

**NDLA Executive Board Minutes
June 10, 2005**

Present: Marlene Anderson, Jeanne Narum, Pamela Drayson, Celeste Ertelt, Michael Safratowich, Ann Pederson, Cathy Langemo, Beth Postema, Virginia Bjorness, Liz Mason, Mary Hegle Drewes, Sally Dockter, Paulette Nelson, Bonnie Krenz, Doris Ott, Kathy Thomas, Al Peterson, Charles Pace, Debbie Job, Theresa Norton.

Absent: Marilyn Johnson, Kathy Groendal, Debbie Slais, Lillian Crook, Karen Chobot.

Call to Order: The meeting was called to order by President Marlene Anderson at 9:00 am in the Cushman meeting room at the Holiday Inn, Grand Forks, ND.

Introductions: Each person introduced themselves and told either something going on at their library or their plans for a summer vacation.

Approval of Minutes: Pamela Drayson, Past President, moved to approve the minutes of the March 11, 2005 executive board meeting. Charles Pace, Public Library Section Chair, seconded it. Motion carried.

The Electronic minutes of the executive board listserv for March 11-June 9 were passed around. Drayson made motion for approval, seconded by Pace. Motion carried.

Treasurer's Report: Michael Safratowich, Treasurer, presented his report through June 2005. Another report will be made for the second quarter of 2005 after June 30.

Old Business: None

New Business:

NDLA Conference:

Jeanne Narum, President-Elect, reported on plans for the 2005 NDLA Conference. Narum described pre-conference program proposals. The Flickertale Committee had proposed a full or half day program called "Playing with Story" by Margaret Read McDonald.

Discussion followed concerning whether it should be a full or half day. Ann Pederson, Health Science Information Chair, asked who the intended audience was. Anderson asked about cost.

Exhibits will be open Thursday and Friday with set-up on Wednesday evening. Wednesday evening entertainment was discussed. Entertainment will be at the ND Museum of Art featuring a string quartet and wine and hors d'oeuvres. Cathy Langemo, Executive Secretary, reminded Narum that transportation needs to be arranged to and from the museum.

Thursday will open with breakfast at the Ramada Inn. Registration will be at the Holiday Inn. Also breakout sessions and the business meeting will be at the Holiday Inn. Lloyd Omdahl will be the luncheon speaker for Thursday. Friday will have the Flickertale Book Awards luncheon. Robin Silverman will be the keynote speaker.

Narum has met with librarians at Grand Forks Public Library for help. She still needs volunteers to work on the auction.

Discussion followed about program proposals. Mary Hegle Drewes, Academic & Special Libraries Chair, had a proposal for a program by Victor Leiberman on the History of North Dakota Libraries.

Pace stated that the history would be a better program for next year as it is our centennial year. Perhaps the history could be done as a panel discussion. Anderson thought this was a good idea. Pederson brought up the idea of a poster session. Sally Dockter, MPLA Representative, asked why not include an overall history of North Dakota libraries at this year's conference. Pace said let's leave history for next year. Also presenting will be the Rainmaker Group and Mary Bushing on Effective Leadership. Pederson and Narum mentioned they have been exchanging e-mails regarding the upcoming Health Sciences Conference. Liz Mason, Technical Services Chair, also stated that OCLC will provide classes free of charge. Anderson asked if exhibits will be at the Holiday Inn. Narum said meals and two rooms will be at the Ramada. Also the Holiday Inn has no elevator but the Ramada does. Bonnie Krenz, Finance Committee Chair, pointed out a time conflict. She also reminded us that time needs to be allowed for exhibits. Narum asked about presenter's gifts. She had an idea of using watercolor stationery made by Vita Clock. Langemo will check with Vita Clock directly. Anderson asked everyone to bring up any problems they see with scheduling.

NDLA Candidates:

Paulette Nelson, Nominations & Elections Committee Chair, presented the slate of candidates. Anderson asked about no candidate for the secretary for the Government Documents Roundtable. Al Peterson, New Members Roundtable Chair, also stated they had no candidate for secretary of New Members Roundtable. Pace offered to assist in finding a candidate. Pederson asked if all candidates were members. Kathy Thomas, Membership Committee Chair, said she had not checked but believed they are all members. Anderson asked for a motion to approve the slate of candidates. Pace made a motion. Drayson seconded it. Motion carried.

NDLA Logo and Letterhead:

Thomas and Doris Ott, State Librarian, brought examples of choices in stationery color and logos. Anderson said to consider our banner is green with brown letters. Ott reminded us that different colors send different messages. Several people had preferences. Anderson reminded us to consider what type of image we wish to portray. Drayson asked the committee to make two choices and bring it back to the executive board. Narum suggested bringing samples to the conference and allow members to vote on their choice.

Centennial Committee:

Anderson mentioned the centennial quilt article in the June *Good Stuff*. A committee was working on the history of NDLA. Marilyn Johnson and Jerry Kaup are working on inviting former members. Langemo brought up the idea of a centennial logo. Anderson thought it could be done as a class project. Langemo and Anderson will look

into this project and see if it could be designed by a Bismarck State College commercial art program. Langemo discussed previous logo projects done by a class which were very successful. She also asked if we have a theme or an idea at this time for the logo.

Big Project:

The cookbook/history project. Anderson asked for formal approval to proceed with this project earmarking the profits from the sales to go to the Jaugstetter/Rudser fund. Anderson described the cookbook as a perennial bestseller containing nuggets of information about North Dakota libraries. Anderson brought along samples of several cookbooks to examine. Drayson said she would speak to Michael Miller about the project. Along with board approval the project will need some seed money to get it started. Anderson asked if this could come out of *The Good Stuff* publication funds. Money will be made by selling ads. Langemo spoke of a project she had worked on which sold divider page ads for \$500. Krenz recommended board approval for the initial funding. Anderson recommended of a cookbook which is ring bound and lies flat when opened. Beth Postema, Public Relations Chair, asked to consider people with special diets and include a diabetic exchange chart. Safratowich and Krenz had no financial concerns about the project. Drayson made a motion to approve the cookbook/history book project. Debbie Job, School Library and Youth Services Chair, seconded the motion. Motion carried.

Other Centennial Projects:

A project of gathering photos of current libraries in North Dakota to be placed on a web site is planned for the Centennial. Drayson brought up the idea of a group picture of everyone attending the Centennial NDLA meeting. Dockter asked if any attempt was being made to find the oldest living past president.

Legislative Committee:

Has not met but will meet in July.

Awards:

Drayson reminded everyone of NDLA awards, "Librarian of the Year" and Major Benefactor Awards. Nominations are due by August 1, 2005. She has one nomination thus far.

Membership/Marketing Progress Report:

Recommendations:

Cooperating with other groups/Conference Attendance

- 1. Committee recommendation:** Allow members from North Dakota's bordering states/provinces to register for the NDLA conference at the member rate.

Anticipated benefit: Increased networking opportunities with librarians from adjacent states. Attendance increased at the conference.

Financial impact: Minimal

Discussion: Pederson asked about any data on money loss. Thomas said a few from other states do attend. Pederson said no break in rates was given for the upcoming health

conference. Safratowich asked if possibly it could be set up as a reciprocity agreement benefiting all. He also asked if we benefit from this. Dockter had a question about North Dakota nonmembers registering for the conference. Anderson stated it would be necessary to word such an offer correctly to verify membership from other states. Safratowich made a motion to accept point number one to be implemented for of 2006 Centennial year. Pace asked if we really would want to continue without reciprocity. Narum made a friendly amendment for the motion to state to allow member of library associations from states or provinces bordering North Dakota to be able to attend our yearly conference at the member's rate. Job seconded the motion. Motion carried. We will proceed with implementing this for the 2006 year.

- 2. Committee recommendation:** Develop reciprocal agreements with regional library associations which permit the advertising of each association's annual conference in each other's newsletter.

Anticipated benefit: This would advertise the membership rate to those who would receive it. See number 1.

Financial impact: Minimal

The board agreed to move forward with this idea. A consensus was called for. Mason moved to accept point two. Narum seconded it. Motion carried.

Membership

- 3. Committee recommendation:** Institutional member libraries receive a full-page profile with color pictures in an upcoming issue of *The Good Stuff*.

Anticipated benefit: The library receives a benefit for institutional membership-- publicity for their library in *The Good Stuff*.

Financial impact: Minimal

Discussion: Anderson questioned the financial impact of such a move. Would this require adding additional pages to *The Good Stuff*? Also would this be offered yearly. Ott stated that the cost of the institutional membership should cover the extra cost of additional pages. Ott asked if possibly libraries could be profiled on the NDLA web site and not in *The Good Stuff*. Job moved that we profile institutional NDLA members on the web site and not in *The Good Stuff*. Dockter seconded the motion. Motion carried.

- 4. Committee recommendation:** The membership chair can print out a nice membership certificate for Institutional members that they can display on a wall.

Anticipated benefit: The library will receive something more significant than a membership card.

Financial impact: Supply costs.

Pace moved we approve. Drewes seconded it. Motion carried.

- 5. Committee recommendation:** Libraries with institutional memberships currently may send one non-member staff to conference at the membership rate. Change this so that libraries with institutional memberships paying less than \$100/year may send one non-member staff to conference at the membership rate,

and those paying \$100 or more/year may send two non-member staff to conference at the membership rate.

Anticipated benefit: The library receives a benefit for institutional membership.

Financial impact: Minimal

Discussion: Dockter said registration used to be much cheaper than it is now. Ott said the increase was to help those who were on a per diem rate for travel. Ott stated it was a good idea and after attending the conference perhaps they would decide to join. Pederson asked if there would be a need to change our bylaws for this. Also changes will need to be made to the Policy Handbook, and the Membership Policy Handbook. The definition of an institutional membership will need to be changed to add these benefits. Virginia Bjorness, Constitution, Bylaws & Policies Committee Chair, will look into the changes. Anderson will work on new institutional benefits. Pederson made a motion to approve this idea. Peterson seconded it. Krenz had a question if this will be in effect for the 2005 conference. Dockter made a friendly amendment to make this effective immediately. Drewes seconded it. Motion carried.

6. Committee recommendation: Change the NDLA dues structure. See two different models below.

Anticipated benefit: Creates lower dues for paraprofessionals and part-time employees. This we hope will translate to more members.

Financial impact: Moderate—difficult to anticipate.

Model I- Rate Increase

+

\$15/year for those salaried at \$15,000 or less. Add \$1 for each \$1000 above salary of \$15,000. Maximum dues are \$50

\$15 - Library Trustee/ Associate Membership

Model II- No Increase

\$35/year personal membership

\$25/year paraprofessional/part-time staff membership

\$15 - Library Trustee/ Associate Membership

Discussion: Mason stated Model I was a rate increase for members, Model II had no rate increase. Model II is designed to appeal to paraprofessionals. Ott asked about the drop of administrative level memberships. Thomas stated that with Model I the maximum dues would be \$50. Anderson asked to table this for further discussion. Pace asked if there was a way to find out why people do not join NDLA. Pederson asked why administrators do not attend. Ott stated there are so many organizations to belong to. Pace moved that the Marketing Committee develop a survey instrument of library workers to find out the reasons they don't belong to NDLA which will be brought before the board at our next meeting. Job seconded the motion. Other questions to be answered included, how many non-members do we have working in libraries? Also how many library administrators are not members of NDLA? Safratowich made a friendly amendment asking that the survey be distributed 30 days before our next meeting.

- 7. Committee recommendation:** Offer half-price membership for the first year for people joining NDLA for the first time.

Anticipated benefit: More people may be willing to try joining NDLA if it is at a lower price.

Financial impact: Minimal

Discussion: Pace asked if a question on the survey could ask if a half price membership would encourage non-members to join. Anderson stated that this would have to be approved by all NDLA members as it would require a bylaw change.

- 8. Committee recommendation:** Each elected executive board position gives a free membership to someone who has never been a member.

Anticipated benefit: People who've never been members of NDLA will be contacted about NDLA, and receive a free one-year membership. If we get them in the association, maybe we can keep them in the association.

Financial impact: 14 free memberships will be given out for free (approx. \$490, but entirely new memberships).

Discussion: Pace commented that this was only a slight expansion of idea of giving a free membership to new directors. Anderson asked the will of the group? Ott stated there would need to be some stipulations. Safratowich asked if questions about free memberships could be added to the survey. Krenz recommended having a yellow survey for directors and a white survey for other librarians. These would then be sent to the director of the library. Nelson said not all directors know who belongs to NDLA. Safratowich asked about getting names of libraries and librarians. Drayson responded with NCES survey site will list academic librarians. Many public schools have only one librarian. Anderson asked if the group was ready to make a decision on this matter? Safratowich said he felt the intent was good but let's table this for now.

- 9. Committee recommendation:** Create a "Job Page" on the NDLA web site that lists library jobs available in the state.

Anticipated benefit: Makes the NDLA web site a useful site to NDLA members and non-members, and to librarians who may move to the state.

Financial impact: Minimal

Discussion: Theresa Norton, Web Editor was consulted. She felt this wouldn't be a major undertaking to keep up. Postema mentioned several already existing library jobs web pages and their requirements. Norton stated guidelines would need to be established. Mason made a motion to proceed with a motion to create such a web page. Drewes seconded it. Motion carried.

Leadership Institute Designate:

Dockter related that one person had applied for the Ghost Ranch Leadership Institute and had been approved by the NDLA committee. Beth Postema was recommended for the Leadership Institute.

Professional Development Funds:

Narum had a question on the use of Professional Development funds from the Jaugstetter account. Anderson stated she believed it was decided to let the Jaugstetter

funds grow. Safratowich asked if motions could be put in a separate document. Anderson asked if this needed to be dealt with today. This will be dealt with at the Post Conference Board Meeting.

Revisions of Health Science Information Bylaws:

Virginia Bjorness stated she had a message from TyRee Jenks regarding some changes to HSIS bylaws. Several people offered small grammatical and punctuation changes that needed to be done. Bjorness said all the changes were very minor ones. Dockter had a question about their gift policy. Bjorness said this was a change in HSIS policy and will be discussed next. Drayson moved we approve the HSIS bylaws changes. Safratowich seconded it. Pederson asked if HSIS members will be notified of changes before NDLA Conference. Bjorness replied changes will be added to the ballot.

Retirement Gifts from Sections:

Bjorness explained she had received an e-mail from TyRee Jenks, former HSIS Section Chair, requesting a change be made in HSIS policy stating that a card and gift be given to retiring HSIS members paid for from general operating budget. After consulting with the Finance Committee, the recommendation is that this not be approved. Pederson stated that a retirement gift and a card have always been purchased by the HSIS Chair for retiring HSIS members. HSIS members would like this to be paid for from their funds. Krenz stated this could not be approved by Finance Committee. Safratowich said that reimbursements for gifts had been given in the past. Although no law exists about this; it is a part of our tribal history. Ott questioned whether it is done in other sections. Pace asked if this would need to be placed in the policy handbook. Nelson stated this could be a problem for the Public Library Section. Pace asked about different sections giving gifts. Anderson liked the intent of the gift is a good one but it would be difficult to do for everyone in NDLA. Ott stated the gift should come from NDLA rather than the section. Safratowich said it needs to be placed in all the sections manuals that we do not reimburse for gifts. Pace pointed out that we are an aging group, and if this is done in one section it should be done in all sections. Anderson said she agreed with Pace we should not get involved in buying individual gifts. Krenz stated that budgets operating expenses are meant to be used for business purposes. Drayson said it appears that the budget intent is for operating expenses. Anderson asked Bjorness to work on wording of this for Sept. 21 board meeting.

Reports: Summary

President: Anderson had distributed NDLA brochures at the Spring North Dakota State Library Workshop held at BSC computer lab. Another representative had given them out at the Comfort Inn Suites meeting. A new issue of *The Good Stuff* will be available soon.

President-Elect: Nothing further to add.

Past President: Drayson asked everyone to review her revised report.

Treasurer: Safratowich mentioned certificates of deposit will be coming due soon.

Secretary: Nothing further to report.

ALA Councilor: Not present. Nothing to report.

MPLA Representative: Please make nominations for MPLA awards. Watch for information on a bus going to MPLA.

Academic & Special Libraries Section: Nothing further to add.

Government Documents Roundtable: No activity. Anderson mentioned the new Clay Jenkinson book received an award in *Library Journal*.

Health Sciences Information Section: Nothing further.

New Members Roundtable: Nothing to add. Peterson is looking for candidates for the Grassroots Grant.

Public Libraries Section: Pace mentioned the graduation in May of the Emporia Master's Program.

School Libraries & Youth Services Section: Job reported that a new speaker had been added to their conference.

Technical Services Roundtable: Nothing further to report.

Constitution Bylaws, & Policies Committee: Nothing to add.

Finance Committee: Nothing further to add.

Intellectual Freedom Committee: Debbie Slais was not present. Anderson mentioned that three books had been challenged in North Dakota this past year. *Nick Harte was Here* and *A Time to Kill* in Fargo and *Insomnia* by Stephen King in Hatton

Legislative Committee: Lillian Crook was not present. Ott spoke of past legislative session as very successful for North Dakota libraries. She highly recommended NDLA continue with a lobbyist. \$155,000 was granted to the State Library for aid to public libraries and \$200,000 for new online resources for the state.

Nominations & Elections Committee: Nelson reported that election ballots would be sent out by August 5, 2005.

Membership Committee: Nothing further to add.

Professional Development Committee: No grant applications had been received.

Public Relations Committee: Information on the upcoming NDLA conference would be released to Grand Forks media.

Archivist/Historian: Not present. Nothing to report.

State Librarian: The State Library hopes to have the new online resources up and running by July 1. A new public Service Announcement is being shown throughout the state. It is also available on the State Library web page.

Executive Secretary: Nothing further to report. She will be available at the conference to provide assistance.

Web Editor: Nothing further to add.

Next Meeting: September 21 at the Grand Forks Holiday Inn from 9:00-12:00pm.

Job made a motion to adjourn. It was seconded by Dockter.

Respectfully submitted,

Celeste Ertelt