMBERSHIP**

The President appoints a chair and **two** **three** other members to the Committee, **one of which will serve as the electronic voting administrator.** Traditionally, the President serves as an additional member.

### **PROCEDURES**

Committee members discuss possible candidates for the offices of vice president/president-elect, secretary, and treasurer and contact these individuals about their willingness to run. Candidates who have agreed to run are asked to provide a biographical sketch, which includes current position, education, professional development, a vision statement, and a picture. This information appears in the pre-conference issue of *The Good Stuff*. The Committee ensures that all candidates are members of NDLA.

**The electronic voting administrator works with other members of NDLA to prepare ballots for general membership questions and surveys.**

In the years when a representative to MPLA and/or ALA is to be elected, the committee considers names only of persons who are both NDLA members and members of the particular affiliated organization. In the case of the ALA Councilor, it has been a long-standing tradition to first contact individuals who have previously served as NDLA President. MPLA and ALA candidates are also asked to provide biographical information and a photo.

The Committee contacts chairs of sections and roundtables to provide names of at least one, and preferably two, NDLA members for each of their offices. Section and roundtable candidates provide the following information: current position, education, and professional development. The Committee submits information on all the candidates to the editor of *The Good Stuff* for the pre-conference issue.

The Committee prepares the ballots. The Membership Committee chair furnishes delivery information indicating by code the membership in sections and roundtables. The Membership chair also provides the total number of NDLA members broken down by section and roundtable. With the assistance of the NDLA Executive Secretary, the Committee organizes ballots for mailing. All NDLA members will receive the ballots for the vice president/president-elect, secretary, treasurer, and MPLA and ALA and general membership questions. In the case of section and roundtable elections, members receive appropriate ballots.

The Executive Secretary electronic voting administrator will organize distribution at least 30 days prior to the annual conference, with the ballots to be returned by a given deadline to the Nominations and Elections Committee chair (at least two weeks before the annual conference is suggested as a return date). Distribution should be clearly identified as “ballots”.

Committee members are responsible for counting the ballots. The ballots are confidential. The Executive Board validates election results prior to notifying candidates and, in disputes regarding elections, serves as the final arbiter. Committee members will notify the candidates for vice president/president-elect, secretary, treasurer, and ALA and MPLA of election results. Section and roundtable chairs will be asked to notify their particular candidates.

## REPORTS

The Nominations and Elections Committee chair provides a written report to the Executive Board at regular board meetings and to membership at the annual conference. The Committee chair or other Committee member should be present at the first general session of the annual conference to introduce the new officers. List of new officers will be printed in the post conference issue of *The Good Stuff* and noted on the NDLA web page.

## BUDGET

The Finance Committee will solicit a budget request from the chair. The Executive Secretary will assist with establishing the mailing costs. Provision may be made for travel to Executive Board meetings, copying, postage, and supplies for the committee.