

**Northern Lights Library Network
Governing Board**

Minutes

August 23, 2008

10:00 AM – 1:00 PM

**Graystone Hotel, Lower Level
Detroit Lakes, MN**

Present: Paul Bursik, Gay Galles, Stan Iverson, Lina Belar, Walt Dunlap, Joyce Kalbakdalen, Joan Larson, Erika Rux.
Also Present: Ruth Solie
Absent: Tom Peterson

1. Meeting was called to order by President Paul Bursik at 10:04 AM.
2. Welcome to new Board member, Gay Galles, representing school media center workers. Gay is from Moorhead and is the Media director for the Moorhead schools.
3. The Agenda was amended and approved.
4. The Minutes from June 21, 2008, meeting were approved as presented. Kalbakdalen/Iverson. MCU.
5. Financial Reports: The June, 2008 (EOF/Y 2008) Financial reports were approved as presented. Belar/Kalbakdalen. MCU.
July, 2008(FY09) Financial Reports approved as presented. Kalbakdalen/Iverson. MCU.
6. Old Business:
 - A. The report of accomplishments for the NLLN State Operating Grant will be submitted in early October. The report will be based on the accomplishments and results included in the Director's Report of June 2008 and the year end financial reports approved at this meeting. It was moved and seconded to approve this report (in concept). Kalbakdalen/Larson. MCU.
 - B. Audit report: Ruth reported that the preliminary part went well and was done fast; there was discussion of the new 990 form, and of audit/cost/options. The audit report will be presented at next meeting.
 - C. There is a need to review/develop the NLLN Financial Procedures Manual. Joyce and Gay will work with Ruth to propose a revised set of financial procedures.

D. Ruth, Gay, Stacy Voeller, and Erika met to discuss guidelines for the use of the new Professional Engagement Funds. These funds are intended to increase participation in professional activities that benefit the library profession. It was suggested that applicants for these awards will submit a proposal to the committee regarding their need and proposed use of funds in the current fiscal year; they can reapply each year if their participation is continuing. There was discussion of maximum amount per person and a \$1,000/yr maximum was proposed. Joyce suggested Ruth write up guidelines/procedure for the next meeting.

E. Staffing proposal – The substantial increase in the State Operating Grant in FY2008 was used primarily for special projects in the first year. Ruth would like for the Board to consider using this new money for additional personnel in the form of a full-time professional. Ruth has talked with colleagues, peers, and beginning career professionals about this position. In Ruth’s opinion, additional staff would not decrease her work, but would rather allow NLLN to more fully accomplish its vision and mission. In addition, another position would perhaps provide leadership continuity for NLLN. Another option might be hiring “experts” for special projects as needed. Ruth will continue to look for models and to assess what we need in this area. The Board is supportive of additional personnel, and is ready to discuss a more concrete proposal.

F. Re-scheduled Annual meeting workshop, TechnoFit, to September 27th at Thumper Pond, 9:30 AM until 2:00 PM. The workshop will be led by Brenda Hough, with Bill DeJohn speaking at lunch.

G. North Star Library Consortium: Reconfiguration took more than a million records in a single, shared database (catalog) and divided it into 50 databases, creating a shared catalog for each participating district. This did not go well. The Destiny software was upgraded to a new version as well and that took days (rather than hours); 20 new sites have been added and received training; training was provided for the original sites relative to the new configuration; a Back to School workshop for all media personnel was held in late August. The NSLC has plans for 50 more sites (20 already on board) and will use grant funds to subsidize the purchase of Destiny licenses.

H. Communication: the NLLN office moved from mailing out paper copies of Board documents to providing access on the NLLN web site where they are available to all interested parties. Agendas, minutes, and the Director’s Report are posted on the website; only Board members receive the financial reports. Financial reports are sent electronically before the Board meeting and are available in print form at the meetings.

7. New Business

A. Meeting dates: FY2009 Meeting dates for the Governing Board were adopted as presented with a single change. The December meeting date was set for Dec

13, 2008. There was also discussion about the possibility of joining the meeting via conference call. Ruth will investigate that possibility.

B. Reserve Funds: It was moved and seconded to designate the reserve funds into 3 major areas: Operating Reserve (\$100,000), Database Development (\$100,000), and Continuing Education (\$100,000). Moved and seconded. Kalbakdalen/Bursik. MCU.

C. NLLN Financial Procedures Manual: Needs review and updating; review committee – Joyce (Chair) and Gay, with Ruth, will examine and revise Financial Procedure Manual.

D . Finance Committee: After discussion it was agreed there was no need for a separate Finance Committee and that financial reports to the Board were adequate as currently prepared and presented.

8. Member Reports: Lina had a great trip to Denver for the digital technology conference! She didn't find small libraries, but found others with similar challenges.

9. Adjournment: 12:06 PM

Next meeting is October 18, 2008, 10:00 AM, Graystone Hotel, Detroit Lakes, MN

Erika Rux – Secretary