Northern Lights Library Network
Governing Board Meeting
March 19, 2022
Zoom Conference Call

Present:
- Kathy Enger, Executive Director, NLLN
- Glenn Heinecke, President, NLLN; NLLN School Library Representative; Media Specialist, Roseau School
- Linda Schell, Lake Agassiz Regional Library Representative (LARL)
- Nanette Albright, Viking Library System Representative (VLS); Library Specialist, Pelican Rapids School
- Kevin Baggett, Treasurer, NLLN; Academic Library Representative; Business & Outreach Librarian, Concordia College
- George Deiss, Kitchigami Regional Library System Representative (KRLS)
- Deb Keena, Office Manager, NLLN
- Aleta Sanford, Intern, NLLN

1. Call to Order.
   a. 10:02 A.M.
2. Approve Agenda.
   a. Linda, Glenn MCU
3. Approve Minutes.
   a. Linda, Kevin MCU
4. Approve Financial Reports.
   a. Glenn, Linda MCU
5. Old Business.
   a. eAudio books for Kitchigami Regional Library System (KRLS).
      i. NLLN gives $5,000 annually to each library system. The payment to KRLS was just sent.
   b. Scholarships.
      i. Scholarships are beginning to pick up again after slowing down from March 2021-February 2022. However, throughout the pandemic, constituents have been using NLLN funds to pursue higher education and development opportunities.
6. New Business.
   a. <u>Webinars</u>: Electronic Library of Minnesota (ELM) and Ebooks MN; Tri-College Linked Data Workshop; Building Confidence in the Selection of Culturally Authentic Native American Books; Creating Inclusive Spaces within Libraries Tri-College Workshop; Organizing Children's Books.
      i. Minitex recently held presentations about the ELM and eBooks MN platforms. They were well attended.
      ii. The Tri-College Linked Data Workshop was also well attended.
      iii. Building Confidence in the Selection of Culturally Authentic Native American Books was an enriching event with attendance from librarians all over the state. Kathy sent the information to all the multitype systems

in Minnesota, who forwarded it to their members, increasing attendance at this important event that presented books written by and about Ojibwe people and also discussed the tribes in the area and some of their symbols.

    iv.   The Creating Inclusive Spaces within Libraries Tri-College Workshop is coming up soon. It is a four hour workshop.

    v.   Laurie Villwock will be presenting Organizing Children's Books to discuss how she organized her library, particularly the children's section, using Destiny. The presentation will be over Zoom on March 28th and 30th at 4:00 P.M.

    vi.   Glenn Heinecke will be presenting a Destiny workshop on April 2nd in-person in Wadena.

b.   Thomas & Adrienne Bahr Center for the Humanities (TAB).

    i.   Kathy was approached to serve on the board for this to represent our library communities. An MSUM alumnus made a large donation in his parents names to support the humanities at MSUM and in the Fargo/Moorhead community. $150,000 per year will be dispersed between MSUM's humanities programs ($120,000 for scholarships) and community initiatives that make the humanities visible and accessible ($30,000).

c.   New payroll and CPA systems.

    i.   Olson Theilen & Co., Ltd. is NLLN's new CPA and payroll administrator. They charge $850 per month for their services. The previous firm used, Mosaic, only charged $300 per month. Kathy and Deb investigating ways to cut costs in other areas of operations, but they are also researching other accounting options.

d.   PERA pre-tax loss, 2014 – 2020.

    i.   For the last 10 years, there were mistakes on NLLN's Public Employees Retirement Association (PERA) where taxes were deducted from a pre-tax contribution to retirement due to a mistake in Quickbook's program.

    ii.   Due to this error, from 2014-2017, non-recoupable years, Kathy lost $5,500 and Deb lost $1,700 that should have been added to their PERA. From 2018-2020, recoupable years, Kathy lost $4,900 and Deb lost $1,500.

    iii.   Olson Theilen & Co. recommended the NLLN board make the employees whole by recouping the contributions from the non-recoupable years (2014-2017). Kathy proposes taking the combined $7,200 out of reserves.

    iv.   Further, Olson Theilen & Co. charge $950 to recoup the $6,400 from 2018-2020 and amend the W-2s from those years.

    v.   Motion to approve both the 2014-2017 and 2018-2020 recommendations to make the employees whole.

        1.   Nanette, LindaMCU

e.   Telework.

    i.   NLLN has always been a mobile operation, with the Executive Director traveling all across the region and working from many locations. Since the pandemic, Kathy has been working primarily from a home office. Current rent for an office at MSUM is $540 per month, with the lease expiring

June 30th. The state of Minnesota also has some guidelines on telework, but they are vague. A Minnesota Department of Education lawyer is investigating the legal aspects of making NLLN fully remote and will be in touch this April with more information. However, Kathy would like the board's thoughts on NLLN's current status and future possibilities.

  ii. The board briefly discussed the pros and cons of going fully remote, pursuing a hybrid work model, or fully returning to an office location in the future, with no determination at this time. The discussion will continue at the June meeting.

 f. Annual review.

  i. Deb's review will be delivered by Kathy, but Kathy's review is delivered by the board. Surveys have not been effective in the past.

  ii. This year, Kathy's review will take place at the June board meeting.

  iii. In the future, perhaps a qualitative approach would be effective, with one board member contacting all the others for feedback on what each would like to see done more at NLLN and what could be improved, then that board member reports the results at the next board meeting.

 g. Board nominations for June meeting.

  i. Glenn is willing to continue as president upon a vote in June

  ii. Currently, all constituents except the Northwest Regional Library are represented on the board. That is the only potential addition to the board.

7. Adjourn

 a. 11:15 A.M.

 b. Linda, Nanette   MCU