

Minutes  
NDLA Executive Board Meeting  
Buffalo Room, The Chieftain, Carrington  
December 3, 1999

**Members present:** Marlene Anderson, Leeila Bina, Karen Chobot, Susan Dingle, Sally Dockter, Mary Hegle Drewes, Janet Essency, Clarice Hackman, Mike Jaugstetter, Agnes Jensen, Marilyn Johnson, Barbara Knight, Melody Kuehn, Jeanne Narum, Lila Pedersen, Marlene Ripplinger, and Kathy Thomas.  
**Members absent:** Melva Brend, Darlene Fairaizl, Thom Hendricks, Jan Hendrickson, Bonnie MacIver, Suzanne Morrison, Dennis Page, Kaaren Pupino, and Jane Schulz.

**Call to Order:** The meeting was called to order by President Marilyn Johnson at 9:45AM.

**Executive Board Minutes:** The minutes of the September 25, 1999 meeting were distributed and corrected as follows:

- ◆ page 1, members absent listing -- change "Hegel" to "Hegle" in the spelling of Mary Hegle Drewes' name. This change also needs to be made on the 1999-2000 NDLA Executive Board roster published on the back cover of *The Good Stuff*.

Melody Kuehn, MPLA Representative, moved to accept the minutes; Janet Essency, Technical Services Roundtable Chair, seconded; motion carried.

**President's Report:** Marilyn Johnson reported that there were 177 registrants for the annual conference and net income was \$5000+. A tallied summary of the 1999 conference evaluations was distributed. Marilyn commented that not many evaluations were returned and that the chief criticism seemed to be about breakfast. She also reported that she has taken the directed and appropriate action (e.g., writing letters) on the resolutions passed at the conference.

**President-elect's Report:** Sally Dockter, President-elect, reported on plans for the 2000 NDLA conference at the Travelodge Hotel in Dickinson. The dates are September 20-23 and a block of 125 rooms has been reserved. The flat rate for rooms is \$53. Mary Lovell of the Dickinson Public Library will serve as the hotel liaison. Sally distributed four handouts: ideas for the conference theme, the proposed conference budget, local arrangements committee assignments, and ideas for celebrating NDLA's centennial in 2006. Discussion followed.

**Theme:** Three ideas were proposed: "North Dakota Libraries at the Dawn of a New Century: a time to reflect on the past and prepare for the future;" [NDLibraries@turn.of.century](mailto:NDLibraries@turn.of.century); and [NDLibraries@beginning.of.century](mailto:NDLibraries@beginning.of.century). After discussion, the consensus of the board was to use "North Dakota Libraries at the Dawn of a New Century" (without the subtitle) as the conference theme.

**Proposed Budget:** Sally Dockter reviewed the proposed budget and asked for comments. Marilyn Johnson explained why the proposed budget includes a \$400 **flat fee** for exhibitors. She felt that the tiered system used at the 1997 (Minot), 1998 (Grand Forks), and 1999 (Fargo) conferences was confusing for both exhibitors and NDLA personnel, including the Treasurer and exhibits coordinator, and suggests NDLA return to a flat fee. Barb Knight, Past President, noted that exhibitors tend to pay the minimum price. Lila Pedersen, Treasurer, provided documentation of exhibitor revenues from past conferences. Melody Kuehn asked if the flat fee would include an ad in *The Good Stuff*. There was discussion about continuing to provide rooms for exhibitors as part of the fee, but that was a one-time situation in Grand Forks since the exhibits were in the non-secured pool area of the Holiday Inn. Barb Knight recommended we charge \$375 for the flat fee instead of \$400. The Board concurred.

\$250 is available for each section or roundtable sponsoring a conference program. Discussion about the adequacy of that amount followed. Barb Knight noted that NDLA members who do presentations at conference are not paid. It has traditionally been a professional contribution. The consensus of the Board was to continue the **\$250 rate for section/roundtable programs**.

Marilyn Johnson noted that **registration expenses** need to be added to the budget and stated that \$300 should be adequate for the Dickinson conference. Registration expenses for the 1999 conference in Fargo were \$328.

Mike Jaugstetter, State Librarian, announced that the North Dakota State Library will not sponsor a **pre-conference** at the 2000 conference because of their spring workshop plans. Melody Kuehn suggested inviting MPLA to sponsor a pre-conference. She will speak with Joe Edelen of the MPLA Executive Board.

Barb Knight moved to accept the proposed conference budget with these changes: use \$375 flat fee for exhibitors instead of \$400 (20 @ \$375 = \$7500) and add \$300 for registration expenses. (The total revenue will now be \$17,750 instead of \$18,250, and the new total for expenses will be \$15,100 instead of \$14,850). Jeanne Narum, Public Library Section Chair, seconded. Motion carried.

**Local Arrangements Committee:** Sally Dockter has had difficulty filling spots on the Local Arrangements Committee, particularly Chair. Barb Knight suggested that individuals outside of the Dickinson area could do some of the jobs and that perhaps the Past President should take on the role of coordinating exhibits now and in the future. Barb is willing to do it this year, and the Board can evaluate that role for future conferences. Marlene Ripplinger, Public Relations Chair, will handle conference publicity. Melody Kuehn suggested that the Friends of the Dickinson Public Library, which is an active group, might serve as a contact point and pool of volunteers. Leeila Bina, Finance Committee Chair, noted that the Dickinson Chamber of Commerce might assist for a fee and suggested Sally contact them. Marilyn Johnson said that Sally and the conference hotel could probably handle meal arrangements. She and Sally and Barb Knight will meet for further discussion of local arrangements.

**2006 NDLA Centennial:** Sally distributed a handout of ideas for celebrating NDLA's centennial and asked if we needed to appoint a committee. Marlene Anderson, Secretary, reported that Ellen Kotrba, 1997-98 NDLA President, asked Marlene to jump start such a committee in December 1997. Some work has already been done and Sally's additional ideas are very welcome.

**Past President's Report:** Barb Knight received a letter asking for contributions to **Library Legislative Day** on May 1-2, 2000. The ALA Washington (D.C.) Office sponsors the event. Lila Pedersen asked what benefit we would get for contributing. Mike Jaugstetter stated we would probably derive more benefit from speaking directly with our legislators and suggested no contribution. He also noted that State Library personnel used to attend National Legislative Day, although no one has gone for the past six years. Tightening of budget monies and regulations about how monies can be used resulted in that change. Barb Knight stated that she would rather send someone to National Library Legislative Day than contribute funds. The Board decided against contributing to the event.

Barb announced that the **2000 UND Writers Conference** will be March 20-24 and distributed an article about it from the *Grand Forks Herald*.

Barb reported that she and Kaaren Pupino, Co-chairs of NDLA's Distance Education Investigation Committee, are doing a survey to assess interest in having a **distance MLS program** available in North Dakota. UND is willing to provide space for the program. Barb and Kaaren plan to complete the survey before the next Board meeting. Copies were distributed and the survey will also be posted to several electronic discussion lists.

**Treasurer's Report:** Lila Pedersen's report was approved by e-mail ballot of the Board prior to the meeting in order to meet publication deadlines for *The Good Stuff*. The Board again reviewed the report, which is printed in the December 1999 issue of *The Good Stuff*. Mary Hegle Drewes, New Members Roundtable Chair, made an official motion to accept the report; Barbara Knight seconded. Motion carried.

Lila also presented a budget analysis of anticipated expenses and revenues for the coming year. Although our budget looks healthy on paper, Lila reminded the Board that the numbers reflect grant dollars that we manage, but cannot use for our operating expenses, and that our savings should be reserved for tough times. **MPLA Representative's Report:** Melody Kuehn's written report (appended) was distributed to the Board. In addition to her written report, Melody told the Board about **MyCause.com**, a service that MPLA is using. Because NDLA is a member of MPLA, our association will also benefit and is now registered as a cause. If you shop on the Internet, you can support NDLA (or other tax-deductible organizations) by going through MyCause.com (<http://www.MyCause.com>) and choosing NDLA. The organization will get a small commission from sales. Lila Pedersen suggested that individual libraries consider adding MyCause.com as a link on their home pages. The Board agreed that MyCause.com should also be added to the NDLA home page and asked Melody to write a story about it for *The Good Stuff*.

**State Librarian's Report:** Mike Jaugstetter did not have a written report. He announced that the State Library will not sponsor a pre-conference at the 2000 NDLA conference because of a shift in their educational activities. They are planning a two-day conference with Arlene Bielefield on licensing and professional ethics on April 27-28. In addition, there will be smaller workshops throughout the year and throughout the state. A workshop for public library trustees will also be held May 10 in Fargo and May 12 in Bismarck. Pat Wagner of Pattern Research in Denver will conduct the trustee workshops.

Mike also reported on **LaND (Library Access North Dakota)**, which runs on OCLC software for database creation. It is currently available on the State Library web site for librarians to use and test. Two public meetings on LaND are planned in the state in late January and early February, and State Library staff will conduct at least five smaller training sessions.

#### **Section/Roundtable Reports**

**Academic and Special Libraries Section:** Sally Dockter, Chair, distributed a written report (appended).

**Government Documents Roundtable:** Kaaren Pupino, Chair, was unable to attend the meeting, but submitted a written report (appended), which was read and discussed.

In reference to the GODORT report, Sally Dockter asked why the solicitation for extra funds was denied. Leeila Bina, Finance Committee Chair, stated that the request was denied because it came without an explanation of why additional funds were needed and because GODORT had not spent the funds they requested for 1998-99. Marilyn Johnson stated that we would discuss the proposed budget later in the day and could make changes at that time.

**Health Sciences Information Section:** Melva Brend, Chair, was unable to attend the meeting. No written report was submitted.

**Information Technology Roundtable:** Thom Hendricks, Chair, was unable to attend the meeting. No written report was submitted.

**New Members Roundtable:** Mary Hegle Drewes, Chair, did not have a written report, but stated that the Roundtable is revising its bylaws and working to set up its own electronic discussion list. Kathy Thomas, Membership Chair, is helping with that project. The Roundtable requested \$200 for their budget this year to cover their responsibilities for the NMRT social at the conference and the exhibitor's award. Mary is also soliciting ideas for a conference program.

**Public Library Section:** Jeanne Narum, Chair, distributed a written report (appended).

**School Library and Youth Services Section:** Darlene Fairaizl, Chair, was unable to attend the meeting. There was no written report.

**Small Libraries Roundtable:** Bonnie MacIver, Chair, was unable to attend the meeting. There was no written report.

**Technical Services Roundtable:** Janet Essency, Chair, stated she did not have anything to report.

### Committee Reports

**Constitution, Bylaws & Policies Committee:** Karen Chobot, Chair, distributed a written report (appended) and copies of the SLAYS final bylaws draft. She made a motion to accept the bylaws. Sally Dockter seconded. Motion carried. The SLAYS bylaws can now be posted on the NDLA web site. Karen gave a few pointers for writing policies and bylaws: avoid repeating information within the document; keep duties separate from procedures; include a statement regarding the budget (see template in written report); and check with Susan Dingle, Archivist/Historian, before writing an archives statement.

Marilyn Johnson said that she and Sally Dockter will work on the Executive Board and Finance Committee policies. Marilyn also proposed that all bylaws revisions and policies be completely done by the 2000 conference. Karen Chobot and the rest of the Board concurred.

**Finance Committee:** Leeila Bina, Chair, distributed a written report (appended).

**Nominations and Elections Committee:** Clarice Hackman, Co-chair, reported there has been no activity yet.

**Membership Committee:** Kathy Thomas, Chair, was welcomed to the Board. She is stepping in for Tom Bremer, who was unable to continue as chair of this committee. Kathy reported that NDLA has 400 members as of December 2 and that so far she has about dozen renewals for 2000.

**Professional Development Committee:** Agnes Jensen, Chair, distributed a written report (appended). Lila Pedersen asked about the distribution of the M. V. Hubbard award since she hasn't written a check or received a request for payment yet. Agnes and Lila will get together to discuss this.

**Public Relations Committee:** Marlene Ripplinger, Chair, distributed a written report (appended). She asked members to give her news items ... otherwise, she will make it up!

**Archivist/Historian:** Susan Dingle distributed a written report (appended) and a document about preserving organizational records. The written report summarizes the document, but she hopes everyone will read the complete document, too. Susan works for the State Historical Society of North Dakota in Bismarck and is available if there are questions about NDLA records. She does not do the processing of records, but can advise on what is important to keep. Susan suggested enclosing a letter of transmission when transferring materials to archives. The letter should include information about what is being transmitted, who is giving the material, when the documents were created, and how the donor was involved in creating or handling the material. This is useful information for the people who process the materials, create finding aids, and arrange the materials.

### OLD BUSINESS

#### **Constitutional Amendment**

Karen Chobot reported that the Constitutions, Bylaws and Policies Committee reviewed the bylaws change approved by the Board at the September 25 meeting. She asked that the text of the proposed change be printed in the next issue of *The Good Stuff* and that the Nominations and Elections Committee arrange for a mail vote on this bylaws change one month following the appearance of the text in *The Good Stuff*.

Discussion of procedural questions followed. Barb Knight and Marilyn Johnson will prepare a story for *The Good Stuff* and will work with Clarice Hackman of the Nominations and Elections Committee.

At this point, the Executive Board broke for lunch and the meeting was reconvened at 12:05.

The dues discussion continued and was clarified. At an NDLA general session meeting at conference, it was suggested that the institutional cap be raised from \$100 to \$200. There are 22 institutional members now. Lila Pedersen will see how much income is currently generated from those memberships. It was also suggested at conference that the dues increase for individual members be \$10 instead of \$5. Leeila Bina and the Finance Committee were directed to check on the language of the dues change, to review the entire dues structure, and to bring back a recommendation to the Executive Board at the next (May) meeting. The entire dues proposal needs to be resolved at the May meeting (or before that date using e-mail to conduct business) in order to publish the information in the June issue of *The Good Stuff*, and to include the ballot for the dues proposal with the ballots for new officers before the 2000 conference. Lila Pedersen and Leeila Bina will work on this, and Lila will also write an informative article for *The Good Stuff*.

### **Reminder Slip**

At the September 25, 1999 meeting, the Board directed Mike Jaugstetter and Marilyn Johnson to prepare a draft of wording to append to information that libraries mail out when responding to reference questions. Marilyn presented this draft:

"The attached response to your inquiry comes through the combined efforts of researchers, historians, archivists, and librarians who saved the information you need. Only the continuing financial commitment of the state, its counties, and cities makes preservation of data possible. "Data's the only way!"

Discussion followed. The Board decided to table the matter for now and asked Marilyn and Mike to develop the idea a little further.

### **NEW BUSINESS**

#### **APT, Inc.**

In November, Tom Tupa of APT, Inc. met with Leeila Bina, Marilyn Johnson, and Marlene Anderson to discuss his first year as Executive Secretary for the Association. Unfortunately, although APT, Inc. enjoyed working with our group, they lost money on the original contract and asked for a significant increase to continue -- from \$200/month to \$1950/month. Because NDLA could not afford to grant this request, Barb Knight made a motion for non-renewal of the contract with APT, Inc. Melody Kuehn seconded. Motion carried. Marilyn Johnson was directed to write a letter informing APT, Inc. of the Board's decision and thanking them for their work on behalf of the Association. Lila Pedersen asked if we have received the final report that was part of the original contract. We have not. Marilyn Johnson will request it from Tom Tupa.

Marilyn Johnson asked for volunteers to serve on a committee to hire a new Executive Secretary. Barb Knight, Kathy Thomas, and Marlene Anderson agreed to assist Marilyn on this committee. Barb Knight asked if bill tracking is a service the Executive Secretary should continue to provide. With today's technology, she felt we could probably do it ourselves. The State Library currently monitors legislation and Mike Jaugstetter said he would work with Legislative Chair Jane Schulz on this issue.

#### ***The Good Stuff***

APT, Inc. served as editor of the December 1999 issue of *The Good Stuff*, but will not continue in that capacity. Marilyn Johnson recommended hiring Andrea Collin as our production manager. Andrea has significant experience in publishing. She co-owns Smoky Water Press with her husband; serves as the editor for *North Dakota Water* magazine; serves as a senior editor for the *North Dakota Blue Book*; teaches journalism at BSC as an adjunct faculty member; and serves as the faculty advisor for the BSC student newspaper, *The Mystician*. Marilyn has visited with Andrea and she is willing to serve as the production manager for *The Good Stuff* for \$300/issue. Barb Knight made a motion to hire Andrea Collin to produce

the next four issues (year 2000) of *The Good Stuff* at \$300/issue. Melody Kuehn seconded. Motion carried. Marlene Anderson agreed to serve as the editor of the publication.

### **2000 General Operating Budget**

Leeila Bina presented the proposed 2000 general operating budget. The Board discussed various line items and made several changes:

- ◆ **ALA/MPLA Memberships** (Freedom to Read \$150; ALA \$125; MPLA \$100) -- The proposed budget for this line item was \$500; \$125 of that amount was in case of dues increases. There was discussion about continuing to pay the Freedom to Read dues; we could continue to get the subscription to the newsletter for \$35. Leeila clarified by saying the \$150 included an extra contribution to support this cause. The Board chose to continue to contribute to Freedom to Read, but reduced the overall request from \$500 to \$375.
- ◆ **Executive Board** -- The proposed budget for this line item was \$2,500, but in 1999, the Board actually spent \$3,100, or \$600 over its budgeted amount. The reasons for this had to do with extra mailings because of the legislative session and additional stationery (printing) costs. Barb Knight recommended changing the proposed budget for this line item to \$3,200. Board concurred.
- ◆ **Executive Secretary** -- The proposed budget request was \$16,260, but with the non-renewal of APT, Inc.'s contract, the Board reduced this amount to \$2,900 (\$2,400 for salary and \$500 for travel expenses (e.g., to and from Board meetings and conference) and supplies).
- ◆ **Good Stuff** -- The proposed budget was \$8,300, including \$350/month for APT, Inc.'s services, \$500/year for postage, and \$3,600 for printing 4 issues. With Andrea Collin as production manager instead of APT, the Board reduced this request to \$5,300 (\$300/issue for production services; \$500/year for postage; and \$3,600 for printing 4 issues).
- ◆ **Government Documents Roundtable** -- The proposed budget was \$100, although the Roundtable requested \$200. The Board changed the line item to \$200 after learning that the roundtable sought extra funds to purchase a cloth banner for use at their booth at the annual conference.
- ◆ **School Library and Youth Services** -- The proposed budget of \$400 remained the same, but Mike Jaugstetter asked that the word "special" be deleted in the line item description. Instead of "includes special Summer Reading program administrated by NDSL" the description should read "includes Summer Reading program administrated by NDSL."
- ◆ **Final Budget Total** -- The proposed 2000 general operating budget totaled \$35,210, but after adjustments by the Board, the final total was \$19,025.

Sally Dockter made a motion to approve the revised 2000 general operating budget. Lila Petersen seconded. Motion carried.

### **OTHER BUSINESS**

Melody Kuehn shared news about a project of the Minot elementary school library aides to collect **new and next-to-new books** to donate to needy, small schools in North Dakota. Mike Jaugstetter discouraged NDLA's participation or endorsement of this project because the books that are collected are often outdated and should not be included in school library collections. He spoke from experience with the books that were donated after the Carrington Public Library fire and after the flood in Grand Forks.

Marilyn Johnson announced that she and Ellen Kotrba, former NDLA President and former editor of *The Good Stuff*, have had preliminary discussion about making **online** publication of *The Good Stuff* the primary means of distribution. They will continue to work on this idea.

Marilyn Johnson reported that the dates for the 2001 conference are set for September 26-29 at the International Inn in Williston, but that it is too soon to finalize the contract. This announcement raised discussion about the **length of the annual conference**. Some individuals would like to have the first general session meeting on Wednesday evening, then eliminate the Saturday morning meetings by concluding the business meetings on Friday afternoon before the awards banquet. This change would cut

our expenses and might also result in better attendance of the business meetings. Sally Dockter was given the go-ahead to check with the hotel in Dickinson and pursue this directive for the 2000 conference.

Marilyn Johnson called for **auction** ideas. There was some feeling that the auction is less popular than it used to be. Perhaps a silent auction or a combination of silent and live auction would generate more interest. Melody Kuehn stated that the purpose of the auction, i.e., where the proceeds go, also makes a difference. Barb Knight noted that the auction chair for the conference does not have to be a local person. A perennial problem with the auction is finding donations. Marilyn Johnson wondered if a celebrity auction, that is, soliciting donations from notable North Dakotans (e.g., autographed books by North Dakota authors) or North Dakota organizations, would be an option. No consensus was reached, but Sally Dockter will work on auction ideas for the 2000 conference.

Lila Pedersen reminded Board members that an **expense form** is available on the NDLA web page.

**May Board Meeting:** The next Board meeting will be held in Carrington on **Monday, May 15** at 9:30AM at The Chieftain in Carrington. Melody Kuehn and Jeanne Narum volunteered to bring treats for that meeting. The meeting was adjourned at 1:50PM.

Respectfully submitted,

Marlene Anderson, Secretary

## **Written Reports**

### **MPLA Representative Report - Melody Kuehn, Representative**

2000 in Nebraska -- The MPLA/NLA/NEMA Tri-Conference will take place at the Holiday Inn in Omaha, October 25-27, 2000. White House Conference on Library and Information Services Task force (WHCLIST) will also be meeting at the same time as the Nebraska tri-conference in Omaha. There will be some joint sessions and breaks.

Big Sky Revenue -- Although not complete, the financial report for the Big Sky Conference looks very promising with net revenue of over \$14,000.00 with 40% going to MPLA.

WLA Web Site -- The Wyoming Library Association's web site has a new address and look! It's located at: <http://www.wyla.org> Located there are on-line workshops and tutorials, reference sites, online membership form (soon to use secure socket layering!), association news, links to library related publications, minutes to section and committee meetings, web boards to discuss library related topics, and self-posting committee news pages, too! Erin Kinney [ekinney@will.state.wy.us](mailto:ekinney@will.state.wy.us)

### **Academic & Special Libraries Section Report - Sally Dockter, Chair**

The meeting at Fargo was well attended. The majority of the meeting was spent hammering out the latest changes to the bylaws, which are essential since the split with the ACRL chapter. A&SL is the section's proposed official abbreviation. The changes will go to the Bylaws Committee and then to the Executive Board for approval. Sally Dockter and Kathy Spencer did a presentation on Geographic Information Systems and their role in libraries for the Section's conference programming. We also spent some time discussing future projects the section may want to get involved in. Kathy Thomas volunteered to set up an electronic discussion list for the section and create a web page. No resolutions were submitted.

### **Government Documents Roundtable Report - Kaaren Pupino, Chair**

New Bylaws - Have been submitted to the committee by the past GODORT chair and are awaiting approval.

New Policies - Have been mailed to Karen Chobot on 12-02-99 and are pending approval.

Budget - I requested an additional \$100.00 from the budget to bring the total amount of money available for NDLA GODORT to \$200.00 for the 1999-2000 year. The extra money was earmarked for having a cloth banner made to display the words NDLA GODORT to be used at the booth at the NDLA annual meeting each year. The request for additional funding was denied.

I am sorry that I was unable to make this meeting. Lila Pedersen will act as my proxy.

### **Public Library Section Report - Jeanne Narum, Chair**

Notification has been received from the Chair of the Business Reference and Services Section of ALA that Dun and Bradstreet is seeking nominations for the first annual Public Librarian Support Award. The winner will receive \$1000 to attend the 2000 ALA Conference in Chicago. Notice of this award has been disseminated through the LISTSERV. Anyone desiring more information may contact Jeanne Narum at the Minot Public Library.

The Public Library Section members are looking forward to a smooth transition for the administration and management of the Summer Reading Program in 2000. Terri Wilhelm from the State Library will be in charge of the program.

Informal discussion among some members resulted in suggestions for programming at the convention in 2000 concerning state and local resources for genealogy and family history searching.

Tom Jones has sent a letter to public librarians asking for discussion and formulation of objectives regarding legislative issues for the upcoming session.

### **Constitution, Bylaws and Policies Committee Report - Karen Chobot, Chair**

An all new committee has been set up, following the Annual Conference. The new chair is Karen Chobot, and the committee members are Clarice Hackman, representing Academic Libraries, Liz Mason, representing Public Libraries, and Bonnie MacIver, representing the NDLA Executive Board. A position representing the Health Sciences Libraries is still open, although Karen is a member of HSIS and fulfills that position at present. The first meeting was held November 19 in Fargo. The first half of the meeting was given to understanding the duties of the committee and what work has been done so far with the new section bylaws and the policy handbook. The second half of the meeting was devoted to looking at submissions from SLAYS, the MPLA rep, the Executive Board, the President-elect, the conference chair, and the finance committee. The SLAYS Bylaws are accepted by the committee and will be presented to the Executive Board for approval. The other submissions will be returned to the appropriate group with comments on changes.

All sections and committees are reminded to check with Karen concerning where their changes are and what additional work is needed. The Academic Section Bylaws have been received and will be discussed at the next meeting.

At the request of the Finance Committee, all are asked to be sure to include a statement about the budget in their policies. The following wording is recommended, with changes as appropriate for the group in question:

*"The operating budget for the \_\_\_\_\_ committee includes travel to Executive Board meetings, photocopy expenses, mailing costs, and supplies. The operating budget is separate from the Conference budget and does not include travel expenses to and from the Annual Conference."*

Those policy handbook sections that are already approved should see if they need to include or amend their statements on their budget.

The next meeting of the committee will be January 21 in Wahpeton. Please send any changes or additions to Karen before that time. E-mail is appreciated so that copies can be sent to the members in advance. Please remember we are all new at this and probably won't be doing things the same way Ann and her committee did them. It certainly would be nice to have all the incomplete bylaws ready for the Annual Conference in 2000, so keep this on your group agendas.

## **Finance Committee Report - Leeila Bina, Chair**

### Activities September through November

- Met with Kelly Hell, outgoing chair, at NDLA in Fargo to transfer Finance Committee binder and review activities and duties of the committee.
- Prepared a draft of the Finance Committee handbook with input from Kelly Hell. Presented the draft to the Finance Committee for input at its telephone conference November 17<sup>th</sup>.
- October 1<sup>st</sup> sent an email to all committee and section chairs soliciting operating budget requests for 2000. The deadline for submitting requests was November 5<sup>th</sup>.
- President Marilyn Johnson, Secretary Marlene Anderson, and Finance chair met with Tom Tupa and Kirstin Narum of APT, Inc. on November 5<sup>th</sup> to review the trial contract from 1999. APT is losing money under the present contract with NDLA. More than 200 hours per year are being incurred. The present contract is over December 15<sup>th</sup>. APT agreed to submit a proposal to President Marilyn during the week of November 8-12<sup>th</sup>. The proposal will include a more realistic budget for time and expenses plus adding management of *The Good Stuff* and convention exhibits. Both APT and NDLA agreed the trial was worthwhile and the working relationship a positive experience.

The Finance Committee held its first meeting via telephone on October 17<sup>th</sup>. Members of the committee are: President, Marilyn Johnson; President-elect, Sally Dockter; Past-president, Barb Knight; Treasurer, Lila Pedersen; Membership Chair, Kathy Thomas. A summary of the meeting follows:

### Proposed Budget

- The committee decided to restructure the annual conference exhibits committee and delete the \$3000/year it would cost for APT to manage this activity. The treasurer, local exhibits chair, and NDLA past-president would coordinate exhibits. A flat fee of \$350 per exhibitor was discussed and will be taken to the Executive Board for discussion and action.
- Budget line items were discussed and adjusted based on 1999 activity. The Finance chair will be contacting the committee chairs where adjustments were made.
- *The Good Stuff* line item was discussed. The \$350/month charge does not include printing and postage. President Johnson will meet with APT to clarify the Executive Secretary and *Good Stuff* costs. It was the consensus of the committee that the APT charges were more than NDLA can afford.

### NDLA bank accounts

- Treasurer Pedersen reported having trouble with errors and policy of the current bank, U.S. Bank. She has also used Norwest and found them to be very helpful. The committee approved switching NDLA accounts to Norwest.

### Dues increase

- The dues change as proposed during 1999 was discussed. At a discussion at NDLA General Session a different proposal was presented -- increase personal dues \$10 as well as institutional dues with a cap at \$200. This will be discussed at Executive Board.

### Finance Committee Handbook

- The draft of the handbook was discussed and changes made. Finance Chair Bina was instructed to contact Constitution, Bylaws, and Policies Chair, Karen Chobot, regarding including a "budget" section in all committee handbooks with standard wording. The Finance Committee Handbook will be forwarded to the Constitution, Bylaws and Policies Committee for review.

## **Professional Development Committee Report - Agnes Jensen, Chair**

Promotional information has been placed in the upcoming issue of *The Good Stuff*. One application has already been received. The Rod Rudser and NDLA Professional Development Grants will be awarded in the summer of 2000. The M. V. Hubbard Bookmobile Grant can be awarded at any time and can be for anything that furthers interest in bookmobiles, including the purchase of books. Members of the committee are Melody Kuehn, Kathy Van Eckhout, Susan Dingle, and Chair Agnes Jensen.

### **Public Relations Committee - Marlene Ripplinger, Chair**

Conference information regarding conference awards presented at the 1999 NDLA conference was sent to seven newspapers in the state. Since Marlene Anderson already had her columns for *The Good Stuff* in process, she volunteered to do the post-conference issue. All news items located or received were sent to her. My assignment for *The Good Stuff* was to write about all the awards presented at the 1999 conference.

### **Archivist/Historian - Susan Dingle**

The NDLA archives took in approximately 2 linear feet of records from past officers at the NDLA Board Meeting at the September Annual Conference in Fargo. Some additional records have been brought over to the State Archives & Historical Research Library, State Historical Society of North Dakota since that meeting.

**\*\*ALL CURRENT OR PAST OFFICERS WHO HAVE FILES & RECORDS, PLEASE READ & REFER TO THE 4-PAGE BROCHURE, "PRESERVING YOUR ORGANIZATION'S RECORDS.\*\*** This brochure explains:

there are temporary and permanent records; most records are temporary records only  
permanent records of lasting value are the ones to save and donate to an archives  
"permanent records of lasting value" help to document the organization, its goals and mission, its history, its programs, its members and officers, its contributions to society & community

*see the brochure for its lists of the types of documents that are permanent and the types that are temporary*

Thank you to previous officers, committee chairs, and other members who have called or written to ask before sending materials if the materials that you have in hand are the type of material to send to the archives. It helps to consult with the archivist before depositing items. "When in doubt, do not throw it out" are good watchwords about how to handle records. But understand, too, that an archivist may ask an organization or individual to discard records that are of temporary value, especially when other records of permanent value are available to document an activity, program, etc. When in doubt, PLEASE ASK.