

Minutes
NDLA Executive Board Meeting
Friday, September 28, 2001

Note: These minutes are a draft and will be approved at the December Board meeting.

Members Present: President La Dean Moen, Marlene Anderson, Leeila Bina, Phyllis Bratton, Sally Dockter, Susan Gessner, Bonnie Krenz, Melody Kuehn, Robert Jacobson, Marilyn Johnson, Liz Mason, Jeanne Narum, Kaaren Pupino, Kristen Rall, Marlene Ripplinger, Michael Safratowich, Kathryn Thomas, Charlene Weis, and Executive Secretary Cathy Langemo

Members Absent: Cheryl Bailey, Susan Dingle, Kristi Engle, Jan Hearn, Ellen Kotrba, Victor Lieberman, Suzanne Morrison, and Acting State Librarian Joe Linnertz

Call to Order: President La Dean Moen called the meeting to order at 3:15p.m. on Friday, September 28, 2001 in the Far West Room of the Airport International Inn in Williston. She distributed an agenda and asked for additions to the agenda.

Minutes: Secretary Marlene Anderson distributed the minutes and made note of two penciled changes. Leeila Bina, Health Science Information Section Chair (HSIS), made a motion to approve the minutes as presented. Sally Dockter, Past President, seconded. Motion carried.

Introductions: Members of the Board introduced themselves, then posed for a group picture taken by Executive Secretary Cathy Langemo.

Policies Handbooks: Liz Mason, Constitution, Bylaws and Policies Committee (CBPC) Chair, presented policies handbooks for *The Good Stuff* Editorial Committee, MPLA Representative, and Secretary. She recommended approval of each document. Marilyn Johnson, Nominations and Elections Committee Co-chair, made a motion to approve the revised policies handbook for *The Good Stuff* Editorial Committee. Charlene Weis, Academic & Special Libraries Section (ASL) and Legislative Committee Chair, seconded. Motion carried. Johnson made a motion to approve the MPLA Representative policies handbook. Melody Kuehn, School Library and Youth Services Section (SLAYS) Co-chair, seconded. Motion carried. Kristen Rall, New Members Roundtable Chair (NMRT), moved that the policies handbook for Secretary be approved. Dockter seconded. Motion carried. Mason will add the date of approval to each document and forward them to Theresa Norton, Webmaster, for posting on the NDLA web site.

Weis reported that the Academic & Special Libraries Section has given its policies handbook to CPBC for review. Brief discussion of CBPC procedures followed. Johnson suggested that Mason notify Board members when the new and amended policies documents are available on the web and also give Board members a list of what they should have in their manuals.

NDLA Constitution and Bylaws: To fulfill a resolution passed at the Third General Session to ensure that all Board members become familiar with the Constitution and Bylaws, President Moen directed Board members to read and bring copies of these documents to the December meeting. Both are available on the NDLA web site.

Tri-Conference: Melody Kuehn, outgoing MPLA Representative and SLAYS Co-chair, distributed information about the NDLA/SDLA/MPLA Tri-Conference at the Ramada Plaza Suites in Fargo. The dates are October 2-5, 2002. Kuehn's notes included ideas for speakers, programs, and exhibitors. She also outlined some of the contributions that MPLA can make, e.g., money for speakers and programming. Kuehn suggested that the Board hold one of its regular meetings at the tri-conference site as a way to become familiar with the location. President-elect Kaaren Pupino plans to send MPLA a letter of invitation to the Tri-Conference as well as brochures for the City of Fargo for distribution at the AzLA-MPLA Conference in Phoenix in December.

Small Libraries Roundtable: Bonnie Krenz, incoming Small Libraries Roundtable Chair, asked the Board if the Roundtable could use its budget to offer grants to first-time Conference attendees to help defray costs

of attending the Conference. Outgoing Finance Committee Chair and HSIS Chair Leeila Bina explained the differences between the Conference and Executive Board operating budgets. Since sections and roundtables may use their portions of the Executive Board operating budget as they see fit, offering grants or scholarships would be permissible. Krenz also suggested having a workshop on grant writing at the upcoming Tri-Conference. Moen directed Cathy Langemo, Executive Secretary, to find out who the contact people are for SDLA and MPLA for conference planning purposes.

Information Technology Roundtable (ITRT): Rall thanked President Moen for inviting Curtis Wolfe, North Dakota Chief Information Officer and Director of the Information Technology Department, to the NDLA Conference. ITRT thinks he would be a great addition to the North Dakota Library Coordinating Council (NDLCC) and Rall asked how this could be accomplished. Johnson reported that the composition of NDLCC is by statute and that the Governor appoints individuals. Phyllis Bratton, incoming ALA Councilor and a member of NDLCC, talked about the composition of the Council and the difficulties they had when they added a second citizen-at-large member. Johnson moved that the North Dakota Library Association recommend that the North Dakota Chief Information Officer and Director of the Information Technology Department be invited to meetings of the North Dakota Library Coordinating Council. Jeanne Narum, Professional Development Committee Chair, seconded. Mike Safratowich, Treasurer, made a friendly amendment and added the words “on a continuing basis.” Final motion: The North Dakota Library Association recommends that the North Dakota Chief Information Officer and Director of the Information Technology Department be invited to meetings of the North Dakota Library Coordinating Council on a continuing basis.” Motion carried.

Health of NDLA: At Wednesday’s Board meeting, Past President Dockter asked Section and Roundtable Chairs to seek input from their members at the Conference business meetings. Several suggestions were made. ASL indicated that the size of the Board (27 members, including 18 section, roundtable, and committee chairs, 7 elected positions, and three ex-officio positions) might be part of the reason it is difficult to find enough people to serve. Dockter stated that we may need to do a self-study and/or hire a consultant to look at the organization. Rall suggested that the President attend the NMRT meeting at the Conference to help mentor new members and encourage them to get involved. Bina stated that HSIS discussed the idea of the presidency being a co-chair position and adding a conference coordinator as a paid position. Kathy Thomas, outgoing Government Documents Roundtable (GODORT) Chair, reported that GODORT members suggested giving more free memberships and scheduling an orientation session at the Conference for first-time attendees. GODORT also suggested that when members hear about a new person in the state, they should notify the Membership Chair, who would send newcomers a copy of *The Good Stuff* and a membership brochure. The NMRT Chair or the President could also write an article for *The Good Stuff* about the benefits of becoming a member of NDLA.

Resolutions: President Moen asked about procedures for handling the resolutions passed at the Third General Session. Johnson stated that the President is responsible for seeing that the resolutions are carried out and delegates tasks as appropriate.

National Conference of State Legislatures: Johnson reported that the Legislative Research Librarians Staff Section of the National Conference of State Legislatures will be meeting in Bismarck in October 2002. Johnson is preparing packets of information (approx. 50 packets) to take to the National Conference of State Legislatures in Virginia next week. She asked the Board for funds to pay for Sacagawea candy bars (made by Lindy Sue’s Candies in Mandan) to include in the packets. She will put a slip on each candy bar saying “Compliments of the North Dakota Library Association.” Bina moved to approve the request. Dockter seconded. Motion carried.

The meeting was adjourned at 5p.m. The next meeting of the Executive Board will be held on Monday, December 3, 2001 at The Chieftain in Carrington at 9:30a.m. The alternate (snow) date is Monday, December 10, 2001.

Respectfully submitted,

Marlene K. Anderson, Secretary

