

Northern Lights Library Network
Governing Board Meeting
June 18, 2022
Minnesota State University Moorhead
Comstock Memorial Union, Room 203 and
Zoom Conference Call

Present:

- Linda Holecek, Lake Agassiz Regional Library Representative (LARL)
- Glenn Heinecke, President, NLLN; NLLN School Library Representative; Media Specialist, Roseau School
- Sheri Levasseur, Secretary, NLLN; School Library Representative; Teacher/Librarian, Pequot Lakes School
- Charlie Lindberg, Northwest Regional Library Representative (NWRL)
- Laurie Villwock, NLLN Special Library Representative; Media Specialist, Bug-O-Nay-Ge-Shig School

1. Call to Order.
 - a. 10:07 A.M.
2. Approve Agenda.
 - a. Charlie, Linda MCU
3. Election of Officers. Thank you to Reed Olson for service as Vice President. Thank you to Anne Barber, Morris Public Library Director for her service on the board. Charlie Lindberg now representing NWRL. Nominations: Glenn Heinecke, President; Vice President, Open; Secretary, Sheri Levasseur
 - a. Sheri, Linda MCU
4. Review agenda, minutes, financial reports.
 - a. Charlie, Sheri MCU
5. New Business.
 - a. Review for Fiscal Year 2023:
 - i. Annual Review of Kathy's performance.
 - ii. FY2023 Budget.
 1. NLLN's staff has received a salary increase
 - a. The recommended cost of living increase in salary for Kathy and Deb is 5.9% due to inflation and small increases over the last two years during the pandemic.
 - b. In the future, a competitive salary will be critical to finding a new Executive Director.
 2. Rent expenses rose slightly to \$570/month (\$6,840/year) after the move from Weld to MacLean.

3. Other expenses have stayed relatively steady.
 4. NLLN's budget has not seen a material increase since 2008.
 5. Potential options to increase funds in addition to state funding include utilizing the Access Philanthropy database to find potential grant money to support NLLN programs.
 - a. Board members will form a subcommittee to work on grant writing to access this funding.
 6. Motion to approve.
 - a. Sheri, Charlie MCU
- iii. Minnesota State Operating Grant 2023 MCMT Aid Application and MCMT FY2023 budget
1. To receive state funding, NLLN must submit an application each year. The application is based on the Minnesota Statutes governing multitype systems and NLLN's strategic plan. It includes descriptions of NLLN's programs, the membership list, the current budget, proposed activities, and other information.
 2. Motion to approve.
 - a. Linda, Charlie MCU
- iv. Credit Card Expenses for FY22.
1. In the interest of transparency, the credit card charges for the last year are presented and include services such as TopicBox, Quickbooks, travel expenses, conference registrations, and other work expenses.
- v. NLLN Membership List.
1. NLLN staff works continually to keep NLLN's membership list up to date.
- vi. NLLN Governing Board List, Board Terms, and FY2023 Board Meetings.
1. Linda Schell will continue to represent LARL, Reed Olson will soon need a replacement, Anne Barber has stepped down, and there is a vacancy for a second Viking representative.
 2. Anyone in the region interested in volunteering can contact Kathy.
 3. Board meetings occur quarterly and are proposed for September 17th, 2022; December 10th, 2022; March 18th, 2023; and June 17th 2023. There will be both an in-person and virtual option.
 4. Motion to approve.
 - a. Sheri, Charlie MCU
- vii. NLLN MSUM Lease. Move from Weld Hall to MacLean 265C.
1. Due to the impending renovation of Weld Hall, NLLN's office has moved to MacLean Hall.

2. NLLN thanks MSUM for being a wonderful partner of NLLN for several years and ensuring they continue to have a place on campus.
 - viii. ARPA funds, \$9,285.
 1. NLLN received \$9,285 this past fiscal year and plans to receive approximately \$10,000 the coming fiscal year.
 2. This funding will be used to cover eBook support.
 - ix. 990.
 1. This is a tax form the auditor completes each year that lists all NLLN's programs.
 2. The 990 form also includes all annual budget totals and annual budgetary information and is accessible to the public.
 - b. Add Paul Bursik to the John Wallace Ingersoll and Joan Ballard Larson Memorial Fund. See: <https://www.daviddonehower.com/obituary/Paul-Bursik>
 - i. Paul Bursik was a former NLLN board president who passed away in January 2022. NLLN would like to add his name to this memorial fund.
 - ii. Motion to approve.
 1. Charlie, Linda MCU
 - c. McGrath Visiting Writer Series CDs.
 - i. MSUM has held this series over the course of 40 years. Many of those sessions with authors from all over the country are recorded and stored on CDs, which need to be preserved. NLLN has acquired the CDs and plans to archive them along with the technology to listen to them.
 - ii. Motion to approve.
 1. Linda, Charlie MCU
 - d. CoverOne for Wheaton Schools.
 - i. Karen Breach, the librarian at the Wheaton school needed a book repair machine. Many paperback Scholastic editions were being held together with rubber bands. NLLN bought a CoverOne machine and donated it to her to help her repair books.
 - e. "Better Together" June 14 from 9 a.m. – 12 noon at Lakes Country Service Cooperative.
 - i. Held just this week, the "Better Together" workshop hosted 3 speakers on topics such as the Electronic Library of Minnesota and Native American literature resources as well as time for discussion amongst attendees.
 - ii. Attendees received books and stuffed animals generously donated by Adell Bridgeford.
 - iii. Evaluations from the event were very positive.
6. Old Business.

- a. NLLN coverage in Lakes Country Service Cooperative The Communicator – April Government & Nonprofit Edition. See:
<https://www.lcsc.org/cms/lib/MN01001004/Centricity/Domain/8/April%20CCOGA%20Communicator%202022.pdf>
 - i. Mary Phillipe wrote an article on NLLN, which can be accessed at the above link.
 - b. Destiny Workshop scheduled for April 2nd at Wadena-Deer Creek Elementary canceled because only two people registered for it. Thank you to Loni Niles, Wadena-Deer Creek Public Schools Media Specialist for inviting NLLN members to her school for the training and thank you to Glenn Heinecke for offering the training.
 - i. Following the cancellation, Glenn reached out to the two registrants to work with them one-on-one.
 - ii. In the fall, with many new library staff coming in, NLLN may offer another workshop.
 - iii. There is also a potential to partner with Sourcewell on such training to expand their reach to all of NLLN’s members.
 - c. Reports from the region.
 - i. Charlie: NWRL is working to develop a budgeting formula to ground financial decisions rather than continue with an unstructured approach.
 - ii. Sheri: After compiling research and recommendations from the ALA stating the minimum recommended books per student is approximately 11.4 where Pequot Lakes has a mere 5, school administration was not receptive to increasing the library’s budget. The board recommends research from reputable journals on the correlation between school libraries and test scores, looking into groups that present the merits of libraries during administrative meetings, telling the stories of how libraries affect current and former students, and a library’s ability to aid in social-emotional learning (SEL).
 - iii. Laurie: There are only three more boxes of Al Franken books to catalog. They continue to see people asking what more is needed.
7. Adjourn.
- a. 11:46 A.M.