

NDLA Executive Board Meeting
March 6, 2009
IVN – Bismarck Public Library

Meeting called to order 9:00 am

Present: President Phyllis Bratton, Laurie McHenry, Donna James, Zach Packineau, Michael Safratowich, Shelby Harken, Al Peterson, Victor Lieberman, Rachel White, Karen Anderson, Travis Schulz, Bonnie Krenz, Kathy Berg, Elizabeth Jacobs, Christine Kujawa, Kelly Steckler, Johanna Bjork, Kathy Thomas, Mark Holman, Cathy Langemo, Cynthia Larson (for Doris Ott), Theresa Norton.

Minutes

Harken moved to accept the December Minutes with the following corrections: page 1, “Previous lobbyist *Ilene Larson...*” and throughout the document, “*Evolution of the Library.*” McHenry seconded. Motion passed.

McHenry moved to accept the Electronic Minutes from December 2008 to March 2009. Harken seconded. Motion passed.

Treasurer's Report

The report is current as of March 2, 2009 and reflects changes made in the bank accounts approved by the Executive Board in December 2008. Two accounts have been dropped but accounts with zero balances only remain to catch interest from maturing CDs; NDLA CD maturing on May 13, 2009, at \$10,000; Jaugstetter CD maturing in August. Finance Committee will need to consider where these funds will go with Professional Development receiving primary consideration. The Past Due Funds heading no longer exists because the only remaining account was the book sale which was funded by a grant; that money has been moved under NDLA Funds. No motion needed to approve and new report will be distributed in early April.

Old Business

2011 Conference in Minot – President Bratton

President Bratton contacted International Inn regarding information on their facility. Conference dates reserved for September 21-24, 2011; everything is a go and affordable.

2013 Tri-Conference – Al Peterson

The MPLA board voted unanimously to accept the tri-conference. The state representative from South Dakota was elected as President-elect of MPLA. Exact dates not given but this will be a fall conference, most likely in October.

Traveling to ALA in July – President Bratton for Sandi Bates

There were not enough people make this trip feasible and has fallen through. However, this list will be used to make other arrangements for the ALA conference. President Bratton thanked Bates for attempting to put this trip together.

Ad hoc Conference Manual Committee – President Bratton

Committee has met once and discussed past conferences: what worked and what did not work. Kathy Thomas started a wiki of the old conference manual and changes have started to be made; when changes are made, whole passage is highlighted and not the individual word resulting in a before-and-after view of the document.

Conference Hotel in Grand Forks - McHenry

McHenry will meet with Alerus Center to reduce the price and Grand Forks Visitors and Convention Bureau has grant money available to bring down the cost. McHenry may look into having the conference at the Holiday Inn or Ramada if the Alerus Center is too expensive. McHenry will have more information at the next Board meeting and will send updates via email.

Legislative Update – Steckler

Testified in front of House Appropriations committee in January and testified in front Senate Appropriations in February for full funding as directed by NDLA. The governor increased state aid from \$1.2 million to \$1.3 million and online databases are at \$120,000 but not at \$200,000. This is a big increase but not the full increase we had asked for. No more testifying is needed as testifying is completed. Steckler encourages NDLA members to contact legislators to ask for full funding. Additionally, Safratowich has not received any applications for mileage from testifying.

Legislative Day – Langemo

Exhibit space reserved in Memorial Hall in State Capitol on March 23, 2009, from 10 am to 4 pm. Insurance is needed to cover any accidents, which will be acquired from Marlene Anderson at the BSC Library. Langemo has called for materials, including computers with wireless connections to display online databases. NDLA Legislative Committee members will man the booth and assist Langemo. Candy will be distributed to legislators instead of more complex refreshments which will come out of the Legislative or Mileage budget. Peterson suggested a PowerPoint to explain services including photos of different libraries from across the state. Steckler will use her brochure as a starting point for this PowerPoint to be created by Peterson. President Bratton suggested articles from magazines and newspapers to be laminated and displayed regarding the economy and library usage. Griggs County Library and McLean-Mercer Regional Library were the front cover story of “North Dakota Living,” describing how small rural libraries serve their counties.

Trial Period with PayPal

Committee includes Safratowich, Krenz, Norton, and Thomas who emailed different state library organizations to find out which payment services they used and discovered PayPal was the most popular. A trial period will be set up to pay dues and conference expenses: Safratowich and Norton would need to set this up to run with website and accounts. Most notably, during the trial period actual transactions can be completed. Trial period would run through the end of 2009 and if this does not work, Safratowich would like to let it go. Harken suggested if no problems arise then we should let the trial run for a full year. Harken moved that we use the PayPal option to allow for credit card payments in a year's time and we will reevaluate at the end of that time. McHenry seconded. Safratowich explained that anything to do with sales tax will be problematic and PayPal will be limited to only non-sales tax related items, such as dues and conference

exhibitor payments. Harken amended her motion to be non-sales tax credit card payments. McHenry seconded the amendment. Additionally, setup time for PayPal to be used on the NDLA website is undetermined. MPLA said they would be happy to answer any questions we may have regarding setup. Thomas and her committee will set this up with a deadline to accept conference payments. Motion passed.

New Business

NDLA Bylaws Changes – Baesler

A Student membership category has been established for \$20.00 which includes voting privileges and the ability to run for office. This membership type is limited to three years. Voting documents will be excluded from mailings as we have switched to an online voting format.

Krenz moved to accept changes to the bylaws. Peterson seconded. Motion passed.

Executive Secretary Policy Handbook and Executive Secretary Contract Changes – President Bratton

President Bratton will email these to the board and will conduct an online vote. A memorandum has been signed indicating Langemo's continuing employment through May 1, 2009. The revisions, which are mostly updates to language because of procedures, will be completed before May 1, 2009.

Blogs – Norton

Originally it was decided that we would begin with one single blog on a test basis, which was affirmed by Harken. Norton wants approval to create Section and Committee blogs, as they were not part of the original statement she received. The NDLA blog has not been configured for administrative emails, passwords, etc. Norton said she has not received any direction from the Executive Board. Berg suggested starting with few restrictions and President Bratton is opposed to a moderated list. Currently there are no limitations on registration and there is no need to sign in to post comments. However, a username and password may be required for comments only. Norton would be the contact for setup and support only. Harken and Berg suggested that each section chair would have administrative access to section blogs so the general NDLA blog would not be a burden on one person. President Bratton asked if duty handbooks would need to be rewritten to include this new task. And would recruitment for offices be strained in adding the new task? Anderson suggested either the chair or someone else within the section could administer the blog. President Bratton proposed that we have only two blogs from the main NDLA blog. Norton, Harken, and Kujawa will run this as an experiment and will inform the Board at the June meeting. We do not have information to make an informed decision. Norton will make changes in the default settings of the blog. Berg offered her assistance if needed.

2009 Conference - McHenry

The conference logo has been completed. McHenry would like thoughts on pre-ordering t-shirts, but sales tax issues arise. Safratowich has been informed from the State Tax Dept that sales tax needs to be explicitly stated. Langemo advises against deposits for the t-shirts and suggests paying for the items upfront. This could be included in the conference registration but on a separate form. Lieberman suggested keeping taxable items completely separate from the total, and a possible use of a third-party to catch the financial transactions. McHenry will investigate these possibilities and will report back to the Board. McHenry also stated that Damien Seese

would like more information as to what he should do for the pre-conference. McHenry met with local arrangements committee and her comments are in the report prior to this meeting. Local Arrangements committee is considering a tour of the Abbey in Richardton, which 20 to 30 minutes from Dickinson. Transportation will be arranged but it is unknown if tours are possible of the library containing rare manuscripts. Dickinson State University is willing to host a “Murder in the Library” on Friday night to accommodate those who are staying for the Saturday post-conference and those who are earning Continuing Education credit. No cost has been mentioned but the conference should underwrite this expense to be free for participants. McHenry and James will discuss different ideas to making things easier for vendors at the conference. They will have a proposal at a later date. Anderson suggested posting the conference logo and order information on the blog prior to the conference.

Reports

President – conference call with Library Coordinating Council with a revision to the 2010 plan. Three think tank dates have been scheduled: May 28, Dickinson; May 29, Minot; June 5, Fargo.

President-elect – Nothing to add

Secretary – Nothing to add

Treasurer – Nothing to add

ALA Councilor- March 6, 2009, is the last day for early bird registration for ALA annual conference.

MPLA Representative – Nothing to add

Academic & Special Libraries – working on a program about Darwin's Origins of Species with a biology professor from DSU discussing ideas and history of its impact; possible panel discussion of banned works; more information to be included with his report following the March 6, 2009, meeting.

Government Documents Roundtable – Nothing to add

Health Science Information Section – Spring meeting will be creating podcasts; this meeting will be limited to HSIS members first due to limited seating, but if there are extra seats the general membership will be informed.

New Members Roundtable – In the process of obtaining nominations for officers.

Public Library Section – Nothing to add

School Library & Youth Services Section – Nothing to add; report to be sent following the March 6, 2009, meeting.

Technical Services Roundtable – Nothing to add

Constitution, Bylaws & Policies committee – Nothing to add

Finance committee – Nothing to add

Intellectual Freedom committee – Nothing to add

Legislative committee – Nothing to add

Nominations and Elections committee – no nominees for President-elect, but President Bratton has asked the Executive Board to send names to Bjork.

Membership committee – Nothing to add

Professional Development committee – Absent

Public Relations committee – Nothing to add

Good Stuff Editorial committee – Absent, but President Bratton asked those who are submitting articles to be aware of submission deadlines.

Executive Secretary – Nothing to add

Archivist/Historian – Nothing to add

State Librarian – Larson for Ott, Extended early registration to March 13, 2009, for State Library Spring Workshops

Web Editor – Nothing to add

Next Meeting

Wednesday, May 27, 2009, 1:00 Mountain Time (2:00 Central Time). Langemo will set up the meeting in Dickinson. Additionally, MDT will be added to all conference programs.

Meeting adjourned at 10:45 am.

Respectfully Submitted,

Zach Packineau