

**NORTH DAKOTA LIBRARY ASSOCIATION
EXECUTIVE BOARD
ELECTRONIC MINUTES FROM THE LIST SERV
September 27, 2003 to March 24, 2004**

WINTER 2004 NDLA EXECUTIVE BOARD MEETING: Originally the winter meeting was scheduled for Thursday, December 4, 2003, in Carrington, at the Chieftain Motel. Due to poor weather conditions, Pamela Drayson, President, called off the meeting early in the morning on the 4th. The Executive Board then conducted the following business electronically over the ensuing months.

California Libraries and Fires: Kaaren Pupino, Past President, suggested NDLA send money to either the libraries or for those who have lost everything in the California fires. She stated how much outside help lifted our spirits in 1997 and here is a chance to pass on the same support of our colleagues in California. Kaaren Pupino, Past President, then made a motion that, "the NDLA send the sum of \$500 to the disaster relief fund listed on the ALA web site for either libraries or library staff, whichever the board chooses." The motion was seconded by Deb Igoe, Secretary.

Pamela Drayson, President, called for discussion. Mike Safratowich, Treasurer, stated, "Although this initiative is well intentioned, I find it troubling for several reasons. Because \$500 is a significant amount of money donating it should be reviewed by the Finance Committee. Otherwise, it would be less clear whether this is the best way to proceed and the action could lack accountability if challenged by the membership." Several other members voiced support or lack of support for the motion.

Kaaren Pupino, Past President, agreed to postpone the motion until the December meeting. She suggested that in the meantime, the Finance Committee could add this to their agenda for their next meeting, at which they could discuss creating guidelines for handling requests/proposals like these. Pamela Drayson, President, accepted Kaaren Pupino's, Past President, withdrawal of the motion and stated she would forward Kaaren's request to the Finance Committee requesting guidelines be drafted and brought to the Executive Board at a future date.

Spring Executive Board Meeting Date Set: On January 30, Pamela Drayson, President, notified Executive Board members the next meeting was scheduled for Monday, March 29, from 9:30 to 3:30, at the Gladstone Inn, Jamestown, ND. Coffee, rolls, and a buffet lunch will be provided. The meeting was located here as the Gladstone Inn is a potential location for the 2007 Conference. Pamela Drayson, President, asked Executive Board members to send her agenda items to her by March 24 so the agenda can be posted by March 25.

FOURTH QUARTER 2003 REPORTS:

President: Pamela Drayson, President, reported she and Kathy Thomas and Clarice Hackman visited the Radisson, Holiday Inn, and Doublewood hotels, in Fargo, in November, to evaluate them as a potential site for the 2006 conference. The following are the positives and negatives for each location.

Holiday Inn:

- Good location across from Mall, lovely decor, great meals but expensive.
- Free airport shuttle service.
- Expensive (both in the price per room per night and how many rooms we'd have to fill to get a "free" room.
- Also they already had half the ballroom committed for one day we needed it.

Radisson:

- Wonderful downtown location convenient to Fargo Theatre, Plains Art Museum and Fargo Public Library.
- Nice decor and wonderful suite for conference business.
- Free airport shuttle service.

- Very willing to work with us by closing the lounge to bar business and turning it over to us for conference uses.
- However, we'd need space in the adjoining Civic Center for some meetings and meals. The conference planner at the Radisson tried to arrange that for us, but the manager at the Civic was unwilling to commit the needed space now in case he needs it for a larger convention.

Doublewood (Best Western):

- Good location 1/2 mile from Mall.
- Adequate space for exhibits, meals, and session.
- Decent decor, food is ok.
- Free airport shuttle service;
- Best room rates and will need to fill less rooms to get a free one.
- NDLA has met there several times before and always been treated very well.

Ramada:

- Poor food.
- Their organization skills have not improved since MPLA.
- Expensive rooms.
- Good location across from the Mall.
- Free airport shuttle service.

As much as we hoped to be able to have the conference downtown, it is our recommendation that the Doublewood be the NDLA conference hotel for Fargo 2006.

President Pamela Drayson called for discussion. Generally the discussion focused on the need for good internet connectivity at whichever location is chosen. President Drayson stated that free high-speed internet was available at all four properties. She also said that the high-speed internet is free of charge for our sessions and the exhibit spaces at the Doublewood. There is also a separate office room with fax and computer available, and an office-suite for NDLA conference headquarters. The infrastructure is T1 and they can accommodate at least 20 vendors simultaneously in the big room selected for exhibits. No motion was made or vote take on this subject.

President-Elect: Marlene Anderson, President-Elect, provided the following report via the electronic list serv.

Planning for the 2004 NDLA Conference, September 22-24, at the International Inn in Minot is underway.

President Pamela Drayson and I discussed theme ideas and I told Pamela that I loved the theme for the 2003 Conference, "Successful Libraries: Successful Communities." We decided to continue building upon that theme by focusing on how librarians can market and advocate for their libraries with local citizens, groups, and officials; build and sustain grassroots support; and influence legislative issues at the local, state, and national levels. Pamela came up with a great catchphrase for the conference theme: "Making a Case for Libraries." I will encourage Sections and Roundtables to tie their programming to the overall theme of the conference.

Marilyn Holbach will serve as Local Arrangements Chair.

An estimated conference budget, based on final figures from the 2001 and 2003 conferences, has been prepared. In an effort to be conservative, I projected 110 registrants for the full conference, although I am confident that attendance will exceed that number.

The 2004 conference budget is provided in **Attachment A**.

Marlene Anderson, President-Elect, made a motion to accept "Making a Case for Libraries" as the theme for the 2004 NDLA Conference; and also stated she further moves to accept the proposed conference budget as presented and Paulette Nelson, Public Library Chair seconded the motion. President Pamela Drayson accepted the motion and asked for discussion.

The discussion which followed encouraged the Registration Committee to consider the use of two registration forms. A short one for those who are signing up for the entire conference and a longer form in which members could choose which meals that they wanted to attend. It appeared this was the general consensus of the group. Pamela Drayson, President, will pass this suggestion on to the Registration Committee.

Bonnie Krenz, Finance Committee Chair, asked who covers room and board for the Executive Secretary? She felt it should be also covered in the convention budget. Kaaren Pupino, Past President, thought it was covered in the contract with the Executive Secretary, if not it should be. Pamela Drayson, President, stated she felt it should be covered by the organization. The reason it was not included in last year's budget for the 2003 conference was because the conference was in Bismarck where the Executive Secretary resides.

After discussion ceased, the vote was called for and the motion carried.

Past President: Kaaren Pupino, Past President, posted the following report on the electronic list serv.

Attended the board meeting after the conference.

Attended the finance committee meeting on Thursday, November 20th. The meeting was a conference call and I joined finance chair Bonnie Krenz and Treasurer Mike Safratowich at the Harley French Library conference room. See finance committee minutes.

Returned the NDLA banner to Rainbow Graphics to have them add the words: "Established 1906." Will deliver that to Executive Secretary Cathy Langemo to keep for NDLA.

Contacted Cathy Langemo about setting up a time, perhaps during National Library Week for NDLA members to hold the information booth in the Great Hall at the Capitol Building. This was done for the first time in February 2003 and was deemed a success. Some board members expressed the need to have this every year and not just during legislative years to help educate more people about NDLA and the importance of libraries in North Dakota.

I am still working on getting a contract signed for the 2005 conference in Grand Forks.

Treasurer: On October 27, 2003, Mike Safratowich, Treasurer, posted the following report via the electronic list serv, for the third quarter, as of September 30, 2003.

Mike Safratowich, moved to accept the report and Karen Pupino seconded the motion. All votes were in favor of the motion and the motion carried. President Drayson noted the third quarter Treasurer's report was approved.

On Monday, December 15, 2003, Mike Safratowich, Treasurer, also made the following two motions relating to end-of-year transactions:

Motion 1:

I move that the budget for 2004 proposed by NDLA's Finance Committee (**Attachment B**) be approved.

If approved, this motion would allow NDLA to open a checking account for the HSIS section prior to December 31, 2003. This account is needed to support planning for the 2005 MCMLA Conference which the NDLA Board has agreed to support. The bank is running a promotion for small business accounts. If the account is established prior to December 31st, initial checks and a three ringed binder is provided at no charge (an \$80 value).

Motion 2:

Per Finance Committee recommendation, I move that Auction funds previously set aside for the ND Statistical Abstract in the amount of \$1,753.04 be transferred into the Mike Jaugstetter Leadership Grant Fund.

If in the future there is a need to help finance the Statistical Abstract Project the Board can reconsider the request.

Kaaren Pupino, Past President, seconded both motions.

During the discussion phase Bonnie Krenz, Finance Committee Chair, stated, "The only other point that needs mentioning under the budget is that the executive secretary's expenses have been included in the executive board line instead of a line item of her own."

Motion carried.

On January 20, 2004, Mike Safratowich, Treasurer posted the Treasurer's Report for the end of the fourth quarter, as of December 31, 2003. Mike moved to accept the report and Marlene Anderson, President-Elect, seconded the motion. President Pamela Drayson accepted the motion and called for discussion. There was no discussion. The vote was called for and all votes were in favor of the motion. The motion passed to accept the fourth quarter Treasurer's report as presented. The report is found in **Attachment C**.

ALA Councilor: Phyllis Braaten, ALA Councilor, posted the following report on the electronic list serv.

I was very happy to go back to Philadelphia for the Midwinter meeting in January. The weather there was much worse than the weather at home, and I enjoyed being able to tell people so!

The ALA Allied Professional Association

The bylaws and financial plan of the ALA/APA were approved. Two standing committees were established: one to govern certification programs beyond the Masters level and one to promote better salaries and pay equity for librarians. The purpose of the ALA/APA is to promote the interests of librarians, rather than libraries, and legal advice convinced most of the councilors that under the existing tax laws, this could only be accomplished through a separate organization.

Task Force on Rural School, Tribal and Public Libraries

The Task Force on Rural School, Tribal and Public Libraries was established on June 19, 2002, in Atlanta, GA, at the behest of Suzanne Reymer, Montana Chapter Councilor, and with the support of the NDLA Board. The charge read:

"That the American Library Association forms a task force with the charge of identifying and studying the issues and challenges confronting rural school, tribal and public libraries, and making recommendations on possible solutions."

A meeting of the task force was held on Saturday, Jan. 25, 2003, during Midwinter and was attended by members and other interested parties. Neither Suzanne nor I are official members of the task force, but I have been designated a resource person for the school group subcommittee. I stressed to the members that while many of our problems are the same, we are faced with the additional burden of an enormous distance between towns and libraries, which is not true of smaller states with larger populations. Each member of the task force took responsibility for gathering information on a particular type of library – school, tribal, public. The chair of the task force will have an interim report ready for the annual meeting in Toronto in June.

ALA Elections

Below is a website listing the people running for ALA President, Treasurer, and Council.

http://www.ala.org/execoff/candidates/2003_Candidates.html

I was able to hear both Carol Brey and Herman Totten speak at Midwinter, and feel that either would do a good job as president. The third candidate, Robert Newlin, joined the ticket by petition at the end of the conference and I was not able to hear his views.

All of the candidates for treasurer have had a great deal of experience in handling the books of businesses and non-profits, and all of them would do a competent job.

The Councilors-at-Large candidates vary a great deal in their experiences and interests; look at their qualifications and interests and see how they match your expectations of the association.

The PATRIOT Act

Many councilors wanted to pass a resolution calling for the repeal of this law in its entirety. The Committee on Legislation opposed this idea because, realistically, it will not be repealed and because some of the sections deal with compensation for the firefighters and monies for the survivors of people killed in the September 11 attacks. The COL felt that it is more productive to work against the provisions that limit constitutional freedoms in general and library privacy in particular.

I have asked for a list of the SPECIFIC sections of the law which we wish to have eliminated and a list of other organizations which are opposed to these sections so we may join others in a true grass-roots movement to stop the erosion of our rights. Also, the sunset clause in the bill is under attack. Whenever possible, it is important to stress to our federal legislators that these provisions which limit privacy MUST be allowed to sunset.

The FBI had agents at the ALA meetings, even at those which were technically closed.

PATRIOT Act II

There were rumors on the Council floor that a "PATRIOT ACT II" was in development. This report may give an early indication of what the new act will be like:

<<http://www.publicintegrity.org/dtaweb/report.asp?ReportID=502&L1=10&L2=10&L3=0&L4=0&L5=0>>

UCITA

The American Bar Association did not endorse UCITA at their meeting, which followed ours, and the consensus is that the bill will not pass any more state legislatures as a result. However, some in ALA fear that the legislation is not yet dead and that there will be one last great push to get it through in at least ten more states. We have all been asked to keep any eye open for any preliminary organizational efforts and to report them to ALA.

CIPA

The CIPA lawsuit will be argued before the Supreme Court on March 5 and the decision should come later in the spring. Information is posted on the ALA website (www.ala.org)

The Florida State Library

The Council passed a resolution in support of the Florida State Library, which is threatened with closure in the budget of Gov. Jeb Bush. A discussion followed of procedures for similar resolutions should other state libraries be similarly threatened before the annual meeting in June.

Iraq and Palestinian Libraries

A lengthy discussion took place concerning whether or not to pass a resolution condemning a war with Iraq and urging the President to search for peaceful solutions to the crisis. The resolution ultimately was defeated, not because many of the councilors felt that a war is either good or necessary, but because they felt that ALA does not need to have a foreign policy. There is an enormous difference of opinion on what constitutes a "library issue". On the other hand, in the face of strong protests from many Jewish library organizations, Council refused to rescind the resolution passed in Atlanta condemning the destruction of Palestinian libraries. Replies to the

protests have noted that the resolution does not mention Israel at all, and that it is the policy of ALA to condemn the destruction of libraries wherever this occurs.

Virtual Committee Members

Due to declining budgets to send people to face-to-face meetings, Council accepted the protocols for the participation of virtual committee members in the work of the association.

PSAs

ALA has created four free PSAs which can be downloaded and added to library websites. They are located at

<https://cs.ala.org/@yourlibrary/videopsa.cfm>

Request:

The State Chapters have been asked either to endorse the PATRIOT Act resolution passed by ALA or to pass one which expresses the sentiments of the chapter.

Mountain Plains Library Association: Jeanne Narum, MPLA Representative, filed the following report on the electronic list serv.

MPLA met in conference at Lake Tahoe on November 5-8, 2003. Attached sheets give explanations of numbers of participants, etc. Programs were one and a half hours long with hour intervals for exhibitor availability. There were four tracks for specialized programming. This format allowed for an adequate program session with half hour for questions and answers. I attended a Leadership Skill program presented by Mary Bushing which demonstrated team building exercises. I have already implemented these in my workplace. I was fortunate to hear the president of REFORMA speak on future library challenges in America and possible solutions. He gave everyone in the audience an opportunity for participation. Other programs I listened to were web page development sessions that focused on surveys of web pages and how to make your web page ADA compatible. Many URL's were listed to help with development.

This past year I have been on the Continuing Education Committee for MPLA. My term expires in 2004. There has been expanded marketing for pre-conference grants, use of web seminar software through Brigham Young University Library, and defining the Continuing Education LRP in simpler terms. Our next scheduled meeting is set for January when we will be implementing new software and a new virtual web page on MPLA's website to announce continuing education opportunities in the MPLA states.

The three NLDA members who received free MPLA memberships for the coming year should be notified by Joe Edelen, Secretary about their memberships. They are Toni Vonasek, Angie Schneider, and Pat Riddle.

State Library: Doris Ott, State Librarian, provided the following report to the electronic list serv.

Biennial Report: Completed and is being distributed to public libraries, academic libraries, North Dakota Library Coordinating Council, and the Executive Board of NDLA.

Booths: This fall NDSL sponsored informational booths on State Library services, statewide library catalog, and the online library resources at the North Dakota Library Association, North Dakota Education Association Instructional Conference, North Dakota School Board Association Conference, and the Parish Nurse Health Fair in Wilton.

Center for the Book: The North Dakota Center for the Book is active once again. The Center for the Book Board, which consists of eleven members, had a long-range planning session. Promoting North Dakota authors will be the mission of the group.

Disability Services: NDSL migrated to new READS software. Four volunteers are quality checking the talking books produced at the State Library. Twelve of our titles have been added to the national database since July 1, 2003.

Grants: The North Dakota State Library and the North Dakota Coordinating Council have awarded grants totaling \$74,734 to fourteen libraries in North Dakota. The funding comes from Library Vision 2010 (LV 2010) and Library Services and Technology Act (LSTA) sources. Projects include video conferencing for the Hazen Public Library; a mobile computer lab for the Minot Public Library; and technology equipment grants for the Beulah, Dunseith, Hettinger, Killdeer, Larimore, Leeds, Milner, and Walhalla school libraries and the Casselton, Bowman, Divide County, and Wishek public libraries.

Professional scholarship grant money was designated for librarians who are pursuing their Masters of Library Science degree and will work for a minimum of two years in a North Dakota library.

Federal LSTA money was designated to cover the cost of public library filtering for two years.

Legislature: Now is the time to plan legislative action and to offer training sessions that feature the Online Library Resources, to all North Dakota citizens. NDSL is planning to once again request state funding for the Resources.

ODIN Migration: All ODIN libraries in the state will be migrating to new software the summer of 2004. The catalog records of some libraries have been transferred to a test server.

Pavilion of States: The State Library, in partnership with the North Dakota Lewis & Clark Foundation, again sponsored a booth at the Pavilion of States event that is part of the National Book Festival in Washington, D.C.

Thousands of book lovers of all ages converged at the nation's Capitol October 4, 2003, for the National Book Festival. The festival is an annual opportunity for book lovers everywhere to celebrate reading. First Lady Laura Bush again hosted this year's festival, sponsored by the Library of Congress.

In order for states to promote their libraries, authors, and literary heritage, the festival hosted a Pavilion of States event. North Dakota State Library Representative Dave Anderson, and David Borlaug, President of the North Dakota Lewis & Clark Foundation represented North Dakota at this year's Pavilion of States event. North Dakota promoted Lewis & Clark at this event, and featured the book *Sheheke*, written by North Dakota author Tracy Potter. Bookmarks featuring a listing of Lewis & Clark books for children were handed out at the display.

Anderson and Borlaug also let visitors know that North Dakota would be unveiling its statue of Sakakawea in the National Statuary Hall on October 16.

The 2003 festival attracted a crowd of more than 75,000, and featured more than 80 award-winning, nationally known authors, illustrators, poets, and storytellers including: Julie Andrews, James Patterson, R.L. Stine, Stan and Jan Berenstain, Nelson DeMille, Pat Conroy, and Catherine Coulter.

Public Awareness: Met with the Governor's Chief of Staff and the Director of Economic Development & Finance to brainstorm methods to create a better link between librarians and economic developers within communities. A beginning step will be to use the Economic Development Lists to promote use of the Online Library Resources. NDLA's assistance is needed in developing this project.

NDSL continues to work with libraries to promote their services. A monthly media tip sheet is being prepared. A media-training day is being planned at which time we will invite local media personnel in to learn how to use the online resources and statewide catalog in their day-to-day duties.

Public Library Manual: Work has begun on constructing a new public library manual. Public librarians will be able to access and/or print the manual from the NDSL website.

Spring Workshops: Spring Workshops are scheduled for March 4 and 5 in Bismarck and in Fargo on March 8 and 9. Pat Wagner, with Pattern Research in Denver, will present an in-depth workshop on Writing a Strategic Plan. This presentation is intended for trustees as well as librarians.

Other workshops will include: Filtering in North Dakota Libraries, ODIN Software Migration, Gale Group Resources, ProQuest, Electric Library, Career Development Resources, NetLibrary, and Document Delivery (Interlibrary Loan) Services Manual.

Statewide Cataloging: This department has cataloged over 300,000 titles since it was created in 1997.

Summer Reading Program Manuals: Mailed out Summer Reading Program manuals to public libraries.

Training: NDSL staff is conducting Online Library Resources training sessions for the general public in various parts of the state and for state employees. LaND (Library Access North Dakota) training sessions at Casselton Public Library and West Fargo Public Library, and a LaND training session for staff at Munich Public School were conducted in October.

NDSL DATA for October, 2003

INFORMATION SERVICES

Number of interlibrary loan requests processed: 3,790

Number of reference questions answered: 311

Number of telephone calls: 989

Number of items mailed: 3,632

Number of items checked out: 4,266

Number of walk-in patrons: 822

Number of E-books used: 43

Number of electronic newspaper articles used: 193

Number of electronic magazine articles used: 1,788

TECHNICAL SERVICES

Number of items cataloged for NDSL general collection: 273

Number of items cataloged for state document collection: 33

Number of electronic state documents added to collection: 179

Number of items cataloged for state agencies: 96

Number of items cataloged for statewide library catalog: 2,623

Number of items distributed through State Document Depository Program: 337

Number of items added to Library of Congress authority list: 0

DISABILITY SERVICES

Number of items checked out: 5,773

Number of active patrons: 2,063

Number of telephone calls: 667

Number of volunteer hours: 469.25

Good Stuff: Marlene Anderson, Good Stuff Editor, provided the following report to the electronic list serv.

- Karen Anderson, Jeanne Narum, and Joan Erickson have generously agreed to continue to serve on the editorial committee
- Solicited bids for printing The Good Stuff and recommended to the Finance Committee that we continue doing business with Richtman's Printing
- Prepared 2004 budget request for The Good Stuff
- Prepared post-conference (December) issue of The Good Stuff, which was sent to the printers on December 1

Executive Secretary: Cathy Langemo, Executive Secretary, posted the following report to the electronic list serv.

My activities since the September 2003 Executive Board meetings include the following:

October 2003:

- Checked mail box 2 times.
- Had film developed and organized photos from conference.
- Provided photos to Marlene Anderson for use in Good Stuff.
- Provided information on Conference awards for Good Stuff.
- Prepared and submitted vendor and personal reimbursement forms to treasurer.
- Send stationery to Pam Drayson.

November 2003:

- Checked mail box 1 time.

December 2003:

- Checked mail box 1 time.
- Per request from Kaaren Pupino, I contacted Facilities Management at State Capitol re: date in April 2004 for exhibit.
- Prepared executive secretary report and printed copies for December Executive Board meeting.
- Printed copies of other Board member reports for December Board meeting.
- Prepare for December Board meeting, including making new place cards.
- Returned call to Dick O'Lennitsch, book author, re: distribution of his book."

Cathy Langemo, Executive Secretary, provide the Executive Board with her new mailing address and phone numbers after March 22, 2004.

Cathy Langemo
205 East Arbor Avenue, #108-G
Bismarck, ND 58504-5717
Phone: 701-223-7972
Cell Phone: 701-471-2973
Email: cathyl@bis.midco.net

Academic and Special Library Section: Darryl Podoll, Section Chair, posted the following report to the electronic list serv.

The deadline for finding officers for the Academic & Special Libraries Section was extended to March 24. Our search continued and we will be able to announce the names of the candidates at the Executive Board meeting. It appears to me that the members who are active in NDLA have already served in several capacities while the more inactive members are reluctant to serve as officers. At the Executive Board meeting it was announced that we now have a candidate to run for Chair-Elect of the A&SLS. Celeste Ertelt, Library Director at Lake Region State College's Paul Hoghaug Library. Previously, Kathy Thomas, Government Documents Librarian at NDSU had agreed to run for Secretary of this Section.

Government Documents Round Table: Robert Jacobson, GODORT Chair, posted the following report to the electronic list serv.

Things have been typically quiet for GODORT.

Notable Documents have been submitted to ALA.

The GODORT 2003 Annual Meeting proposed a sticker 'NDLA Notable Documents Award Winner' to be placed on the front covers of those items prior to sale. No serious activity on this yet.

Health Science Information Section: Mary Marklund, HSIS Chair, posted the following report to the electronic list serv.

We had a good meeting in Bismarck. Our major topic was the upcoming Midwest Chapter/MLA meeting in Fargo.

Eileen Chamberlain is chair of the Nominating Committee. She will be calling a committee meeting in the near future.

The Midwest Chapter/MLA Conference Coordinating Committee met on Nov. 25th. We discussed our timetable of planning events. We will be meeting again on Feb. 4, 2004 to discuss program ideas, publicity and tentative budget issues. We will be meeting electronically to discuss our logo.

The budget request was submitted to the Finance Committee. Extra money was requested as seed money for the Midwest Chapter conference planning.

The HSIS section received \$54 from the sale of ALA items at the NDLA Conference in Bismarck.

We are planning for a spring meeting in April. Topics, date and location are yet to be determined.

New Members Roundtable: Laurie McHenry, NMRT Chair, posted the following report to the electronic list serv.

Attended the board meeting following the conference. Met with Kristen Borysewicz, past chair, to receive the roundtable files; currently reviewing the files. Also received training on maintaining the listserv and discussed issues from the annual business meeting. Submitted the NMRT proposed budget for review.

Public Library Section: Paulette Nelson, Public Library Section Chair, posted the following report to the electronic list serv.

Agnes Jensen reported to me that the State Library would be working on the Public Library Standards Manual. She was on a committee with a few other individuals to work on updating the standards.

I also worked on getting programming ideas to Marlene for the September 2004 conference in Minot. I will be continuing to work on this in the coming months.?

School Library and Youth Services Section: Kirsten Baesler, Section Chair, posted the following report to the electronic list serv.

SLAYS business discussion continues via the School Library list serve and the ND State Library list serve and has included many important topics since our September meeting.

The Flicker Tale Book Award Contest is in full swing and Paul Jordre from Perma Bound has distributed all of the books and stickers ordered by ND libraries. Librarians are busy reading and circulating this year's books. This year's nominations in the Picture Book (Preschool-Grade 3) category are: *SOUPERCHICKEN* by Mary Jane and Herm Auch ; *THE NAME JAR* by Yangsook Choi; *BEDHEAD* by Margie Palatini; *STAND TALL, MOLLY LOU MELON* by Patty Lovell; and *EPOSSUMONDAS* by Coleen Salley. Nominations in the Juvenile Book (Grade 3-Junior High) category are: *THE YEAR OF MISS AGNES* by Kirkpatrick Hill; *DEAR MRS. RYAN*, *YOU'RE RUINING MY LIFE* by Jennifer B. Jones; *SILENT TO THE BONE* by E. L. Konigsburg; *SURVIVING THE APPLEWHITES* by Stephanie Tolan; and *ISLAND BOOK ONE: SHIPWRECK* by Gordon Korman. There has been discussion about splitting the categories into 3 groups to better target our intermediate and junior high readers.

NDEA/LMA members voted to join with NDLA/SLAYS to pursue the possibility of bringing Bob Berkowitz back to ND this winter for a follow-up workshop on the Big 6 problem solving process. Interest was expressed in having him stay longer to offer the introductory workshop again for those that were not able to attend the first one in May. Konnie Wightman and the Bismarck Public School's library media specialists will pursue this further.

At the NDEA/LMA business meeting in October, discussion took place about coordinating annual meetings of the NDLA/SLAYS and the NDEA/Library Media Association section. Everyone agreed it was a good idea and want to work toward this happening in the near future. Members of NDEA/LMA said they are eager to attend, but would be much more likely to if the NDLA/SLAYS meetings were at a time when they didn't have to take time away from their school(s).

List serve discussion and face-to-face meetings have occurred with state officials and universities since September, regarding the possibility of providing graduate credit classes that offer high levels of information literacy teaching and information technology skills to teachers in ND at a reasonable cost. Eventually it is hoped that a teacher would be able to earn a master's degree in library science with an emphasis in school libraries. We will continue to work on this matter.

Technical Services Roundtable: No report.

Constitution, Bylaws, and Policies Committee: Liz Mason, Committee Chair, provided the following report to the electronic list serv.

At the NDLA Conference in September, the New Members Roundtable and the Health Science Information Section both ratified their bylaws changes. The texts of these bylaws have been forwarded to the webmaster, Theresa Norton, to be placed on the NDLA webpage.

Finance Committee: Bonnie Krenz, Committee Chair, provided the following report to the electronic list serv.

Handed out the Budget Request form to all Executive Board Members at the September meeting.

Compiled a budget for review by the Finance Committee.

Finance Committee meet November 20, 2003 by conference call. Those members on the conference call were Michael S, Kaaren P., Marlene Anderson, Pam Drayson, Kathy Thomas and Bonnie Krenz.

The committee discussed the budget proposal

The following line items were added.

- Donation \$500.00
- Under New Members Roundtable Grass Roots Grant \$200.00
- Under Health Science Information Section MCMLA Conference \$500.00. This line is for one year only.

The following line items were not funded or removed this year:

- External Audit will be funded when the need arises.
- Mileage for Legislative travel will be funded in Legislative years.
- Academic & Special Libraries Section submitted form requesting no funds for this year.
- Technical Services Roundtable submitted form requesting no funds for this year.
- The executive secretary expenses will be included in the executive board's line. The cost of her room and meals at convention should be included in the convention budget.

Professional development suggested budgeting \$1600.00 for the Jaugstetter Leadership Grant since that amount will cover the cost of Ghost Ranch. The finance committee raised the amount to \$2000.00 since this Grant could be used for more than just Ghost Ranch.

The proposed budget is attached.

The Finance Committee would like to propose that there be a line item added to the budget for donations. Those donations can be given to a need or entity sanctioned by our parent organization, the ALA. The request would come before the executive board for approval with the amount not exceeding the amount designated in the budget.

The Finance Committee would like to propose that the 2004 auction money be used to fund professional development. Since we are never sure in a given year how much money will come from the auction, the committee members adopted a general statement about where the funding would go rather than determining set amounts to go to specific grants. At the board meeting following convention the board will direct the treasurer as to the amounts to deposit in each professional development fund. The committee would like this procedure followed in the future.

A. At the December Board Meeting determine the area where the auction money will be used and at the final board meeting following convention when the amount is known determine how the proceeds will be divided up if there is more than one fund involved.

Mike reported that there was \$2308.04 of auction money that had not been designated from past years. Of this amount \$555 was put towards Ghost Ranch expenses and \$1753.04 was to be used for the Statistical Abstract. The Statistical Abstract project was funded however the money has been returned to NDLA. The Finance Committee would like to recommend that the \$1753.04 be transferred to the Mike Jaugstetter Leadership Grant Fund along with the \$1783.75 from the 2003 auction to jump start this newly created fund. If in the future there is a need to help finance the Statistical Abstract Project the Board can reconsider the request.

Intellectual Freedom Committee. No report.

Nominations and Elections Committee: No report.

Membership Committee: Kathy Thomas, Committee Chair, submitted the following report via the electronic list serv.

Total Members - 362
2004 Dues Paid - 37
Academic & Special Libraries Section - 92
Health Sciences Information Section - 31
Public Library Section - 125
School Library & Youth Services Section - 94
Government Documents Roundtable - 31
New Members Roundtable - 52
Technical Services Roundtable - 42
Associate Members - 18
Institutional Members - 18
Trustees - 74
New Members 2003 - 41
New Members 2004 - 4
Returning Members with Membership Gap 2003 – 18

Professional Development Committee: Jeanne Narum provided the following report via the electronic list serv.

Winners of grants for 2003 include Sheri Sandwick, Professional Development Grant, Marvia Boettcher, Ron Rudser Memorial Grant, and Griggs County Library System, Vivian Hubbard Bookmobile Grant. Griggs County has turned in their report and an itemization of books that were purchased. They will receive their monetary award this month.

The Mike Jaugstetter Grant Information will be posted on the web.

Point of Clarification - - In the years I have been chair we have had only two candidates to fill the two grants – Professional and Ron Rudser. If there were to be multiple candidates for the grants, the committee would have to consider multiple awards. The Ron Rudser uses the term “librarian” to indicate one winner.

Archivist/Historian: No report.