

**Executive Secretary Report
December 3, 2004-March 8, 2005**

December 3-31

- Attend December 3 Board meeting
- Sorted through materials from December 3, Board meeting & reorganized
- Checked NDLA mailbox 2 times & distributed mail as appropriate

January 1-31

- Checked NDLA mailbox 3 times & distributed mail as appropriate
- Reviewed & commented on minutes – December 3 Board meeting
- Contacted facilities Management Services at the State Capitol to arrange date for display

February 1-28

- Checked NDLA mailbox 2 times & distributed mail as appropriate
- Prepared for March 3 display at State Capitol (arranged for materials from the State Library, assorted issues of Good Stuff from Marlene Anderson, new member brochure from Kathy Thomas, etc.)
- Ordered stationery & member brochures from The Printers; picked up order when ready

March 1-8

- Gathered materials for State Capitol display, including cookies & juice
- Checked NDLA mailbox 1 time & distributed mail as appropriate
- Review Board member reports before Board meeting

Submitted by:

Cathy A. Langemo
Executive Secretary