

**NDLA Executive Secretary #26**  
**Quarterly Report to the Executive Board**  
**March 12-May 30, 2008**

**Executive Board:**

My activities since March 12, 2008, include the following:

**March 12-31, 2008**

- Attended March Board meeting (via IVN).
- Checked NDLA mail box 1 time & distributed mail as appropriate.
- Cleaned out/sorted information from March Board meeting.

**April 2008**

- Checked mail box 2 times & distributed mail as appropriate.
- Prepared National Library Week press release, send to Donna James for review, email to statewide media.
- Made arrangements with Seven Seas for May 30 Board meeting.
- Sent stationery to Board members as requested.
- Responded to Phyllis Bratton with speaker ideas for conference.

**May 2008**

- Checked NDLA mail box 2 times & distributed mail as appropriate.
- Reviewed arrangements at Seven Seas & emailed details to Board members.
- Sent billing letter to conference exhibitor.
- Prepared report & sorted through materials for Board meeting.

Submitted by:  
Cathy A. Langemo  
Executive Secretary