

NDLA Executive Board Meeting Minutes
Monday, December 9, 2002

Board Members Present: President Kaaren Pupino, Marlene Anderson, Kristen (Rall) Borysewicz, Phyllis Bratton, Stella Cone, Agnes Jensen, Marilyn Johnson, Bonnie Krenz, La Dean Moen, Jeanne Narum, Michael Safratowich, Kathy Thomas, Kathy Waldera, Konnie Wightman, and Cathy Langemo, Executive Secretary

Board Members Absent: Leeila Bina, Eileen Chamberlain, Pamela Drayson, Phyllis Kuno, Liz Mason, Suzanne Morrison, Darryl Podoll, and Doris Ott, State Librarian

Call to Order: President Kaaren Pupino called the meeting to order in the Tepee Room of The Chieftain in Carrington at 9:45a.m. on Monday, December 9, 2002. Board members introduced themselves.

Minutes: Marlene Anderson, Secretary, presented the minutes of the October 5 Board meeting and the minutes of electronic (e-mail) discussion/action, Oct. 6- Dec. 8, 2002. La Dean Moen, Past President, made a motion to accept the minutes. Phyllis Bratton, ALA Councilor, seconded. Motion carried.

Reports - Highlights

President: Pupino reported on problems with the conference bill. Her goal is to have everything resolved by the end of the year. Although final figures aren't available yet, the conference did make a profit. Pupino attended the Library Coordinating Council (LCC) meeting in November. Library Vision 2010 was finalized at that meeting. Pupino participated in a Finance Committee conference call and is getting estimates for an outside audit of NDLA's books. She is also working with Suzanne Morrison about the possibility of offering a spring workshop on the "Internet and the Law," similar to the session at the Tri-Conference.

President-Elect: Pupino gave the report for President-Elect Pamela Drayson, who could not attend. The 2003 conference theme will be "Successful Libraries, Successful Communities." Marilyn Johnson will serve as chair of the Local Arrangements Committee, Marlene Anderson will oversee the conference auction, Cindy Larson is in charge of tours, Kathy Waldera (with the assistance of Executive Secretary Cathy Langemo) is tentatively slated to oversee awards, and Moen will handle conference exhibits. The conference will be held in Bismarck.

Past President: Moen reported that she attended the October LCC meeting for Pupino and was also at the November meeting. She participated in the Finance Committee conference call to prepare the proposed 2002-2003 budget.

Treasurer: Michael Safratowich, Treasurer, presented a Treasurer's report and balance sheet (as of December 5) for informational purposes. The 4th quarter report is forthcoming and will reflect the quarter ending December 31. Safratowich also distributed a sheet showing the status of 2002 budget allocations (as of December 5, 2002). Jeanne Narum, who chaired the Tri-Conference silent auction, noted that there were \$1800 in bids for auction items, but only \$1400 collected because some items were not picked up. Narum decided against pursuing the outstanding bidders. The uncollected auction items will be held for the 2003 auction.

ALA Councilor: Bratton reported that ALA expenses for CIPA (Children's Internet Protection Act) exceed \$1 million dollars. She spoke about some of the concerns with the USA Patriot Act, e.g., secret tribunals, roving wiretaps, and gag orders. She also noted that American Indian library groups are interested in the work of the task force on rural library issues, which was recently approved by ALA. Bratton stated that the 2003 ALA Conference will be held in Toronto and recommended having a passport.

MPLA Representative: Jeanne Narum, MPLA Representative, shared MPLA feedback from the Tri-Conference. She also clarified the details of the conference drawings for free MPLA memberships. In actuality, if your name was drawn and you are currently a member of MPLA, you receive half off the annual membership fee. The next MPLA conference will be held in Lake Tahoe, Nevada. If you have program ideas, pass them along to Narum.

The Good Stuff: Marlene Anderson, Editorial Committee Chair, distributed a written report and stated that the December 2002 issue is at the printers. Langemo asked about bids for printing. Anderson stated we are committed to Richtman's Printing for 2002-2003, but can seek additional bids next year.

Executive Secretary: Langemo distributed a written report of her activities since October. She prepared an article on Tri-Conference awards for *The Good Stuff*, organized conference photos, responded to several inquiries from potential exhibitors for the 2003 conference, and submitted a budget request to the Finance Committee. Langemo plans to do press releases for NDLA's Tri-Conference awards and the new 2002-2003 Executive Board. She also stated that she has not completed the draft of the Executive Secretary policies handbook, which was due at this meeting.

Academic & Special Libraries Section: Darryl Podoll, Chair, did not attend the meeting nor did he submit a written report.

Government Documents Roundtable (GODORT): Stella Cone, Chair, notified the winners of the Notable Documents Award and is working on plaques for them. The documents were *More Dakota Day Trips* by Cliff Naylor and Monica

Hannan, *Experiences and Discovery: Plants and Animals from the Lewis and Clark Expedition of North Dakota*, and *North Dakota Trail Guide*.

Health Science Information Section (HSIS): Eileen Chamberlain, Chair, did not attend the meeting nor did she submit a written report.

New Members Roundtable (NMRT): Kristen (Rall) Borysewicz, Chair, met with Victor Lieberman, immediate past chair, to share ideas and information. She also received training on maintaining the NMRT listserv. The policies handbook is in process and Borysewicz will make it a priority for this year.

Public Library Section: Agnes Jensen, Chair, reported that the section plans to revise the Public Library Manual, which was developed many years ago. Joining Jensen on the committee are Charles Pace and Jim Chattin.

School Library and Youth Services Section (SLAYS): Konda Wightman, Chair, plans to focus on seeking nominations for the School Administrator of the Year Award and the Progressive School Library Media Award for 2003. There have been no nominations for either award for the past year or two. Kirsten Baesler of Bismarck Public Schools agreed to Chair the Flickertale Children's Book Awards Committee.

Technical Services Roundtable: Phyllis Kuno, Chair, did not attend the meeting nor did she submit a written report.

Constitution, Bylaws and Policies Committee (CBPC): Liz Mason, Chair, was unable to attend, but sent a written report. Borysewicz, who is also a member of CBPC, gave an oral report. CBPC recommended a revision to the reimbursement statement that appears in the policies handbooks. No formal vote was taken, but Board consensus was to have CBPC add the revised reimbursement statement to every policies handbook. Borysewicz distributed revised policies handbooks for Treasurer, Finance Committee, and the Nominations and Elections Committee and reviewed CBPC's recommendations.

Safratowich gave the rationale for the "Authorized Signer" section, which is an addition to the Treasurer Policies Handbook. Discussion followed. The Board decided to add this sentence to the Authorized Signer section: "The appointment of backup authorized signer will be reviewed annually by the Treasurer by the end of January. Any change in the appointment must be approved by the Executive Board." Under the "Term of Service" section of the handbook, the Board added this sentence: "The position of Treasurer runs for one calendar year beginning January 1." Moen made a motion to approve the Treasurer Policies Handbook as revised. Narum seconded. Motion carried. Safratowich moved to appoint Ellen Kotrba as authorized backup signer for the Treasurer. Borysewicz seconded. Motion carried.

Cone moved to approve the Finance Committee Policies Handbook. Jensen seconded. Motion carried.

Anderson moved to approve the Nominations and Elections Committee Policies Handbook. Wightman seconded. Motion carried.

Kathy Waldera, Archivist/Historian, reminded everyone to use the same font and type size in policies handbooks and manuals. Waldera asked about the policies handbook for her position. Anderson stated that Susan Dingle, immediate past Archivist/Historian, indicated in her Tri-Conference annual report that she had started a policies handbook and would continue to work on it with the new Archivist/Historian.

Pupino stated that she has ideas for additions and revisions to the Conference Policies Handbook. She will forward her recommendations to CBPC.

Finance Committee: Bonnie Krenz, Chair, presented the proposed 2002-2003 budget as determined by the Finance Committee. She noted that the Ron Rudser fund is growing nicely on its own and that we probably don't need to continue to add auction funds to it. She also recommended the Board make decisions about how conference auction proceeds will be used much earlier (e.g., by the March meeting) so the membership is informed before the conference. There were some questions about the history of the Ron Rudser fund and a suggestion that an article be written for *The Good Stuff*. Anderson stated she would research the fund and the auction. Johnson commented on the importance of informing the membership of the availability of funds to reimburse individuals for mileage if they travel to testify for NDLA at legislative hearings. Waldera asked that \$50 be added to the proposed budget for the Archivist/Historian. \$100 was also added for the Academic & Special Libraries Section and \$50 for the Professional Development Committee. Pupino shared thank you cards from ALA for our CIPA donation and from Suzanne Morrison and Karen Chobot for NDLA's support of their attendance at the MPLA Ghost Ranch Leadership Institute in November.

Several budget items were discussed, including the external audit and particularly, the MPLA Leadership Institute. There are concerns about how much support NDLA can provide for the Institute and if we should limit such support to only the MPLA Leadership Institute. For example, ALA offers similar leadership training opportunities. Narum noted that we need to determine what we expect of attendees who receive NDLA support to attend a leadership institute. At the June 7 Board meeting, an ad hoc committee was appointed to study and recommend how to provide for continuing funding of part or all of the expenses of NDLA nominees to future MPLA Leadership Institutes. Committee members are Ellen Kotrba, Safratowich, and Pupino. They have not finished their work and will continue to meet on this issue. Anderson noted that the total of the proposed 2003 total operating budget (\$27,113 with today's additions) seemed high.

Further checking revealed the mistake. The year date (2003) from the column heading was added to the total. The revised total, reflecting both additional requests and subtraction of the 2003 year date, was \$25,110.

The discussion of the budget was tabled for a lunch break at 12:30. The meeting resumed at 1:15.

Pupino called for further discussion of the proposed budget. Moen clarified that Bonnie Krenz, new Finance Committee Chair, should replace Kotrba, outgoing chair, on the ad hoc committee to study the leadership institute issue. Board concurred. Cone moved to accept the proposed 2003 budget as amended. Bratton seconded. Motion carried.

Intellectual Freedom Committee: Suzanne Morrison, Chair, did not attend the meeting nor did she submit a written report.

Legislative Committee: Pupino reported that she has made several unsuccessful attempts to fill this position. If anyone has ideas, she would like to hear them. There was general discussion of the upcoming legislative session and concerns about the State Library budget, StageNet, costs of Minitex and Gale Group databases, and the process of testifying at legislative committee hearings.

Nominations and Elections Committee: Johnson reported that the committee will start its work in earnest in January. Pupino asked Johnson to let her know before they start calling potential candidates. She wants to post a message to the membership encouraging people to say “yes” if they are asked to run for an office.

Membership Committee: Kathy Thomas, Chair, distributed the membership totals as of December 6. She asked if we should add a line to the membership application form for donations to a leadership fund. We currently have that option for both the Ron Rudser and Hubbard Bookmobile Funds. Board consensus was to table action on changing the form until the March meeting. We will have the recommendations of the ad hoc committee studying the leadership institute issue by then.

Professional Development Committee: Narum reported that the 2002 grant recipients, Mary Jo Lorenz (Ron Rudser grant) and Christine Kujawa (Professional Development grant), have been notified. Several Canoe Kudos pins have been awarded and recipients will be recognized in *The Good Stuff*.

Public Relations Committee: This position is vacant. Pupino plans to try to do without a PR Chair this year since the Executive Secretary can fulfill some of the duties.

Archivist/Historian: Waldera distributed a written report with guidelines for depositing materials in the NDLA archives housed at the State Historical Society.

NDLA Web Site: Thomas noted that several changes have been made to the web site in recent weeks. Webmaster Theresa Norton and Thomas are interested in comments, complaints, and suggestions for the web site. Pupino thanked Thomas for her work on the web site and at the Tri-Conference.

OLD BUSINESS

Statistical Abstract: Krenz reported that she sent letters to both Sean Snaith, Director of the Bureau of Business and Economic Research at UND, and to Scot Stradley about their individual plans to update the Abstract. Stradley did not respond and Board consensus was to no longer consider his interest in the project. Snaith responded and asked NDLA “to provide an annual commitment of \$2,000 to the Bureau to be applied to the costs of producing the Statistical Abstract.” He also indicated that the Bureau anticipates support from the State Library. Cone, who works at the State Library, indicated that the State Library has not made a commitment at this point. A spirited discussion followed. The Board’s concerns were the lack of a business plan, lack of a proposed budget, and questions about our ability to provide that level of funding and the priorities of our Association. Anderson noted that Snaith’s November 27, 2002 e-mail letter to Krenz indicated that “we will publish this again with or without the support of the NDLA.” Anderson moved that NDLA not provide financial support for the North Dakota Statistical Abstract project at this time, but that we reconsider support at a future date. Cone seconded. Pupino made a friendly amendment. Discussion followed. The motion, as amended, was “to send a letter to Sean Snaith stating that we will not support the Statistical Abstract of North Dakota project financially at this point, but upon seeing a product, we will consider supporting future updates.” Cone seconded. Motion carried.

Legislative Session: Pupino reported that Doris Ott, State Librarian, is preparing “talking points” to help librarians talk to legislators about the needs of libraries. Langemo suggested setting up a display in the Great Hall at the Capitol during the legislative session as a way to promote NDLA and libraries. She agreed to organize a booth. Coffee and food helps to get legislators to stop by and we can contract with the food service at the Capitol for this. Several suggestions were made for the booth, e.g., using a laptop to demonstrate the Gale Group databases, poster session displays, talking points handouts, and displaying Notable Document Award winners (including a drawing for an autographed copy of *More Dakota Trips*). We will need volunteers to staff the booth. Johnson suggested that NDLA have “post-it” style notepads printed and distribute them to legislators. Various suggestions were made about what to print on the notes, e.g., NDLA (North Dakota Library Association), our website address, and/or our 2003 conference theme, “Successful libraries, successful communities.” Anderson volunteered to check on prices with printers in

Bismarck-Mandan. The notepads could also be used in 2003 conference packets.

Executive Secretary Evaluation and Contract: Moen reviewed the contract and evaluation process. Langemo started as Executive Secretary in May 2001 and the present contract expires Dec. 31, 2002. Pupino and Moen met with Langemo and conducted the evaluation during today's lunch break. Langemo is willing to continue in the position and Moen sought a motion to offer her a two-year contract to serve as NDLA's Executive Secretary. Pupino so moved. Narum seconded. Motion carried.

Conference Book Sales: Pupino intends to address conference book sales in her revisions to the Conference Policies Handbook.

Conference Hotel Contracts: Pupino will be working on the 2005 hotel contract. In 2003 the conference will be in Bismarck, in Minot in 2004, and in Grand Forks in 2005. Narum said she is checking on connectivity issues at the Minot hotel.

The Good Stuff on the Web Site: There was general discussion of the pros, cons, and logistics of putting *The Good Stuff* on the web. Pupino appointed a committee to study the issue. Anderson will chair the committee and Langemo will also serve. Pupino will ask Ellen Kotrba to serve as well. Others who should be consulted include Webmaster Theresa Norton, Kathy Thomas, and the State Library's Information Technology Coordinator. The State Library provides server space for NDLA's web site.

NEW BUSINESS

Task Force on Salaries: Pupino reported that Karen Chobot is willing to head a task force on salaries for North Dakota librarians. Bratton noted that she is doing a workshop on this topic for the State Library in the spring. Bratton received training from ALA as part of ALA's Task Force for Better Salaries and Pay Equity. Bratton is willing to serve with Chobot. Board consensus was to support such a task force and leave it to Chobot and Bratton to determine the objectives and goals and to find others to serve with them.

Librarian of the Year: Pupino reported that Sally Dockter, Chair of the 2002 Librarian of the Year Award Committee, suggested that nominations for this award must be for individuals vs. co-nominations. Dockter also wondered if NDLA should have more awards, e.g., School Librarian of the Year, Public Librarian of the Year, Academic Librarian of the Year, etc. Discussion followed. Anderson read the current guidelines for the Librarian of the Year Award. There was concern about having more awards when we already struggle to get nominations for some awards. No action taken.

Internet and the Law Workshop: Pupino noted that Suzanne Morrison plans to organize a workshop on the “Internet and the Law” in Fargo. A similar session was offered at the Tri-Conference. There was general discussion about who to invite (local government officials, school librarians, school administrators) and when to hold a workshop (consensus was June).

Conference Budget: Bratton made a motion to accept the preliminary conference budget, which was drafted by Drayson. Jensen seconded. Motion carried.

The meeting was adjourned at 3:15. The next meeting will be held at The Chieftain in Carrington on Friday, March 7. The alternate date is March 14.

Respectfully submitted,

Marlene K. Anderson, Secretary