

Written Report Summaries
March 22, 2002 Executive Board Meeting
Summarized by Marlene Anderson, Secretary

President – La Dean Moen

Attended MPLA/AZ Conference in Phoenix. Attended MPLA Board meeting. Attended tri-conference planning session in Fargo in January. Attended North Dakota Library Coordinating Council meeting in January. Grants were awarded and plans for ND Think Tank sessions were made. Rewriting of LV2004 is underway and will include input from Think Tank sessions. Worked with Cathy Langemo on updating Executive Secretary job description, contract, and evaluation document. Submitted articles to *The Good Stuff*. Sent a floral arrangement from NDLA to new State Librarian Doris Ott. Participated in NDLA business conference calls. Corresponded with professional development grant recipients. Conducted NDLA business via e-mail.

President-Elect – Kaaren Pupino

Attended tri-conference planning session in Fargo in January. Non-member registration will be \$185, although attendees from Minnesota, Manitoba, and Iowa will be able to attend at member rates. Member rate for the full conference is \$140. Projected conference income is \$85,700 with estimated expenses of \$69,275. Each association (NDLA, SDLA, MPLA) is providing \$1000 in seed money. Pat Wagner will present a pre-conference, “Learning the Organizational Map, or Think Like a Manager.” Conference dates are October 2-5 and the theme is “Exploring New Pathways to Information.” The logo will be a map of the Lewis and Clark trail with conference materials in shades of green. Keynote speakers tentatively include: Pat Wagner; Mitch Freedman, ALA President; Louis Sachar, children’s author; and Patrick Jones, YA specialist. Poster sessions and possible presentations by Lewis and Clark or Sacagawea are also in the plans. Two no-conflict times will be scheduled for exhibits. We hope to attract 50 exhibitors. NMRT will host the opening reception. We are working with EBSCO on co-sponsoring the reception. Fees for exhibit spaces range from \$150 to \$500. Exhibitors have an opportunity to sponsor events or donate additional money to help defray costs. Two breaks will be held in the exhibits area to increase foot traffic. Jeanne Stoltenburg of the Grand Forks Air Force Base Library will coordinate the Ron Rudser auction. Deadline for early bird registration is September 6.

Past President – Sally Dockter

Exhibitor information was mailed to the exhibitor lists for the three organizations (NDLA, SDLA, MPLA) by February 15. Executive Secretary Cathy Langemo created databases for exhibitors and did the mailing. Two checks for booths were received as of March 4. Fees are \$450/booth; \$500/booth by the door; and \$150/tabletop in hallway with no electricity, no Internet, minimal security, and no meals. NDLA, SDLA, and MPLA will each have a free tabletop in the hallway. Dennis Page, Barb Knight, and

Delores Vyzralek will serve on the Librarian of the Year and Major Benefactor Award Committees. Information about the awards will appear in The Good Stuff.

ALA Councilor – Phyllis Bratton

Thanks to NDLA for making it possible for me to spend a week in January in New Orleans at the ALA Midwinter meeting. As a first-time chapter councilor, I attended several orientation meetings. I also attended presentations by each presidential candidate. My opinion is that Carla Hayden is the best candidate for the ALA presidency. Each chapter council was given a copy of Alice Sturgis' *The Standard Code of Parliamentary Procedure* (4th ed.).

ALA has set \$2000/chapter as the appropriate donation for the CIPA lawsuit. The court date for the case is March 25. One worry is that the issue will continue to come back, i.e., a few details will be changed and a virtually identical law passed again. ALA will then be back at the beginning of the process.

Pay equity is the main focus of Mitch Freedman, ALA President-Elect. A task force is developing an advocacy toolkit and training module. Two representatives from each state will be trained to be presenters on this issue. Training will take place at the ALA Conference in Atlanta on June 14. Libraries are also asked to participate in Equal Pay Day on April 16, 2002.

ALA has set up an Allied Professional Association as a 501(c)(6) organization in order to certify training programs beyond the MLS to working professionals. This allows for fundraising and grant writing/giving that cannot be done through ALA because of its 501(c)(3) status. The original scope of the mandate was expanded at the midwinter meeting and generated a great deal of controversy.

The Office of Intellectual Freedom has issued a draft statement on privacy. All chapters were asked to comment by April 15. ALA is looking at the legality of conducting virtual meetings and guidelines for conducting business in this way.

The Library of Congress received no mail from mid-September through mid-February due to the September 11 attacks and threats of bioterrorism. This is an enormous burden. LC anticipates 6,000,000 pieces of mail will need to be assessed.

ALA is developing a series of public service announcements. They can be purchased in various formats for \$10-\$25 each.

Executive Secretary – Cathy Langemo

Attended December Executive Board meeting; checked NDLA mailbox several times; reviewed and helped revise Executive Secretary job description and contract; worked with Sally Dockter on exhibits for tri-conference, including preparing a database of prospective exhibitors and mailing packets to exhibitors; prepared name cards for

Executive Board meetings; made arrangements for March Board meeting; prepared report and copies for Board meeting; and delivered NDLA stationery to Susan Dingle.

MPLA Representative – Susan Dingle

Attended tri-conference planning meeting on January 6. Routed inquiries about program planning. Helped identify resource people for poster sessions, for MPLA academic and special libraries programs, MPLA preservation and archives, and MPLA committees. Attended MPLA Board meeting in Denver on February 23. Routed information from the Board meeting as appropriate, including information on the MPLA Leadership Institute. Continued to serve on MPLA Continuing Education Committee and will tabulate responses on the survey distributed last spring. Promoted the tri-conference theme at the MPLA Board meeting by distributing postcards and ND food products.

Academic & Special Libraries Section – Charlene Weis, Chair

No report

Government Documents Roundtable – Robert Jacobson, Chair

Policy handbook submitted to CBPC for approval. Worked with Louise Treff-Gangler at the University of Colorado, Denver concerning a census data/economic data presentation for pre-conference session. GODORT table has been reserved for tri-conference. Stella Cone has agreed to again chair the Notable Documents committee. Marty Hoag updated the GODORT listserv. Identified GODORT bylaws to consider revising.

Health Science Information Section – Leeila Bina, Chair

Confirmed one candidate for each Section position despite efforts to find at least two candidates. Mary Markland is the candidate for Chair-elect and Diane Nordeng is the candidate for Secretary. Promoted a teleconference, "Sync or Swim: Managing the Flood of PDAs in Healthcare." The Medical Library Association sponsored the program. 61 people attended the 90-minute session in these sites: Fargo, Grand Forks, Minot, and Bismarck. Confirmed arrangements for HSIS spring meeting in Jamestown on April 12. Barb Knight will present a hands-on Internet session on evidence-based health care and an overview of the ClinicalTrials.gov web site. Barb will also report on her experience at the Woods Hole Informatics Course.

Information Technology Roundtable – Kristi Engle, Chair

See minutes of March 22 Board meeting for highlights of oral report.

New Members Roundtable – Victor Lieberman, Chair

Revitalized NMRT listserv and used it to keep NMRT members informed. Nancy Nice was unable to complete her term of office and resigned as NMRT Secretary. The

position will remain vacant until the annual business meeting. Bonnie Krenz, Chair of the Small Libraries Roundtable, and NMRT will co-sponsor a conference program on starting new small libraries. Lieberman will present the program. Worked on plans for the NMRT Welcome Reception at the conference. Reviewed NMRT bylaws and handbook. Contacted Susan Dingle about transferring materials to NDLA Archives.

Public Library Section – Jan Hearn, Chair

Attended December Board meeting. Submitted these candidates for 2002 election: Chair-elect: Kelly Steckler and Paulette Nelson, and Secretary: Mary Bintz and Marilyn Holbach. Worked with the MPLA and SDLA Public Library Section Chairs on program proposals for tri-conference.

School Library and Youth Services Section - Susan Gessner and Melody Kuehn, Co-Chairs

Konda Wightman is the section's chair-elect candidate. Secretary candidate is still pending. Conference program ideas/presenters from SLAYS include: Dr. Betty Marcoux, University of Arizona Library School, on current research on how a solid library media program is instrumental in raising test scores and ensuring accountability; Marvia Boettcher, Bismarck Public Library, on puppetry; Louis Sachar, children's author, to be sponsored by SDLA; Amy Shelley, MPLA Children's Services Chair, on graphic novels and/or summer reading program development; Rosemary Honnold of Coshocton, Ohio on marketing YA materials and services; Susan Gessner and Melody Kuehn, NDLA, on "Hardcopy. What about magazines in the electronic age?;" North Dakota and South Dakota author book signings; Big 6 speakers on information literacy in schools; Patrick Jones on YA programming; programming for librarians working with young children; Lewis and Clark programming, including Amy Mossett as Sacagawea; Terry O'Halloran of the National Park Service on the Knife River Indian Villages; and Gerald Baker and Cheryl Hesel on Lewis and Clark Bicentennial opportunities for libraries; and Lynn Boughey on terrorism and the espionage novel. Kuehn will have a list of the 70 participants in the Reading Conference, which will provide further information on local authors.

Small Libraries Roundtable – Bonnie Krenz, Chair

Attended December Board meeting. Agreed to co-sponsor tri-conference program with NMRT. Contacted many members about serving as future offices for the Roundtable, but all responses were negative. A meeting needs to be held to determine if the members wish this Roundtable to continue. A commitment to serve will also be needed.

Technical Services Roundtable – Cheryl Bailey, Chair

See minutes of March 22 Board meeting for highlights of oral report.

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

Reviewed and forwarded these policies handbooks for Executive Board approval: Treasurer, Government Documents Roundtable, ALA Councilor, and Academic & Special Libraries Section. Conducted committee business via e-mail, telephone, and a face-to-face meeting in February. Reviewed Finance Committee's proposed reimbursement statement, which the Board approved for addition to the handbooks. Contacted NDLA Webmaster Theresa Norton regarding updating handbooks and inserting the Reimbursement section. When the revised handbooks appear on the web site, all sections and roundtables are asked to review their handbooks to look for unwanted redundancies between the "Budget" section and the added "Reimbursement" section.

Finance Committee – Ellen Kotrba, Chair

Circulated final annual operating budget to Board members via e-mail; performed annual audit of 2001 NDLA financial records; reviewed Treasurer's Report ending December 31, 2001; and appreciated Board passage of the reimbursement statement.

A committee meeting was conducted via telephone on February 15. All members except President Moen were present. The annual audit was conducted at this meeting and Treasurer Mike Safratowich was commended for his fine effort in handling and presenting NDLA's financial records. The question of external audits came up. The Finance Committee Policy Handbook indicates that the Finance Committee submits a recommendation for an external audit to the Board if the Committee deems it necessary. The question is: Should an external audit be performed on a regular basis, e.g., every two years or when a new treasurer comes on board or otherwise? The Finance Committee seeks Board input on this matter.

The checkbook balance on December 31, 2001 was \$11,943.56. The profit for the 2001 conference stands at \$4,748.69 as of January 31, 2002. The Profit & Loss Detail and Itemized Balance Sheet are available from the Finance Committee for review.

The \$1000 in seed money for the tri-conference and conference travel of \$233 will be reimbursed as soon as a comfortable balance is reached in tri-conference coffers.

Safratowich contacted Augie Ternes, who agreed to do NDLA's 2001 tax return.

The Finance Committee is in agreement that NDLA does pay sales tax on goods and/or services billed directly to NDLA.

The Finance Committee is in agreement that NDLA does not have to collect local or state sales tax unless proceeds are anticipated to be over \$5,000 per event. The basis for this decision comes from ND Office of State Tax Commission – Special Events – Sales & Use Tax Guidelines found at

<http://www.state.nd.us/taxdpt/pubs/sales/specialeventsguidelines.pdf>

The Finance Committee recommends that the ND Sales Tax web pages be consulted regularly by the Committee Chair and Treasurer to ensure compliance. This should be incorporated into the Finance Committee and Treasurer Policies handbooks.

With regard to lifetime memberships, the Committee agrees that the NDLA bylaws (Article I, Section 1, D) already cover this issue and that the Board may wish to write guidelines as to how lifetime memberships are conferred. The Committee feels that a lifetime membership dues option is not feasible at this time since it introduces complexities that the Committee has not had time to fully study.

The Committee is in agreement that individuals who wish to become NDLA members for the first time should be given a break, proposing that individuals joining NDLA for the first time pay new member dues at the reduced rate of \$20 for the first year. Membership records would substantiate first time. First year is defined as anytime during the calendar year and ending December 31st of the same year the new member joined. The Committee supports a change in the bylaws by adding 1b (1st time member - \$20/1st year) to Section 2 (Dues), A (Dues Structure), 1 (Active Membership). The rationale is that since new library directors are given a free first year membership, this monetary break for other library staff levels the playing field. The Committee feels that this move will also cut down on the number of complaints at conference. The proposal would require a bylaws change which CBPC would need to draft and present to the NDLA voting membership at least one month before voting.

Intellectual Freedom Committee – Suzanne Morrison, Chair

There was a challenge to library material in the Hope-Page Cooperative School District. Librarian Linda Miller contacted NDLA about the petition. After a complaint from one parent concerning *Captain Underpants and the Perilous Plot of Professor Poopyants*, the Hope-Page School Board immediately pulled the book from the shelf and took the matter under advisement. The Board decided that administrators must approve all library purchases and the new selection policy specifically bans all bathroom humor and books that “label or characterize undeserving individuals in a derogatory manner.” Miller is fearful that this could be misconstrued and be applied to many works on the library shelves. She is also not happy about the precedent that banning this book sets. I will file a report with ALA, but Linda asked for time to organize her thoughts and let the dust settle. I pledged to her that I would work with her and use her timetable.

Legislative Committee – Charlene Weis, Chair

No report.

Nominations and Elections Committee – Marilyn Johnson and Leila Bina, Co-Chairs

Leeila Bina, Charlene Weis, La Dean Moen, and Marilyn Johnson conducted the 2002 candidate search. A slate of candidates (printed elsewhere in this issue) was presented to the Board for approval at the March meeting. Biographical statements and photos are due to the Committee by May 1 and will be included in the pre-conference issue of *The Good Stuff*. As of March 6, the Information Technology and Small Libraries Roundtables had been unable to find candidates. The ballot package will be prepared and mailed in August. In early September the Committee will count the ballots and secure Board verification of the results. All candidates will be notified of the results. After submitting its annual report to the Board and members at the conference, the Committee will introduce the new officers at the first general conference session.

The Committee recommends to the Board that the NDLA President contact section and roundtable chairs who have not been able to secure candidates for the 2002 election, announcing disbandment proceedings, unless they find candidates by April 1. If at that point the chairs have no candidates, the Committee recommends the Board exercise its option of disbanding a section or roundtable. Article VII, Section 4 of the NDLA bylaws reads: "By a majority vote of the Executive Board at two consecutive Board meetings, a section or roundtable may be discontinued." The Committee further recommends that the two votes be taken at the pre-conference Board meeting in the fall of 2002 and at the meeting immediately following adjournment of the Fargo conference.

The Committee also recommends the Board discuss two changes in the bylaws with text to be amended and voted on in the fall of 2002.

Current Text

Article III – Nominations and Elections

Section 1. Nominations

A.

Nominations and Elections Committee proposes a minimum of two NDLA members for each of the NDLA offices of president-elect, secretary, and treasurer and reports nominations to the Executive Board. The Executive Board approves nominations prior to the printing of the ballot.

Rationale for following change: to clarify that this section refers only to the three NDLA executive offices, the Committee suggests this language:

The Executive Board approves nominations for the three NDLA executive offices prior to the printing of the ballot.

B.

The Nominations and Elections Committee proposes a minimum of two NDLA members to run as representatives of each affiliated organization and reports nominations to the Executive Board. The Executive Board approves the nominations prior to the printing of the ballot. Terms of office for affiliation representatives are as specified in the Policies Handbook.

Rationale for the following change: to clarify that the reference really is to the ALA and MPLA representatives, not sections and roundtables, the Committee suggests this language:

Proposed text: The Nominations and Elections Committee proposes a minimum of two NDLA members to run as representatives of the Mountain Plains Library Association and the American Library Association and reports nominations to the Executive Board. The Executive Board approves the MPLA and ALA nominations prior to the printing of the ballot. Terms of office for MPLA and ALA representatives are as specified in the Policies Handbook.

Current Text

Article VII – Sections and Roundtables

Section 3. Formation

B.

Both sections and roundtables require a chair and a chair-elect. Other officers will be elected as deemed appropriate. Section and roundtable chairs are responsible for providing the NDLA Nominations and Elections Committee with a slate of candidates for vacant offices. Elections will be conducted by mail ballot in accordance with the provisions outlined in the bylaws (Art. III, Sec. 2).

Rationale for change: Clarifying that one candidate for each open slot is adequate would be appropriate. In fact, sections and roundtables all now have secretaries. No sections and roundtables need a treasurer so there should be no need for other officers on the ballot. The Committee suggests new language:

Proposed text: Both sections and roundtables require a chair, a chair-elect, and a secretary. Section and roundtable chairs are responsible for providing the NDLA Nominations and Elections Committee with a slate of candidates with at least one name for each vacant office. Elections will be conducted by mail ballot in accordance with the provisions outlined in these bylaws (Art. III, Sec. 2).

Membership Committee – Kathy Thomas, Chair

E-mail renewal notices were sent in December. As of March 7, there were 217 NDLA members. 141 of the members for the 2001 membership year had not yet renewed for 2002.

Professional Development Committee – Jeanne Narum, Chair

Since December three requests for application forms for professional development grants have been made. Renewed interest in grant money may stem from the initiation of two masters degree programs in library and information science in the state. Inquiries about

Hubbard bookmobile grant money has been non-existent for the past couple of years. Marketing of that money needs to be explored.

Public Relations Committee – Marlene Ripplinger, Chair

Compiled news items for two *Good Stuff* columns. Submitted Canoe Kudos information to the *Bismarck Tribune* and *Minot Daily News*. Talked to a *Minot Daily News* reporter about publicizing NDLA's new Canoe Kudos award. Although the reporter seemed receptive, there has not been an article to date. The same reporter is interested in covering children's author Mary Jane Auch's visit to Minot, Velva, New Town, Kenmare, Bowbells, Bismarck, and Harvey in May.

Archivist/Historian – Susan Dingle

Received materials from former officers via inside mail and again asked that materials for deposit in the Archives be hand-carried. When visiting the Archives to make deposits, plan to spend an additional 7-9 minutes completing the form for the archives processing staff. The form helps with arrangement and inventorying records for future users. The kind of information captured on the form includes the name of the organization, the time period, the name of the person making the donation/deposit, and what position or other action/significance is linked to the records.

State Librarian – Doris Ott

See minutes of the March 22 Board meeting for highlights of the oral report.

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

See minutes of the March 22 Board meeting for highlights of the oral report.