

NDLA Executive Board Minutes March 29, 2004

Executive Board Members Present: Pamela Drayson, Marlene Anderson, Kaaren Pupino, Deb Igoe, Michael Safratowich, Phyllis Bratton, Jeanne Narum, Darryl Podoll, Mary Markland, Paulette Nelson, Kirsten Baesler, Robert Jacobson, Laurie McHenry, Liz Mason, Bonnie Krenz, Kathy Thomas, Cathy Langemo

Executive Board Members Absent: Rita Ennen, Suzanne Morrison, Doris Ott, Katherine Waldera, Toni Vonasek

Call to Order: President Pamela Drayson called the meeting to order at the Gladstone Inn, Jamestown, at 9:30 am, Monday, March 29, 2004. Board members introduced themselves.

Minutes: Deb Igoe, Secretary, presented draft electronic minutes for the period of September 27, 2003 to March 24, 2004. No action was taken at this time as several chairs indicated they had filed their reports electronically. Those reports will be forwarded to the secretary for inclusion. The final minutes will then be posted on the listserv for approval.

Summer Executive Board Meeting Dates: The Executive Board will meet in Minot, at the International Inn, on either June 10 or 11, 2004. President-Elect Marlene Anderson will notify the Executive Board when a definite date and time have been set.

REPORTS AND OLD BUSINESS

Board members reviewed their written reports. The full reports will be summarized in the June 2004 issue of *The Good Stuff*. Copies are also available to the membership upon request.

Presidents Report: Pamela Drayson, President, said her report posted on the listserv is \$2.66 off because NDLA got a refund from the hotel and then made a disbursement that almost canceled each other out. Bonnie Krenz commented NDLA made a lot on the last conference. Pamela Drayson stated she felt that was due to the strong attendance. NDLA wants to make enough money to cover the years where there isn't enough funds raised to cover the cost of a conference. How much was charged for the booths last year? Kathy Thomas stated, "\$350 prior to August 1, \$375 after August 1, \$400 if they wanted one right by the entrance, and table tops were \$125 before August 1 and \$150 after August 1."

President-Elect: Marlene Anderson, President-Elect, said her report is posted on the listserv. To reiterate, the next conference will be held in Minot, at the International Inn, September 22-24, 2004. Marilyn Holbach from Minot has agreed to chair the local arrangements committee. This committee is made up mostly of members of the Souris Valley Library Association. Marlene met with them on February 23 and they will meet again on April 26. Discussion centered on things people liked and didn't like at previous conferences in terms of length of meeting times, fun events, etc. Marlene felt they had a great discussion. Paulette Nelson has agreed to be in charge of the ND author's book fair.

Paulette has already made contacts with a large group of individuals. She said they are ready to send out letters to a number of people in the next two weeks. The committee is also looking to tour a winery that is about 3 miles outside of Minot as an outside activity.

Marilyn Johnson went with Marlene Anderson on this trip. Marlene brought Marilyn along because of her previous experience both as President and as Chair of the local arrangements committee. They met with the hotel staff that gave them a tour of the facility and answered many questions. Some of the things they learned are:

- The exhibit area can be easily secured.
- The hotel will provide 250 free copies each day, made by their staff.
- The hotel will provide signage.
- The conference will get one comp room for every 25 rooms booked.
- They do not have DSL now but will by September, throughout the facility.
- High speed internet access is available in the exhibit area.
- There are no additional costs for the internet/dsl hookups.
- They have many nice decorations available on site. The local group is looking into these.
- They have a whirlpool, swimming pool, exercise room, and walking path all close by.

The hotel staff was accommodating and easy to work with. NDLA is the only group booked during that time.

Marlene has a number of program proposals in hand. The deadline for receiving them from section and roundtable chairs is Monday, May 3. Each committee and roundtable are allotted \$250 for costs incurred for their workshops. Marlene strongly encouraged groups to partner in this endeavor.

Several individuals were discussed as possible keynote speakers. Michael Caruso would do the key-note speech and two programs the next day for total cost of \$3,000 including his airfare. Past expenditures for keynote speakers were discussed. Mike Safratowich indicated the fees mentioned were in line with what had been paid in the past. Marlene said Mr. Caruso covers a variety of subjects including: good customer service, how to combat negativity, and personal relations which could be tailored to libraries and their contacts with major players. One of the two programs is about how to deal with a negative/confrontational customer or situation and the other is called, "The Secret to Pro-Active Communication."

Jeanne Narum stated her group is ready to present a contract to Dr. Mary Bushing, Montana State University, and coordinator for the Ghost Ranch Institute, to present pre-conference training. Some of her costs may be covered by a grant from MPLA. Her cost is \$400, for a half day pre-conference workshop on customer service. It is outlined in the grant application and she will do another program during the conference on customer service. Dr. Bushing covers long-range planning for customer needs, communication models, working with difficult peoples, defining customer's needs, and conducting surveys. The total cost will be about \$1,000. Jeanne noted to defer the costs they have applied for a \$500 MPLA grant. Registration for MPLA members will be set at \$25 and \$35 for non-MPLA members. If there

are 30 conference attendees there is a potential to make about \$400-\$500. Tentatively the session is scheduled from noon to four the day before the conference. The morning could be used for other meetings.

Pamela Drayson remarked how well these two speakers tie in with the conference title of "Making the Case for Libraries."

Past President: Kaaren Pupino, Past President, reported she will be meeting with the staff at the Holiday Inn after April 5, 2004, to set up the details. The actual dates for the September conference are booked.

Kathy Thomas asked if NDLA would be doing the booth again in the Great Hall. It is Kaaren's understanding that NDLA will host a booth even when it isn't a legislative year. April 18-24 is National Library week. The current plan is to host a booth on April 19, 2004, from 7 am to 5 pm, in the Great Hall of the Capitol. The booth has been tentatively scheduled with Facility Management on the ground floor rather than in the Great Hall. Without the legislative session Facility Management felt there would be more traffic on the ground floor than in the Great Hall.

Cathy Langemo, Executive Secretary, said she received a CD about 6 librarians that can be used as a recruitment tool, at the booth, on the lap-top. Cathy will solicit volunteers, thru the listserv, to work at the booth. She will coordinate getting the booth set up, wiring for the lap top, getting the banner hung, and coffee and cookies from the capitol lunch room. Cathy has a box of handouts left over from last year's booth that can be used again this year. Marlene Anderson suggested the banner from the 2003 conference also be used. Cathy will order 200-300 ALA book markers. Cathy and Pamela Drayson will meet to finalize the event.

Executive Secretary: Cathy Langemo, Executive Secretary, said that other than the report she provided to the listserv she has nothing more to report.

Treasurer: Mike Safratowich, Treasurer, discussed the end of the year report and audit. He stated there are fees being charged on several of the current investments. When the accounts were set up in 2000 there were no fees. Then in 2002 two of the accounts were charged fees. As long the CDs continue to be renewed on an annual basis further fees should be avoided. All of the association money is invested with Wells Fargo except funds associated with the Jaugstetter Leadership Grant.

On March 15, 2004, the Finance Committee met and one of the questions discussed was how the Executive Secretary's conference expenses will be handled? From what source will the expenses be paid, the general NDLA budget or the conference budget? What expenses are covered? Pamela Drayson felt it would be appropriate for the expenses to be in the conference budget to keep all the related expenses together. Mike Safratowich agreed. Pamela said last year's conference budget did not include a line item in the budget but it should have. Bonnie Krenz, Finance Committee Chair, noted it wasn't an issue last year because Cathy Langemo, Executive Secretary, lives in Bismarck and that is where the

conference was held. Pamela proposed the expenses be included as a line item in the conference budget in the future. Kaaren Pupino seconded the motion. Motion carried.

The next question is what expenses should be covered? Liz Mason explained the Executive Secretary handbook states room, meals, registration, and mileage at the current state reimbursement rate would be covered. Mike commented the budget should follow what is listed in the Executive Secretary handbook. Kaaren suggested adding to the previous motion the words, "as per the Executive Secretary handbook." A second motion was made by Pamela Drayson and seconded by Kaaren Pupino to add "as per the Executive Secretary handbook" to the previous motion. Motion carried.

Finance Committee: Bonnie Krenz, Finance Committee Chair, reported an audit was conducted on the books and every thing looked great. Bonnie said Mike Safratowich did an excellent job, all funds were accounted for, and she commended him for his efforts!

Bonnie did note she felt the Executive Secretary's expenses for the upcoming conference should be included in the conference budget. Pamela Drayson made a motion this be included as a line item in the 2004 conference budget. Kaaren Pupino seconded the motion. Motion carried.

Bonnie also noted a \$500 line item has been added to the annual budget for donations to causes approved by ALA.

There is also leftover money from 2001 and 2002 from various sources that total \$1753. Mike suggested these monies be put in the Mike Jaugstetter Leadership Grant fund. A motion was made on the electronic listserv but was never acted upon. Mike Safratowich made the original motion and Kaaren Pupino seconded it. The motion carried.

Jeanne Narum also asked for clarification on the personal development leadership funds. She and Mike Safratowich discussed what was available and what is yet to be paid out. The Finance Committee keeps track of when the money is encumbered and when it is paid out. The budget just indicates the available money for the specific line item. The budget doesn't show if funds are carried over from one year to the next. Jeanne Narum noted all line items for professional development grants from the winter of 2003 have all been paid.

ALA Councilor: Phyllis Bratton, ALA Councilor, reported there has been an interesting response from ALA on the task force on rural, school, and tribal public libraries. ALA sent out a survey and was blown away by the response. They have never received so many responses to a questionnaire in the history of ALA. There were twenty-one pages of written comments in addition to the questionnaires. The response necessitated hiring two extra people to tabulate it all. Phyllis commended everyone who took the time to respond to the questionnaire because it finally got some of the rural issues in front of the ALA membership and leadership.

The response has caused ALA to consider hosting a website of resources, to conduct a special conference, and to target grants for rural libraries.

Phyllis encouraged all NDLA members who are also a member of ALA to vote in the upcoming ALA elections. Voting can occur by either paper copy or electronically by email. A general discussion followed, regarding electronic versus paper voting. Fifty-three percent of the ALA membership voted last year which was considered a very good turnout.

Academic & Special Libraries Section: Darryl Podoll, Section Chair, stated they have a full slate of candidates and everything else is covered in his quarterly report which he posted on the listserv.

Archivist/Historian: Kathy Waldera, Archivist/Historian, was unable to attend today's meeting. However, Pamela Drayson read segments from an article Kathy Thomas provided earlier regarding the startup of NDLA. The article describes how about 20 people met in downtown Fargo, on January 18, 1906, the day the new NDSU (formerly NDAC) Carnegie Library was formally dedicated. No one met at the library. People didn't stay because they had to get home on the train. The dedication was held in the college chapel and the librarians met downtown. At the time only the railroad was suitable for transportation and many needed to catch an early train home so only a few stayed for the actual dedication. This information was taken from an article in the spring issue of the 1990 *Good Stuff*. We hope to incorporate this historical information and more in the planning of the 2006 annual conference. Activities to gather more historical information relative to our organization will be starting soon. Past presidents will be contacted in connection with our upcoming centennial celebration.

Cathy Langemo asked if NDLA was looking to compile a formal history of the organization. Cathy commented one of the services her business provides is historical research and publishing. Marlene Anderson suggested doing a cookbook in which little bits of history could be included on various chapters or on pages. This might be done as a fundraiser.

Constitution Bylaws & Policies Committee: Liz Mason, Committee Chair, reported several handbooks need to be updated and coordinated with the policies.

Various members made a variety of suggestions for changes to the Nominations and Elections handbook. Chronological deadlines should be made more general than specific. All suggested changes will be inserted in the appropriate section of the handbook. Marlene Anderson, President-Elect, suggested the chronological deadlines in the handbook should state candidates for office should submit their information in time for publication of the June issue of *The Good Stuff*.

Jeanne Narum made the motion to accept the Nominations and Elections handbook as edited. Paulette Nelson seconded the motion. The motion carried.

The second handbook under consideration is for the Executive Secretary. Liz said Cathy Langemo created the handbook from scratch and did an excellent job. Mike Safratowich suggested when someone requests an invoice from NDLA that this task be done by the Executive Secretary. This should also be stipulated in the Executive Secretary's handbook.

Kirsten Baesler made the motion to accept the Executive Secretary's handbook as edited. Robert Jacobson seconded the motion. The motion carried.

Bonnie Krenz found another one word edit for the Executive Secretary's handbook. On page 2, under budget, it says, "\$250 per meeting and conference expenses." The word "conference" must be deleted as those costs are included in the conference budget. Liz agreed to make this deletion.

The Good Stuff: Marlene Anderson stated the March issue has been mailed. She has not heard any comments about flawed copies. In the December issue Marlene's copy was flawed and because she didn't hear a word from anyone else she is presuming they were all ok. The next issue's deadline is April 23, 2004.

Government Documents Roundtable: Robert Jacobson, Roundtable Chair, said there isn't much to report. Nothing has been done with the stickers for notable documents. It has not been forgotten. Kathy Thomas said she has examples still sitting on her desk.

Robert Jacobson suggested making a change to the Government Documents by-laws to eliminate the secretary's position. He said they have about 3 or 4 people who rotate in and out as chair of the roundtable. Of the other members, many are members of other committees and are not willing to commit to hold office. They grab whoever is handy to record minutes for the meetings.

Robert did suggest having someone specifically responsible for notable documents. In years past it was Stella Cone. Pamela Drayson suggested the Roundtable formalize the informal agreement with the State Library. Pamela suggested taking this back to the roundtable for discussion. Liz Mason mentioned that the handbook then needs to be updated. Kaaren Pupino noted the handbook states there will be a spring meeting and we haven't had one for a long time. Liz stated she would make that adjustment to the handbook.

Health Science Information Section: Mary Markland, Section Chair, reported the spring HSIS meeting is scheduled for April 16. There will be a meeting of the planning committee for the 2005 Midwest Chapter conference in the afternoon. It will be nice to have a face-to-face meeting as the committee usually meets via conference call. The section hopes to have the conference website up by this summer.

Intellectual Freedom Committee: Pamela Drayson reported Suzanne Morrison, Committee Chair, was unable to attend the meeting but provided a brief report on the listserv.

Membership Committee: Kathy Thomas, Committee Chair, stated the membership form lists three methods of contact: fax, email, or regular mail. Kathy suggests dispensing with the choice of faxing as a method of contact. The directory is quite complete so there are many ways to connect with the members. The majority of the people pick email. Seventy-five didn't list an email address, and of those, sixty-five are either trustees or retirees. In the future the only two options offered will be email or regular mail. Pamela Drayson noted that membership is down. Kathy said each time she sends out a reminder she gets a flurry of

responses. Then just before the conference there is another flurry. The June issue of *The Good Stuff* is the cut off if dues have not been paid.

MPLA Representative: Jeanne Narum, MPLA Representative, noted she provided a copy of the MPLA report on the listserv for December. Jeanne said she would email a copy to Marlene Anderson for *The Good Stuff* and to Deb Igoe for the electronic listserv minutes.

Four members of NDLA attended MPLA at Lake Tahoe. Jeanne wondered why more NDLA members didn't attend. If it was expenses they stayed in a condo and the cost was \$35 per night. Weather was great. They made \$35,000 on the conference. There was a lot of technology information on website development and on audio book preparation. The next conference is in Denver. We can start the marketing now and we hope to get many people involved.

Jeanne is part of the continuing education committee for MPLA and there is a section on MPLA's new website dedicated to this subject. The new section involves all the states in MPLA and the education opportunities available: conferences, workshops, seminars.

Member Clicks is another exciting new section on the website. Anyone interested in using this feature should contact Jeanne for the password. It lists the members by a variety of groupings.

Jeanne also brought a handout with all the instructions on how to get to the various screens.

Jeanne said she had a wonderful time at the Ghost Ranch. She felt like an older than average participant. One of the requirements is participants must have had their MLS for at least 10 years. Many participants were in their 30s. It was overwhelming to see the talent, initiative, and enthusiasm in those young people. They are the future of library work in the United States. Much discussion focused on risk taking. How individuals take risk is often based on their age and what they have been through. Jeanne brought a lot of information back that she is interested in using at the fall conference. Al Peterson, State Library, was one of those who brought great enthusiasm to the table. If any board members know of anyone who might be interested in getting an application together, please provide their name to Jeanne. The applications are due by April 15, so there are 3 weeks left to get the application together.

Every time the group ate they networked finding out what was happening in other states. Jeanne thanked everyone for the great opportunity to learn. This year's Ghost Ranch will be held after Thanksgiving. It is held in New Mexico, 5 hours north of Albuquerque. Originally it was a horse ranch, which was later given to the Presbyterian Church who has turned it in to a retreat. It was very comfortable but it is not a hotel – it is rustic, like going to church camp.

New Members Roundtable: Laurie McHenry, Roundtable Chair, stated she had nothing more than what is in her report which is posted on the listserv.

Nominations and Elections Committee: Pamela Drayson reported Toni Vonasek, Committee Chair, is not here but she did send a report. Marlene Anderson said we have a full slate for the upcoming election. Marlene noted that on the Technical Services Roundtable Toni is listed as running for secretary. Last fall there was a tie for the secretary position and the winner was determined by a coin flipped. The Executive Board felt Beth Sorenson should be offered the opportunity to serve as secretary in 2004-2005. Therefore, Marlene believes no one is needed to run for that slot. Pamela asked Kaaren Pupino if she would talk to Toni about this issue. Kaaren said she would.

The Executive Board will act on the proposed slate after this issue is clarified.

Professional Development Committee: Jeanne Narum, Committee Chair, said the winners for 2003 were Shari Sandwick for the professional development grant, Maria Boettcher for the Ron Rudser Memorial Continuing Education Grant, and the Griggs County Library System for the Hubbard Memorial Grant. All the requirements have been developed for the Mike Jaugstetter Leadership grant. This will be loaded on the NDLA website and it has appeared in *The Good Stuff*. Jeanne had one application this quarter and she also brought the kudos awards so people can start suggesting recipients for those awards. Also I now have an electronic form for all grants, on the web page. Jeanne questioned whether the applicants should also send in paper copies for those applications or can the electronic applications be accepted in lieu of a paper copy. Currently it is a copy and paste arrangement where the Word document then gets attached to an email.

The other area of concern is that the applications ask for a signature and for paper information on the conference the applicant wants to attend or the program the applicant is involved in. Kirsten Baesler stated if this documentation is required then we should continue as we are now, with the requirement still to submit the hard copy. The ALA scholarships still require a hard copy. Pamela Drayson stated we might revisit that in another year or two as technology advances. The consensus was to leave the process as it is for now.

Public Library Section: Paulette Nelson, Section Chair, said she found candidates for all her offices. Paulette has also been busy making programming contacts for the fall conference. Paulette visited with one of the people she wanted to present a program at the conference. Paulette asked her how much she charged and the woman replied \$2,000. Paulette told her NDLA didn't have that kind of money available. The woman asked how much we had and Paulette said \$250. The woman accepted the reduced rate. The moral is don't be afraid to ask a speaker no matter how expensive you feel they might be – you never know they might reduce their fee.

School Library and Youth Services Section: Kirsten Baesler, Section Chair, said in her first quarter report they were investigating bringing Bob Berkowitz, school library media specialist from New York, who did the Big 6 Conference, to do a follow-up workshop. The workshop was held on March 1 and 2 in Bismarck. Over 54 library media specialists from across the state took part. There was also discussion about bringing him back for a conference in the eastern part of the state.

After the September meeting of the SLAYS section we talked to the library media association section of the NDEA about coordinating an annual meeting. They thought it was a great idea and wanted to work towards making that happen in the future. Pamela Drayson said she had contacted them and they never got back to her. Pamela said she went to the President and Vice-President of the NDEA with no response. She also sent a letter to the North Dakota Education Association (NDEA) and the North Dakota Reading Association (NDRA). Pamela did receive a response from the NDRA that they are interested in collaborating in the future. Maybe an occasional meeting together or each organization giving one complementary conference attendance to a member of the other group might be beneficial to both groups. Kirsten said it will probably require more flexibility on our part since the NDEA conference dates are mandated legislatively across the state and it is a larger organization. It would probably require more give on our part. Kirsten said she will contact both the NDEA and the NDRA Presidents and work further with them. For many it is a matter of taking time away from their school and there is a cap on days away from school. Some districts allow five days per semester and some allow five days per school year. Required training pretty much takes up those days.

Kirsten said we are looking at a critical shortage of school media specialists in the next five years. We need to find cost effective ways for teachers to gain this certification.

Kirsten also said they have secured Herman and Mary Auch to do a session at the September conference. Paulette Nelson said if the winner of the Flickertale is available they too may make a presentation at the conference.

State Library: Doris Ott, State Librarian, was unable to join us. She did however provide a very in-depth report that was posted on the listserv.

Technical Services Roundtable: Rita Ennen, Roundtable Chair, posted a quarterly report in which she provided the list of candidates for the slate.

Webmaster: Kathy Thomas reported that there has been a mandate that the State Library information technology staff member, Todd Bodvig, will no longer take care of our webpage. Also, if any member types in the wrong password three times it will lock everyone out statewide. Changes are being made to fix this problem but NDLA is not at the same priority level that we were with Todd. Hopefully this will get fixed and work better in the future. The legislature mandated the change and our server was consolidated with others which have slowed down the process. Phyllis questioned whether it would be appropriate at this time to move to one of the major universities system in the future. Pamela Drayson said it might be possible but the problem may just get relocated to our servers. Jeanne Narum said MPLA is on the SD University System and the downfall there is that they can only allocate a small amount of space to MPLA.

NEW BUSINESS

2007 Conference site proposal: Phyllis Bratton discussed the proposal submitted by Jamestown Civic Center to host the 2007 conference. Use of the Civic Center is free and

they have nice large and small meeting rooms. They do want a confirmation today – as they have other inquiries for the dates we have picked.

The Gladstone Inn, located across the street from the Civic Center, has 100 rooms available at the rate of \$55. The vendors last time were located at the mall. This time the bulk of meetings will be held at the Civic Center and there is room for the vendors to be located there also. Breakfast and lunch can be provided at the Civic Center. Parking is good.

Discussion focused around how there weren't enough people in Jamestown to put it together the last time and the bulk of the work fell to only a few. Phyllis said at the time they had remarkably poor communications. We didn't have a conference booklet to follow like we do now. We felt like we were inventing as we went along. Phyllis feels they are much better organization now. There aren't more workers, in fact there be less, but no she didn't see it as a problem, because they will have the conference book. Odd things happened last time. We have more local cooperation than we had in the past. Phyllis feels things have improved noticeably. Pamela Drayson said perhaps our library friends in Valley City would also be able to assist. The local organization years ago said they didn't want to be in the rotation for a conference. Phyllis said many things though have changed since then. Even the philosophy of the city has changed. There is more to do than in the past. The city is working hard to attract more tourism dollars – we are just a better town than when you were here before. Cathy Langemo asked if those tourist attractions are available later in the year – Phyllis said it can be coordinated. Kirsten asked about the level of technology available at the Civic Center.

Kaaren asked about what our future would be regarding being at the end of the conference rotation. Pamela suggested not developing the new rotation pending conversations about future meetings with NDEA and NDRA. Hopefully we can get their schedule and then think about where we want to locate the conference after 2007.

Kathy Thomas also noted the conference planners need to be careful when setting the conference dates so they don't conflict with religious holidays.

Bonnie Krenz asked how many sessions generally go on simultaneously. Kaaren Pupino replied usually it is three to four. Pamela Drayson stated with the business meetings she tried to do groups of three.

Logo update: Kathy Thomas suggested considering the development of a new logo and colors for the NDLA centennial, to be designed and phased in by 2006. We have had the current logo since 1992 and it would be nice to have something fresh and new. The new banner is green fading to white. Pamela suggested we put out the call on the listserv to see if anyone is interested in working on a task force to change the logo for our centennial celebration. Deb Igoe suggested a contest could be held offering a prize to the person whose logo is selected.

Kaaren moved that Kathy Thomas, Membership Chair, be the person to head the task force for changing the logo. Pamela Drayson also volunteered to work with Kathy. Robert Jacobson seconded the motion. The motion carried.

Medicare question from Jamestown Hospital: Medicare has issued a bulletin stating any portion of a membership or a license fee that is attributable to lobbying or political activities must be disallowed on the facilities cost report. Our records indicate we have paid a membership fee for the Janet Smallkopf Memorial Library for \$35. Please provide the amount or percentage of dues, if any, that is used for lobbying or political activities. Pamela Drayson feels this would also apply to some of other health sciences librarians if they had their membership paid by their library or if they paid for the membership personally. Before Pamela responds to the letter we might want to consider designating any money spent towards lobbying should come from another source. An example of lobbying would be the booth at the capitol and Kaaren Pupino's travels to the legislature to testify. The money need not come from the membership dues. It could come from conference fees or other monies

If we made \$12,000 on the conference we could say for this year that any type of this activity be paid for with conference fees. Mike Safratowich said the conference money is separate but we don't track it separately. To do that would be a major change. This came from the Jamestown Hospital and it is in compliance with their Medicare cost reporting so it isn't just a matter of it being \$35 for Jamestown, it is an issue we have to deal with for all the health sciences libraries. It probably has implications for others as well. This affects them as an institution. Mike Safratowich suggested this issue be taken to the Finance Committee for discussion.

ALA Action Alert on SAFE ACT: This subject will be tabled until the next meeting.

Other Business: Jeanne Narum asked if the Jaugstetter Leadership Grant fund money can only be used for the Ghost Ranch. The answer is no. ACRL has the Harvard Graduate School for Education Leadership Institute for academic librarians at Harvard every year. It struck Jeanne that this opportunity also falls within the spirit of the Jaugstetter grant. For ACRL members it costs \$1495 plus a dormitory fee of \$435, and travel expenses. It is not like it is cheap or anyone could afford to do it out of their own pocket.

Kaaren said because of our relationship with MPLA we wanted to support their endeavor with two participants each year. Jeanne said EBSCO underwrote the Ghost Ranch for three years and after 2004 they will no longer be a sponsor.

Respectfully submitted,

Deb Igoe, Secretary

