

**NORTH DAKOTA LIBRARY ASSOCIATION**  
**Executive Board Minutes**  
**June 11, 2004**

**Members Present:** Pamela Drayson, Kaaren Pupino, Deb Igoe, Michael Safratowich, Phyllis Bratton, Jeanne Narum, Mary Markland, Paulette Nelson, Kirsten Baesler, Robert Jacobson, Laurie McHenry, Liz Mason, Toni Vonasek, Doris Ott, and Cathy Langemo

**Members Absent:** Marlene Anderson, Darryl Podoll, Rita Ennen, Bonnie Krenz, Kathy Thomas, Suzanne Morrison, and Katherine Waldera

**Call to Order:** President Pamela Drayson called the meeting to order at the International Inn, at 9:30 am, Friday, June 11, 2004.

**Approval of Agenda:** President Pamela Drayson asked for changes to the agenda, and none were offered. Deb Igoe moved for approval of the agenda. The motion was seconded by Phyllis Bratton. Motion carried.

**Minutes:** Deb Igoe, Secretary, reported that the minutes for the previous Executive Board meeting were approved May 18, 2004, electronically via the listserv. It was noted Marlene Anderson made two changes in the formerly approved minutes prior to their printing in *The Good Stuff*. The two changes she made were to attribute the idea of the cookbook to Marlene Anderson, rather than Pamela Drayson and to change the discussion about the 100<sup>th</sup> Anniversary from the 2007 conference to the 2006 conference. Kaaren Pupino made a motion to accept the amended minutes; Robert Jacobson seconded the motion. Motion carried.

Deb also presented draft electronic listserv minutes for the period of March 25, 2004, to May 30, 2004. No action was taken at this time as several chairs have not filed their third quarterly reports, but will by the end of June. Upon receipt of all the third quarterly reports, the final listserv minutes will then be posted on the listserv for approval. At that time, the period covered will be March 25, 2004 to June 30, 2004.

## **REPORTS AND OLD BUSINESS**

**President:** Pamela Drayson, President, said she has signed a contract with the Doublewood Inn, Fargo, for the 2006 North Dakota Library Association (NDLA) conference. A contract has also been signed with the Jamestown Civic Center for the 2007 NDLA conference.

Pamela briefly discussed some of the issues faced by the government documents program, in terms of storage and duplication of documents. The feds are now taking proposals from regional depository libraries for how they would like to reinvent our programs. Several bordering states are considering combining to go with one government documents depository center.

**President-Elect:** Marlene Anderson, President-Elect, was unable to attend the meeting.

**Past President:** Kaaren Pupino, Past President, reported Dennis Page's son died last weekend, proposed sending a fruit basket, flower arrangement, or plant to the family. Dennis Page has been an NDLA member for 40 years and always encouraged his staff to participate in NDLA. Jeanne Narum seconded the motion. Discussion ensued, and the motion was amended to pay approximately \$40 for the plant. The motion carried. Toni Vonasek and Kaaren will coordinate this activity.

Kaaren also reported she had visited with Bonnie Krenz, Finance Committee Chair, about prepayment of speakers' travel fees. (Bonnie was unable to attend the Executive Board meeting and asked Kaaren to lead the discussion on her behalf.) Kaaren asked the question, "Should NDLA have a policy on prepayment of speakers for travel?" Kaaren said in her research she couldn't find any indication it had or had not been done in the past; however, she felt it is not an unusual expectation. Mike Safratowich stated that, since he became Treasurer in 2000 he couldn't remember when money was paid out ahead of time. Kaaren suggested agreeing to pay for the speakers' travel costs up front and holding the honorarium or balance of the speaker fee until they have performed. She felt we need to demonstrate a good faith effort that we will pay them. Jeanne Narum stated that, in her experience, many speakers are not paid up front. Kaaren said a fund was set up for the tri-conference, and speaker travel fees were paid up front. Kirsten Baesler suggested the chair of the group who is making the arrangements make the travel arrangements with a North Dakota travel agent, and we pay the travel agent directly. Pam Drayson suggested these arrangements should be between the conference planner and the section chair -- at their discretion.

Kaaren made the following motion, "Upon request, the conference chair, working with the section chair, may authorize prepayment of the speakers' travel expenses. The ticket is owned by NDLA, and NDLA makes the arrangements with the travel agent, up to the equivalent of a round-trip airline ticket. Conference planner has the discretion to negotiate this item." Kirsten Baesler seconded the motion. Motion carried. This will be included in the contract, if applicable, and must be included in the conference manual.

A second motion was made by Kaaren Pupino as follows, "Upon request, the conference chair, working with the section chair, may authorize prepayment of up to half of the speaker's fee. In the event the speaker is unable to complete his/her obligation, they must refund the advance within 30 days of the cancellation." Kirsten Baesler seconded the motion. Motion carried. Both of these items will be part of the contract and will be included in the conference manual.

Kaaren also stated she will be requesting award nominations from NDLA members. The award presentations will be made during the upcoming conference.

**Treasurer:** Mike Safratowich, Treasurer, provided a copy of the reports he sent electronically to all Board Members. He stated the invoices will start coming in for the humanities grant soon. The certificates of deposit will be maturing in August, and the Finance Committee will have to look at reinvesting them at that time. Mike said the final version of the third quarterly reports will be distributed via the listserv, at the end of June, and will be voted on at that time.

**ALA Councilor:** Phyllis Bratton, ALA Councilor, expressed appreciation for the emails she has received regarding the ALA. Phyllis passed around a picture of the quilt made for the scholarship auction. She urged ALA members to take the ALA membership survey. ALA has created a new category for membership, of \$35.00 annually, for paraprofessionals who do not have their MLS. They are developing a lot more training programs for the administrative staff. Phyllis urged each of us to encourage staff members to join.

ALA is considering endorsing a health-care resolution directing Congress to enact legislation for health care for all librarians. Many library workers have no coverage. Phyllis will send out electronically all the information she has received recently on this subject. Phyllis said she will be in Orlando for the ALA Conference from June 25 thru June 30.

**Mountain Plains Library Association (MPLA) Representative:** Jeanne Narum, MPLA Representative, stated the MPLA board meeting is the end of July at which long-range planning will

be discussed. Jeanne announced NDLA's pre-conference grant was accepted, and we were awarded \$400. The other exciting news is she has received three Ghost Ranch applications for two positions.

**State Library:** Doris Ott, State Librarian, reported on library filters for public libraries and the need to have them in place by July of 2004. The State of North Dakota Information Technology Department is coordinating implementation of filters for public libraries, on a statewide basis, for those who wish to use it. There are 42 on the system, of which 22 have been loaded with their specifications. Each library gets to decide what they will filter. The State Library is loading the basic level for all of the libraries and will make changes if the libraries request it.

The MEIR Task Force is selecting online resources for ND, SD and MN like ProQuest and Gale. Demos were held in March, and vendors are being negotiated with now to get the best and final offers. That contract expires on July 1.

Doris said the North Dakota State Library (NDSL) will be asking again for an optional package for state aid. Jeanne Narum said she had looked at the other states in the MPLA, and she was feeling very positive about the amount of funding ND is receiving. Jeanne stated we may feel bad because we didn't get the million dollars we asked for, but when we compare the percentages of the money that has been withdrawn or not added to other state's libraries, ND is ahead. North Dakota is not experiencing all the tremendous cutbacks other states are experiencing. Phyllis Bratton said on the first page of the ALA website, there is place to click that takes you to a page showing, state by state, what has been cut, and it is awful.

Cathy Langemo and Kaaren Pupino brought information on the Minnesota Library Association's annual conference, to be held Oct 6-8 in Duluth. The MNLA conference is very large – about the size of our recent tri-conference. Members of out-of-state associations can attend at member rates.

Pamela Drayson questioned the availability of a peer comparison report. Doris replied that we will be asking for extra money in the optional package, which is extra state aid from what we have now. Doris said we have reports available from the FSCS. All the state libraries send in statistics for the public libraries, but it does not include information on academic libraries.

**Good Stuff Editorial Committee:** Marlene Anderson, Committee Chair, was unable to attend the meeting.

**Executive Secretary:** Cathy Langemo, Executive Secretary, distributed a copy of her quarterly report. She stated she is really looking forward to working on the conference and the program with Marlene.

**Academic and Special Libraries Section:** Darryl Podoll, Section Chair, was unable to attend the meeting. No report available.

**Government Documents Roundtable:** Robert Jacobson, Chair, stated work is underway to reword the legal end of the bylaws and policies, specifically to remove the position of secretary. Doris Ott, State Librarian, said many state agencies are putting a number of documents online. The State Library's server is harvesting these online documents. After the migration, the State Library will begin cataloging these documents, including a hot link to the document. Preservation of these documents is a hot topic. Preservation is a long way from where it needs to be! Doris said they are harvesting on a weekly basis; if a document changes within that time, they may miss a version.

**Health Sciences Information Section (HSIS):** Mary Markland, Section Chair, provided the following from her quarterly report.

HSIS held its spring meeting on April 16th, 2004, in Fargo. Our new business items included discussing our program ideas for the fall NDLA conference, the North Dakota buying group contract with Rittenhouse, and establishing a bylaws review committee. In addition, Leeila Bina encouraged us to think of resolutions for the fall NDLA meeting. Our program was the College of DuPage video conference on "Preparing for the Future of Digital Reference." After the program, we held a retirement party for Leeila Bina.

The Midwest Chapter/MLA Conference Coordinating Committee met on April 16, 2004, and discussed the conference schedule of events, program ideas, and budget issues. We will be meeting again June 8, 2004, to continue our discussion of budget issues and publicity at the 2004 Midwest Chapter/MLA meeting.

TyRee Jenks, incoming chair, is working on our program for the fall conference. We will be exploring environmental resources.

**New Members Roundtable:** No news to report for this quarter.

**Public Libraries Section:** Paulette Nelson, Section Chair, received a request from the State Library asking for input on budget requests to the legislature. Paulette will send this document out to the public libraries via the listserv next week, with a response back date of July 1. For the upcoming conference, the section has heard from our two speakers and Paulette has asked Marlene to draw up a contract for them. The Minot Public Library Friends group is donating \$500 for one of the speakers.

**School Library and Youth Services Section (SLAYS):** Kirsten Baesler, SLAYS Chair, reported the following:

The School Library and Youth Services Section (SLAYS) of the North Dakota Library Association is once again sponsoring the Flicker Tale Children's Book Award for 2005. Kelly Loftis, Mandan Public Library Children's Program Director, has officially taken over as Chairperson of the Flicker Tale Book Award.

The Flicker Tale Committee met in May and has chosen books for three categories this year, with four books in each category. Readers will not be restricted to any category based on age or grade level. Rather, we hope the categories will encourage children to read books of their choice at a particular interest or ability level. We encourage all of the young people (and the not-so-young people) to read the books and vote in any category they choose.

Kirsten went on to explain the 2<sup>nd</sup> part of her report identifies the following upcoming sessions:

Program proposals have been submitted for the 2004 Annual Conference. The proposals included presentations by: Dr. Clarence Bina and Donna James of Valley City State University (they will conduct a workshop on teacher/librarian collaboration and the Media Literacy Standards); Joanne Proctor, AASL Region IX Director, is coming from Kansas to speak on ideas and strategies for promoting the value of school library media programs, library media specialists and youth library services in the 21<sup>st</sup> century; and Herm and Mary Jane Auch, authors of *Souperchicken* a 2004 Flicker Tale

nomination, will visit schools in the Williston, Dickinson, Bismarck/Mandan, and Minot areas, as well as present a workshop at the 2004 NDLA Conference.

The 3<sup>rd</sup> part of the SLAYS report covers an upcoming meeting with Dr. Sanstead, Department of Public Instruction.

Pamela Drayson, NDLA President, Kirsten Baesler, NDLA/SLAYS Chairperson, and Gloria Lokken, NDEA President and Melanie Nunberg, NDEA/LMA Chairperson have scheduled a meeting with Dr. Sanstead, Superintendent of Public Instruction, to discuss the resolution passed by both organizations last fall at their annual meetings. The resolutions request that the Department of Public Instruction raise their recommended spending level for school library books from \$10 per student per year to \$35 per student per year.

**Technical Services Roundtable:** Pamela Drayson, President, read Rita Ennen's report. It states that Liz Mason has arranged for a conference program on behalf of the Technical Services Round Table entitled, 'More Migrations! What you need to know about the new OCLC cataloging and ILL interfaces,' by the Minitex Bibliographic and Technical Services Staff.

**Constitution, Bylaws & Policies Committee:** Liz Mason, Committee Chair, stated they haven't had any activities in the last quarter.

**Finance Committee:** See the Past President's section. On behalf of Bonnie Krenz, Kaaren Pupino presented issues raised by the Finance Committee regarding prepayment of speaker fees and/or travel expenses.

**Intellectual Freedom Committee:** Suzanne Morrison, Committee Chair, was not present. Pamela Drayson read Suzanne's quarterly report, which is as follows:

The Intellectual Freedom Committee has been experiencing a lull with the hope that it is not the quiet before the storm.

If there is anyone interested in joining the Intellectual Freedom Committee, please contact Suzanne Morrison.

**Nominations and Elections Committee:** Toni Vonasek, Committee Chair, stated that the candidates for all positions were posted in her quarterly report. Colleen Wiest has notified Toni she is not able to run for NDLA Public Library Section secretary. The bylaws say only one candidate is needed to run for an office. The ballot should have a space for a write-in vote for each position.

Toni also stated that there are two individuals running for each of the two offices on the Executive Board. They are Jeanne Narum and Charles Pace. This could affect our ability to have a quorum so it is a valid issue that must be addressed in the election process. It was determined the individual will take the higher office they are elected to, a vice-chair would move up, and a replacement will be found for the vice-chair.

Candidates for any office must be an NDLA member in both the year they elect to run and in the year they serve if elected.

Beth Sorenson has not rejoined NDLA at this point and would be secretary because of the tie vote in her committee. Because she was already elected, there will be no write-in vote in her category. However, an explanation will be included on the ballot explaining how the spot became filled.

**Membership Committee:** Robert Jacobson reported on behalf of Kathy Thomas, Committee Chair. Kathy wanted to note the registration fee for the fall conference should be higher for non-NDLA members than for NDLA members.

**Archivist and Historian:** Kathy Thomas provided Pamela Drayson, President, an article from *The Good Stuff* circa 1995 about the founding of NDLA. Staff at the NDSU Regional Studies Institute also checked the *Fargo Forum* for that time frame, and they came up with two more articles. Kathy Waldera will also check with the State Historical Society of North Dakota for more information if it is available. We do have some names of who attended and what were the key discussion points. This information will be incorporated into planning for the 2006 centennial conference.

The turn around on our webpage has been much improved and we are most appreciative of that.

NDLA has been invited by the North Dakota Center for the Book to host an information booth at Kirkwood Mall, Bismarck on September 18. Pamela Drayson said that, it didn't have a lot of benefit to the organization. Pamela will post the letter on our listserv so we can all have the information and then act after everyone has had a chance to review it.

**2004 Conference:** The Executive Board toured the facility in anticipation of the fall conference.

Jeanne Narum discussed the proposed schedule for the upcoming conference. The Executive Board will meet on Wednesday morning so that Board members can attend the afternoon pre-conference sessions. Paulette is working hard on an authors social in the evening. The exhibitors will also be set up so those two events will be in the same room. Minot Public Library will host an evening social at their library after the authors/exhibitors social.

Paulette Nelson talked about the Wednesday evening events. We envisioned having them together. We are planning to have hors d'oeuvres and music for the librarians, but we are going to open the author's social to the public at 6:30. An authors' signing is being planned with the exhibitor's social to give people in the community an opportunity to attend. Authors and exhibitors will be invited to join us at the social at the public library. This event will be sponsored by the Patrons. A talent show is being considered and the planning group will likely send out information via the listserv about this. Karen at Maxwell's Books has graciously agreed to provide ND author's books at a 20% discount for the reception. One author has contacted Paulette to indicate they would like to sell their own books at full price.

Jeanne went on to say that there will be programming on Thursday and Friday and the banquet on Thursday night along with the silent and live auction after the banquet. Marlene is doing all the programming. There will be two general sessions, one each on Thursday and Friday, but those times are not established as yet. The resolutions will need to be read at both sessions. Kirsten made note that the SLAYS meeting traditionally is not held until the second day of the conference, and any resolutions resulting from that meeting would only have the opportunity of being read once. Liz Mason noted that the bylaws do not spell out how often the resolutions have to be read. It is more an organizational tradition to read them twice. Last year, they were also read at the noon lunch on Friday and then acted upon at the general session after the second day's lunch. The last Executive Board meeting will be after the conference ends on Friday. Marilyn Holbach is the local arrangements chair if you need to visit with her about anything. The winery tour is tentatively scheduled for Thursday

afternoon. The programs will be scheduled in tracks like the MPLA conference. Several people are putting on more than one session, but at this point sessions are not scheduled to be repeated.

There are usually 10-12 exhibitors, and so far we have 4 who have signed up. A list of potential exhibitors was made available for anyone who wanted to review it.

Kirsten Baesler made a motion to adjourn, seconded by Deb Igoe. Motion carried. Meeting adjourned.

Respectfully submitted,

Deborah J. Igoe, Secretary