

Written Report Summaries
Executive Board Meeting – March 30, 2001
Summarized by Marlene Anderson, Secretary

Note: The ALA Councilor, Health Science Information Section Chair, and Legislative Committee Chair did not give oral reports at the Board meeting nor did they submit written reports.

Past President – Marilyn Johnson

The invitation to 37 potential Conference exhibitors was sent on January 4, 2001. Exhibit setup will begin at noon on Wednesday, Sept. 26 with exhibits opening at 4p.m. and continuing through 9p.m. The opening social will be held in the exhibits area. Morning and afternoon coffee breaks on Thursday, Sept. 27 will be held in the exhibits area. The exhibits will also be open from 4-6p.m. during a pre-banquet social.

Exhibitors will be individually introduced at the First General Session on Thursday, Sept. 27. NDLA will provide an exhibitors' hospitality room during the conference. The following exhibitors reserved space by sending a \$350 check with their registration: The Library Corporation, Gale Group, SIRSI Corporation, Follett Library Resources, SIRS Mandarin, Inc., Quality Books, Inc., ProQuest, and National Network of Libraries of Medicine Greater Midwest Region.

Call for nominations for the Librarian of the Year and Major Benefactor Awards appeared in the March issue of *TGS*. Committee members for both awards are: Cheryl Bailey, University of Mary; Jerry Kaup, Minot Public Library; Betty Gard, University of North Dakota, and Marilyn Johnson, immediate Past President. The major benefactor recommendation will be made to the NDLA Executive Board for a final decision. The Awards Committee will select the librarian of the year after review of nomination packets.

MPLA Representative – Melody Kuehn

Plans for the Arizona conference are in the works. Visit the web site at www.azla.org The grand total for the recent tri-conference in Omaha was 1044. The 2002 NDLA/SDLA/MPLA Tri-Conference will be held in Fargo at the Ramada Plaza Suites, October 2-5, 2002.

MPLA is working on refining the vision statement of the long range plan. MPLA is looking for a new *MPLA Newsletter* editor by June.

New Members Roundtable – Stacey Sheppard, Chair

All changes to the Roundtable's bylaws have been approved and ratified by its members. The policies handbook also needs to be reviewed. Use of the NMRT

discussion list at NDLA-NMRT@LISTSERV.NODAK.EDU has been low in the year it has been available, but there is hope that use will pick up.

One reply of interest has been received regarding candidates for NMRT chair-elect and secretary. E-mails regarding the positions have been posted via the NMRT listserv, as well as through individual contacts. Chair Stacey Sheppard hopes to receive more responses by the end of April so a slate of candidates and their biographies will be ready when ballots are sent.

Public Library Section – Jeanne Narum, Chair

Programs and nominations for NDLA Public Library Section Chair and secretary will be decided in the next month. Policies handbooks are pending.

School Library and Youth Services Section La Dean Moen and Iris Swedlund, Co-chairs

Flickertale grant money is being used to sponsor author visits across the state. Peggy Brooke is visiting Hettinger; Robert J. Blake is visiting in the Bismarck and Dickinson areas; and Jane Kurtz will visit the Grand Forks, Thompson, and Lakota area. Stickers for Flickertale books will be available at the Conference.

Melody Kuehn will be a candidate for president of the section for 2002.

SLAYS materials have been transferred from the previous chair. Moen is seeking volunteers to chair the committee for Administrator of the Year and to write the Humanities grant. Marvia Boettcher will tally ballots and order plaques for 2001 awards. Leslie Hagermeister of Fargo has expressed an interest in serving on the Flickertale committee for 2002.

NDRA will be in Dickinson April 6-7. Peggy Brooke and Robert J. Blake will appear at the NDRA conference.

Book signings are planned for the 2001 NDLA Conference. Tentatively, Larry Woiwode, Francie Berg, Donna Schaff, Cindy Yale, and Peggy Brooke will be on hand. Books have been ordered by Moen from Sax News Agency in Bismarck, if the author made the request to do so. The money will be a pass through item in the NDLA budget.

Small Libraries Roundtable – Judith Omlid, Chair

The Small Libraries Roundtable will not be sponsoring a conference program. We only have a \$100 budget so we can't afford it by ourselves. Our meeting at the conference is tentatively set for 8a.m. on Friday, September 28.

Technical Services Roundtable – Liz Mason, Chair

Chair-elect Cheryl Bailey and Information Technology Roundtable Chair-elect, Kristie Engle, are working together to coordinate programming efforts for Conference. Many thanks to Cheryl and Kristie for their efforts.

Carla Dewey Urban of MINITEX will conduct a program on OCLC CatExpress, a web-based copy cataloging service. The topic of a second program conducted by Urban is still under discussion, but may be about cataloging Internet resources. Jennifer Jones will present a demonstration of MARC Magician, which is used by several small libraries in North Dakota to import MARC records into local or regional systems. Another short workshop may be presented about Bookwhere, a Z39.50 client, which allows one to search other libraries through the Internet and import MARC records.

Constitution, Bylaws, and Policies Committee – Liz Mason, Chair

Bonnie MacIver, Leach Public Library, has resigned from the committee and Beth Postema, Fargo Public Library, has agreed to join the committee. Other committee members who have agreed to continue for another year are Liz Mason, Karen Chobot, and Clarice Hackman.

Thanks to Kathy Waldera and Ellen Kotrba for updating the web site with the latest approved bylaws and policies handbooks. Board members are directed to print these documents for inclusion in their manuals. The completed policies handbooks include: NDLA Executive Board, Search Committee for the Executive Secretary, NDLA Past President, Health Science Information Section, Information Technology Roundtable, Technical Services Roundtable, Constitution, Bylaws and Policies Committee, Finance Committee, *The Good Stuff* Editorial Committee, Legislative Committee, Membership Committee, Nominations and Elections Committee, Professional Development Committee, Public Relations Committee, and North Dakota State Librarian.

The President-elect policies handbook is ready for approval by the Executive Board.

Finance Committee – Leeila Bina, Chair

The audit was conducted via telephone conference on February 14, 2001. Participants included: Marilyn Johnson, Sally Dockter, La Dean Moen, Kathy Thomas, Leeila Bina, Past Treasurer Lila Pedersen, and Treasurer Michael Safratowich.

Lila Pedersen, past Treasurer, explained the format of the audit materials and how the QuickBooks software tallies the opening equity balance and retained earnings. Pedersen also noted corrections on the 4th quarter report and the

Profit and Loss Detail. No errors were identified in the audit. It was suggested that headings on all reports be changed to reflect the year being reviewed. Safratowich will make those changes for future reports. Pedersen and Safratowich were commended for their excellent work.

Checkbook balance on December 31, 2000 was \$7,212.14. Conference profit was \$6,582.77. The Profit and Loss Detail and Itemized Balance Sheet are available from the Finance Committee Chair and will also be forwarded to the Archivist.

Safratowich will work on preparing a policies handbook for the Treasurer position. He plans to have a draft ready by the December 2001 Executive Board meeting and the final handbook completed by March 2002.

The committee discussed ordering books for resale at Conference by authors, i.e., which account (Book Sales or Humanities Grant) should this come from? Moen will investigate this for the 2001 Conference in Williston.

Intellectual Freedom Committee – Suzanne Morrison, Chair

It has been very quiet with no challenges made on any literature. I have not obtained information from previous committees about what needs to be done or obtained a list of people who are on the committee besides me. I apologize for inactivity, but maybe this is a good thing and not a negative thing.

Nominations and Elections Committee – Janet Essency, Chair

Because the final slate of candidates is not ready, executive board approval of the final ballot will be done by e-mail. To date, the following have agreed to run for office: ALA Councilor – Phyllis Bratton and Doris Ott; Secretary – Marlene Anderson; Treasurer – Mike Safratowich.

Professional Development Committee – Jeanne Narum, Chair

Familiarized myself with the information transferred to me by the previous Chair, Agnes Jensen, and reorganized the new binder. Phyllis Bratton of Jamestown College and Melody Kuehn of the Minot High School Central Campus have agreed to serve on the committee. Grant information will be publicized in *TGS*. Suggestions for grant amounts have been forwarded to the Finance Committee Chair.

Public Relations Committee – Marlene Ripplinger, Chair

Compiled information for the “Transitions” and “Good Stuff from Around the State” columns for *The Good Stuff*. Informed MPLA of the correct NDLA

Conference dates. As part of my duties with the Executive Secretary Search Committee, reviewed the Executive Secretary application.

Archivist/Historian – Susan Dingle

When transferring materials to the Archives, please hand-carry vs. sending them in the mail. Call ahead to consult with the Archives staff about what you plan to transfer and to ask questions about which materials have long-term historical value and which do not. Lotte Bailey, Deputy State Archivist, is at 701-328-3570. Susan Dingle, NDLA Archivist and Reference Specialist, is at 701-328-2091. If in doubt, DO NOT throw out. Please weed duplicates and reports from other officers and committees, interim emails and other documents that are a) duplicates, b) non-NDLA, or c) of transitory rather than long-term value.

If you plan to do research, come early in the day, have a goal, and plan to spend at least two hours. For a big project, plan to come in for several sessions. Call ahead so staff can prepare for your visit. The reference staff needs to have one person on duty at the desk at all times. If only one person is on duty, no one will be able to go to the stacks to retrieve items until another staff person is available. Allow enough time for copies to be made. Photocopies are 20 cents/page plus 6% sales tax. Hours are Monday-Friday, 8a.m-4:30p.m.

State Librarian – Joe Linnertz, Acting State Librarian

The North Dakota State Library budget request is at the Legislature. To date (March 29), the budget did not include \$1 million additional general fund dollars for state aid to public libraries and \$363,000 additional general fund dollars for full text on-line magazine and newspaper databases. If no new money is included, discussion will need to take place regarding how to fund the full text magazine and newspaper services.

The Library Coordinating Council made grant awards in November for the final Library Vision 2004 general funds. The Council will meet May 3-4 in Bismarck to plan for the future of LV 2004 and to prioritize grant criteria for the next few years.

Terri Wilhelm coordinates the summer reading program for the state in cooperation with NDLA. Manuals have been distributed and Wilhelm is the contact person for additional information.

The State Library and NDLA partnered to provide money for Scot Stradley's *North Dakota Statistical Abstract* online project. A press conference will be held on March 30 at the State Library to promote the *Statistical Abstract*. An article was also published in the March issue of *TGS*.

Spring workshops/conference will be held April 30 and May 1 in Bismarck. A workshop on Marketing Library Services will be held on April 30 and May 1 is devoted to promoting the Lewis and Clark Bicentennial in libraries.

The closing date for applications for the State Librarian position is March 30. Applications will be reviewed and a selection committee will be organized from the library community.

***The Good Stuff* Editorial Committee – Marlene Anderson, Chair**

Worked with Mike Upgren of Richtman's Printing to resolve the problem with printing errors in some issues of the December *TGS*. Richtman's will give NDLA a 5% reduction on the March issue to make up for the problem. Prepared an analysis of the Richtman's Printing bid and submitted it to the Executive Board discussion list with a recommendation and call for an electronic vote. Solicited and edited stories for the March issue of *TGS*.