

Executive Board Minutes  
September 22, 2004

**Members Present:** Pamela Drayson, Kaaren Pupino, Michael Safratowich, Jeanne Narum, Mary Markland, Paulette Nelson, Kirsten Baesler, Robert Jacobson, Laurie McHenry, Toni Vonasek, Doris Ott, Cathy Langemo, Marlene Anderson, Bonnie Krenz, Kathy Thomas, Mary Hegle Drewes, and Deb Igoe

**Members Absent:** Suzanne Morrison, Liz Mason, Phyllis Bratton, Rita Ennen, and Katherine Waldera Groendal

**Call to Order:** President Pamela Drayson called the meeting to order at 9:30 am, Wednesday, September 22, 2004, at the International Inn, Minot, North Dakota.

**Secretary:** Deb Igoe, Secretary, stated all the minutes approved to date have been sent to Theresa Norton, Webmaster, to be posted on the NDLA website. Deb requested to be able to stay on the Executive Board listserv for 30-60 days after her term is done in order to complete the process with the minutes generated from this meeting today and the general sessions.

Jeanne Narum, MPLA Representative, moved to accept the electronic minutes of the Executive Board, for July 1, 2004 to September 20, 2004. Laurie McHenry, New Members Roundtable Chair, seconded the motion. Kaaren Pupino, Past President, made a general suggestion that when a motion is made electronically, board members hold off voting until after an opportunity has been provided for discussion. Marlene Anderson, President-Elect, said she would do some research and post something about the process or the protocol. It is also helpful to restrict board activities to one item at a time. Motion carried

**Conference Chair:** Marlene Anderson, President-Elect, said the conference office will be located in the Dakota room. There will be two computers there, for use by anyone, compliments of the North Dakota State Library. The hotel will make copies for us daily as needed.

**Past President:** Kaaren Pupino, Past President, said there are four tables and sixteen booths in the exhibit area. We have received \$1,100 in donations from Ex Libris, Swets, and Emporia, which will underwrite coffee breaks and the reception tonight. Income from the booths is \$5,125. Each exhibitor was asked to tell us one thing they want us to remember about them at the conference and Kaaren will use that information when she introduces the exhibitors tonight at the Minot Public Library reception.

**Executive Secretary:** Cathy Langemo, Executive Secretary, said she may have to leave early due to a family emergency. She will get the name of this year's winner of the "Most Friendly Exhibitor Booth" to the local trophy shop after lunch. They have promised to get the plaque done in time for the Thursday night banquet. The program for the awards banquet is also ready.

**Treasurer:** Mike Safratowich, Treasurer, said reimbursement requests for speakers need to be authorized by Marlene Anderson, conference chair. If someone needs payment now Mike asks that that be indicated on the top of the form, otherwise he will mail out payments after the conference.

**Finance Committee:** Bonnie Krenz, Committee Chair, passed.

**ALA Councilor:** Pamela Drayson, President, provided the following on behalf of Phyllis Bratton, ALA Councilor. Phyllis wondered if there would be any interest in a quilt project. Similar projects are currently being done by other groups and ALA affiliates. Phyllis felt the Executive Board is the appropriate forum to start at and then possibly take it to one of the conference general sessions. Individual libraries could make a square, and the final product could be sold or raffled at the Centennial Conference. At this point there is plenty of lead time to accomplish this task.

This activity is not connected with ALA. Phyllis volunteered to take the lead and coordinate this activity. Marlene Anderson, President-Elect, felt it was a good idea and worth pursuing. At one of the general sessions we can do a call for participants. Kaaren Pupino, Past President, made a motion to establish a quilting committee for the purpose of creating a 2006 centennial quilt, with Phyllis Bratton as committee chair. Laurie McHenry, New Members Roundtable Chair, seconded the motion. Motion carried.

**Mountain Plains Library Association (MPLA) Representative:** Jeanne Narum, MPLA Representative, said five years ago long range plans were established and now it is time to do it again. MPLA members gathered in Denver for a day and talked about the MPLA mission statement, looked at previous goals, what had been accomplished and then what needed to be accomplished over the next five to ten years. Information regarding these activities will be posted on the MPLA website.

Just a reminder that the 2004 MPLA Conference will be held in Denver from October 23-26.

MPLA President Carol Hammond will speak at our second general session on Friday.

The two Ghost Ranch participants this year are Rachel White and Erin Smith. My Board Choice award this year goes to Marlene Anderson, Director of Library Services, Bismarck State College and President-Elect, NDLA.

**State Librarian:** Doris Ott, State Librarian, suggested the Executive Board consider hiring a lobbyist. A potential candidate for this position is Ilene Larson, from Bismarck. She has a lot of political experience and is already a part time lobbyist for the League of Cities. She would track the bills and because she lives here she could readily talk to the legislators. She wouldn't be considered an employee. She would be self-employed as a consultant.

Kaaren Pupino, Past President, commented she felt we need someone who watches it all not just the most obvious library related items. A good example is the bill that went thru last session that had to do with the consolidation of mill levies. That bill had an effect on libraries and we wouldn't have known about it if we had just relied on using key words for tracking. This individual could also be a mentor and teacher to NDLA to teach us how to do this better.

Doris suggested the Board decide what this person's responsibilities will be. The League of Cities contract is for \$2,000. Doris felt our greatest need is for someone who can be in the halls to talk to legislators on an individual basis. Kirsten Baesler, SLAYS Section Chair, said individually we can't do that because we are all working. Doris suggested that what we can do is talk to our legislators when they are in our home communities, on the weekend. They are knocking on our doors now so we can talk to them and tell them what we need. It would be very helpful if the person we hire could help coordinate our activities.

Because of the timing we need to set the wheels in motion now. We can afford it and we need to act now. Kirsten Baesler, SLAYS Section Chair, moved to allow the Legislative Committee Chair to contract for a lobbyist, for a maximum of \$1500, for the 2005 legislative year. Paulette Nelson, Public Library Section Chair, seconded. Bonnie Krenz, Finance Committee Chair, asked if this is a separate line item from the \$600 already budgeted for the legislature. The response was, yes, it is separate. Motion carried.

Doris can only testify not lobby. Considerable discussion ensued regarding all facets of the concept of hiring a lobbyist.

Mike Safratowich, Treasurer, suggested we need to designate the money for this activity come from another source besides dues to avoid a conflict of interest.

Marlene Anderson, President-Elect, will lead a discussion, at the Friday General Session, suggesting that the money for this activity should come from the fees paid by the commercial vendors/exhibitors at the previous year's conference. The person selected for this position should attend the December Executive Board meeting.

**Academic & Special Libraries (ASL) Section:** Mary Hegle Drewes, Section Chair, said she sent in a very brief annual report. Mary assumed office in June because of the retirement of the former chair, Darryl Podoll.

**Government Documents Roundtable:** Robert Jacobson, Roundtable Chair, said the stickers to be used for the notable documents award were discussed at their roundtable meeting. He polled the Board for suggestions as to the number of stickers to be purchased. The stickers are provided to the agency that produces the document. Marlene Anderson, President Elect, suggested the year be left off so they can be used longer. Bob said it had already been decided that no year will be added.

**New Members Roundtable:** Laurie McHenry, Roundtable Chair, stated all their activities are in the annual report.

**School Library and Youth Services Section:** Kirsten Baesler, Section Chair, said they had a meeting with Anita Decker and Dr. Sanstead, of the ND Department of Public Instruction, regarding foundation aid. Anita Decker will be speaking at the SLAYS breakfast business meeting this week.

Last year after the election Kirsten took over as section chair. Kirsten assumed Debbie Job would take over this year, so our section has been voting for a chair not a chair-elect. Kirsten asked at our business meeting should we then elect a chair elect. The Boards response was yes. Pamela Drayson, President, suggested that the Executive Board could vote on the SLAYS section election during the Friday Executive Board meeting.

**Public Library Section:** Paulette Nelson, Section Chair, said she submitted her annual report. Additionally, the Public Library Section will bring forth a resolution thanking Ev Albers and another resolution in support of the NDSL funding resolution.

**Constitution, Bylaws and Policies Committee:** Liz Mason, Committee Chair, is absent but sent three documents with Marlene Anderson, President-Elect, for discussion.

Robert Jacobson, Government Documents Chair, made a motion to accept the Government Documents policy handbook as corrected with editorial changes. Kaaren Pupino, Past-President, seconded the motion. Motion carried.

Marlene Anderson, President-Elect, made a motion to accept the changes to the Presidents policy handbook. Kirsten Baesler, SLAYS Section Chair, seconded the motion. Motion carried.

Marlene Anderson, President-Elect, made a motion to accept the changes to the Archivist/Historian policy handbook. Paulette Nelson, Public Library Section Chair, seconded the motion. Motion carried.

A suggestion was made to add information about the exhibit hall to the Past President policy handbook. Kaaren Pupino, Past President, will work with Pamela Drayson, President, on this activity.

Toni Vonasek, Nominations and Elections Committee Chair, suggested that a more detailed procedure containing the nuts and bolts of "how to" could be drafted and passed on from one chair to another. The Board agreed that any section or committee chair could do that and it would be appreciated by future office holders.

**Intellectual Freedom Committee:** Suzanne Morrison, Committee Chair, was absent. Pamela Drayson, President, said their committee's annual report has been posted online.

**Health Science Information Section:** Mary Markland, Section Chair, said the annual report covers our activities for the year. HSIS is busy planning the Midwest chapter meeting. Unfortunately the HSIS meeting is about 3 days prior to the next NDLA conference. HSIS will have a table and Mary thinks they will be giving away a free registration for our 2005 conference.

**Nominations and Elections Committee:** Toni Vonasek, Committee Chair, thanked everyone who volunteered to run for office. Filling all the various slots is quite an endeavor. So far 50% of the membership returned their ballots and none were received after the due date. Pamela Drayson, President, thanked Toni for her efforts.

**Membership Committee:** Kathryn Thomas, Committee Chair, had to leave early to help with the registration table.

**Archivist/Historian:** Kathy Waldera Groendal was absent.

Kaaren Pupino, Past President, asked to have the list of Executive Board members posted quickly to the NDLA website. Pamela Drayson, President, also noted the conference information for years ahead should also be posted as the vendors look for this information and plan their year accordingly.

**Festival of the Book:** Cathy Langemo, Executive Secretary, said one of the individuals organizing the Festival of the Book would like to know future locations for our annual conference. She said they are thinking about coordinating the Festival of the Book event in the city where the NDLA conference is held. It may possibly be held the Saturday following the NDLA conference. Cathy said she gave this individual a schedule for future NDLA conferences. However, we should have that posted on our website.

**Past President:** Kaaren Pupino, Past President, worked with the two hotels for the 2005 NDLA conference, but neither hotel wants to sign a contract until the 2005 president is available. Kaaren asked if it is in anyone's policy handbook who should sign the contract. Pamela Drayson, President, said she had signed for 3 conferences.

**President-Elect:** Marlene Anderson, President-Elect, said there are many people to thank for all their efforts and the hotel staff has been just great. Special thanks to the Souris Valley Library Association for all their hard work. Also special thanks for all the good advice from everyone. Marlene described the wealth of information that will be in each registration packet. One program was canceled at the last minute. We didn't get any applications for the poster sessions.

**The Good Stuff:** Marlene Anderson, Editor, said she made her presentation via email regarding the possibility of doing *The Good Stuff* principally online. Marlene recommends this be discussed at both this meeting and also at a General Session at this conference, then briefly at the September 24 Executive Board meeting, and the final decision be made at the December Executive Board meeting. It would be nice to end

the printing at the end of the current volume year for binding, etc. So far six issues, from June 2003 to August 2004, are on the internet. The positive and negative aspects to this change will be posted in the electronic minutes.

Kaaren Pupino, Past President, also suggested offering free advertisements to those vendors who have exhibits at the annual conference. Another item to consider is if *The Good Stuff* goes electronic whether it would be offered in a .pdf or an .html file or both.

**Professional Development Committee:** Jeanne Narum, Committee Chair, encouraged conference participants to promote Canoe Kudos during the conference.

**President:** Pamela Drayson, President, discussed the possible collaboration between NDLA and the North Dakota Reading Association (NDRA). Pamela said this might necessitate changing our conference to sometime in the spring as that is when NDRA holds their conferences. Pamela suggested exchanging one free registration between each group. Another suggestion was to offer a discount to vendors who exhibit at both conferences and normally don't exhibit at one or the other. Kirsten Baesler, SLAYS Section Chair, moved to offer a free registration to the NDLA 2005 conference to the NDRA. Bob Jacobson, Government Documents Roundtable Chair, seconded the motion. Motion carried.

A brief discussion followed about the Prairie News Service. They provide services, for a fee, to other state library associations, that are currently provided for us by Cathy Langemo. The general consensus of the Executive Board is to continue as we have in the past. Thanks to Cathy Langemo for the great job she does for NDLA!

**2005 Executive Board:** Marlene Anderson, President-Elect, reported that all the positions on the 2004-2005 Executive Board have been filled. Beth Postema, Fargo Public Library, will serve as Chair of the Public Relations Committee.

**Conference Media Coverage:** Cathy Langemo, Executive Secretary, reported that she sent out a last minute press release to local media. Paulette Nelson, Chair, Public Library Section, is on noon talk show today.

**Future Conferences:** Kaaren Pupino, Past President, reported that her library is hosting the 2005 Law Library conference two weeks after NDLA in Grand Forks.

The meeting was adjourned.

Respectfully submitted,

Deborah J. Igoe, Secretary