

**Northern Lights Library Network
Governing Board Meeting
October 20, 2018, 10:00 AM
Livingston Lord Library
Faculty Development Center
Conference Room 125
1104 7th Avenue South
Moorhead, Minnesota 56563**

Present: Kathy Enger, Carol Sibley, Wayne Ingersoll, Glenn Heinecke, Gerri Moeller, Reed Olson, Adell Bridgeford, Mari Dailey

Not Present: Charlie Lindberg, Nanette Albright, Brent Andrews

1. Call to order. 10:09 A.M.
2. Approve Agenda.
 - a. Glenn, Carol MCU
3. Approve Minutes from June 16, 2018, NLLN Governing Board meeting.
 - a. Correction: Carol Sibley mentions that there is an “it’s” where there should be an “its” in 6b of the minutes from June 16th.
4. Approve Financial Reports.
 - a. This fiscal year, there has been more money withdrawn from the Education Support Fund. Kathy intends to write a grant to increase this fund because she would like to compensate workshop presenters for more than just mileage.
 - b. Mari, Reed MCU
5. Signed Expense Reports.
6. Approve Budget Revision.
 - a. Two changes require a motion to accept.
 - i. NLLN receives a base amount from the State of Minnesota each year. Last year the amount was \$218,598.58. The executive director requests a motion to amend this amount to the newest calculation based on August state census for \$218,501.90.
 - ii. Another adjustment comes with the reallocation of funds formerly spent for NWRL’s Tumblebook program, which it discontinued. An amount of \$3,350 has been reallocated to the Educational Support item 6110.
 - b. Adell, Mari MCU
7. Review and Approve Fiscal Year 2018 Audit.
 - a. Carpenter Evert and Associates conducts NLLN’s yearly audit, charging \$5,909.25.

- i. NLLN managed a budget with a surplus of \$300 this fiscal year. Of the \$218,598.58 that was allocated to the organization, all but \$300 of it is spent.
 - ii. NLLN also has approximately \$316,000 in reserves. These reserves will cover about a year and a half in the event of the organization closing.
 - b. Discussion
 - i. Reed asks how much is necessary to keep in reserves (one year). Requests board members consider uses for excess funds, such as: grants to library systems, scholarships, etc.
 - c. Glenn, Adell MCU
- 8. Review and approve Fiscal Year 2018 MDE Report of Results.
 - a. Every year a report is due on October 1st. NLLN submitted early.
 - b. Carol, Glenn MCU
- 9. NLLN's Pay Equity Report approved by the State of Minnesota.
 - a. Every three years, every agency must submit this report. NLLN received another pass.
- 10. Old Business.
 - a. Viking Library System (VLS) Bookmobile, request of \$15,000 support from NLLN. Gerri Moeller, VLS Director.
 - i. Kathy provides cursory information. She states that there are funds enough in reserve, and that Gerri has fulfilled the board's February request for an itemized list of funds received from counties in the Viking Library System. These counties have contributed \$175,000 in the last 12 years, but the program still needs \$15,000 (which does not include \$5,000 for painting the exterior of the bookmobile). Kathy reviewed the importance of the bookmobile's role. Not only does it serve the VLS, but it also drives to Campbell School in the LARL program. Viking brings the bookmobile to Campbell School and works with teachers to integrate the books into Campbell School curriculum.
 - ii. Gerri then discusses why the \$15,000 is needed. She states that the bookmobile is not just rusting on the outside, but needs extensive internal repairs. Rather than do that, they would like to purchase a new bookmobile with the funds from the county. They have sent out a second RFP and hope to have bids by the end of November, with a decision made by the end of the year. They hope to have the bookmobile ordered by December.
 - iii. Reed asks whether the bookmobile goes out to all participating counties. Gerri answers in the affirmative and states that it makes 80 to 90 stops.
 - iv. Mari, Reed MCU (for \$15,000)
 - v. Move to amend budget for a further \$15,000.

1. Mari, Adell MCU
- b. Train-the-Trainers. Glenn Heinecke visits to St. Joe's and Breckenridge schools for Destiny training and Adell Bridgeford's work with Walker Hackensack Akeley Schools.
 - i. Correction: an apostrophe in St. Joe's above is needed.
 - ii. Glenn summarizes work with training a new Breckenridge employee in on Destiny.
 - iii. Adell summarizes the work she does with the English Department in Walker. She is working on getting Electronic Library of Minnesota (ELM) into the school district and getting library cards for all students in the school.
 - iv. Mari asks what Destiny is and Glenn states it is an online library system used to find and check-out books.
- c. Training results from June 11, "Better Together" workshop. Carol Sibley, Glenn Heinecke, and Adell Bridgeford.
 - i. Glenn states that it went very well and many ideas for next year were given. It was very successful.
 - ii. Carol presented a lecture called "Picture Books 101".
 - iii. Glenn presented about his experience as a media specialist in Roseau.
 - iv. Kathy reviews the purpose of these workshops, which is to bring people together. Workshops like these provide resources and connections.
- d. Mini - "Better Together" Electronic Library of Minnesota (ELM) workshop, August 13.
 - i. Minitex presented the basics of ELM. Following the conference, Adell wrote a grant to get ELM into Walker. These workshops have a positive matrix-like effect in ways that are not immediately apparent.
 - ii. Carol asks how many were in attendance. Glenn replies that approximately 30 were at the ELM workshop and about 35 were at the Destiny training the next month.
- e. Mini - "Better Together" workshop for Destiny Training, September 29.
- f. NLLN's support of LARL for ELM Expo. in Detroit Lakes, September 21.
 - i. The sum of approximately \$500 in funds supplied helped rent space at an auditorium.

11. New Business.

- a. *Best Hmong and Vietnamese Juvenile Fiction Bibliography*. Carol Sibley.
 - i. Pam Were and Carol Sibley compiled a bibliography of the best of the fiction from and about Southeast Asia. They presented their research in Athens, Greece. They hope to do a program as part of the Vietnam War remembrance next year, hopefully bringing one of the authors included in their bibliography to Minnesota State University Moorhead (MSUM).

- b. Review and approve changes to *Financial Procedures Manual*, *Personnel Policies*, and *NLLN BYLAWS*.
 - i. Kathy states the proposed changes to the bylaws:
 - 1. Replace administrative assistant with office manager.
 - 2. Replace director with executive director.
 - 3. Remove Spotlight in Books.
 - 4. Change board of executive directors to NLLN Governing Board.
 - 5. Give Christmas Eve and New Year's Eve off.
 - 6. Amend the process of board members service from serving three terms of two years and then being asked to take a year off before rejoining to serving these terms with renewal upon the will of the participating board member with not term limit or required year off.
 - ii. Reed suggests that the vote on these changes take place during the next meeting in February.
 - iii. Motion to ratify these changes in February.
 - 1. Reed, Adell MCU
- c. Election of officers.
 - i. Kathy suggests the current people serving as President, Vice President, and Treasurer retain their positions. The question of whether to accept Charlie Lindberg's resignation as Secretary is brought up.
 - 1. Wayne suggests refusing her resignation and stating that we understand she cannot attend meetings, perhaps as alternate.
 - 2. There is suggestion that Charlie is retained as the NWRL alternate.
 - 3. Wayne asks for wishes regarding Charlie.
 - a. Glenn states that a representative from NWRL needs to be present and participatory, and therefore, a new representative should be found.
 - b. The new NWRL representative needs to be found. Perhaps get someone from Thief River Falls.
 - 4. Motion to retain current officers, minus Charlie.
 - a. Glenn, Reed MCU
 - 5. Secretary election
 - a. Reed nominates himself, provided he does not have to do minutes.
 - b. Aleta Sanford (Communications Director intern at NLLN) will take minutes and be paid \$75 per meeting.
 - c. Mari, Adell MCU
- d. \$5,000 each to LARL and NWRL to support eBooks for children and young adults. NWRL is no longer supporting Tumblebook Library.

- e. Support NLLN at the regional public library level by sharing NLLN reports at LARL, NWRL, Kitchi, and Viking board meetings.
- f. Adell's grant for Walker Hackensack Akeley Schools.
 - i. Adell speaks about her work with getting ELM into the school system and the community. She is working to put newspapers and periodicals back in the schools and get library cards for all students by sending out permission slips in the back-to-school packets for elementary school children and by setting up a booth to help high school students get library cards.
- g. Support for Pelican Rapids High School Library to bring students to the movie, *The Hate U Give*.
 - i. Nanette Albright from Viking Library Systems brought students to the Teen Lit. Con. where they met the author of the book. She would like to bring the students to Fargo to see the movie.
 - ii. NLLN will provide funds for the travel expense.
- h. NLLN \$500 support of ACRL Assessment in Action Roadshow presented by the Tri-College University, Minitex, ODIN, and NLLN for members of the Tri-College (Concordia, MSUM, MState Moorhead, NDSU, and NDSCS).
 - i. Someone from the national level is going to be brought in for training in the spring.
- i. NLLN sponsorship of Minnesota Book Award author visits to Fergus Falls, Bemidji, Thief River Falls, Moorhead.
 - i. On November 1, authors will be at the LARL Public Library in Moorhead.
 - ii. On September 29, Bemidji hosted four authors on this tour and had 18 in attendance. The presentation was followed by a lively discussion.
 - iii. On October 15, Fergus Falls hosted authors at M-State.
- j. Library sales tax document.
 - i. This discusses what taxes you have to pay to Minnesota if you're selling an amount of books over a certain threshold.
- k. Reports from NLLN Governing Board Members.
 - i. Mari: City of Moorhead and LARL. Her ongoing concerns are those of security, money to do reheating and cooling systems (a primary concern), and providing a welcoming and secure entry into the library.
 - ii. Carol: Academic Library Representative. MSUM is in the process of hiring a library director. It is progressing slowly.
 - iii. Glenn: Media Specialist in Roseau School. He teaches keyboarding, 63 classes a week, and has a book fair coming up. Kathy is going to help him weed his collection across the whole library.
 - iv. Reed: Marion (the KRLS Executive Director) put in her 14 month notice after serving for 20 years. They have hired a search firm to assist in filling the position. The board is tough to manage. They are hoping to get

someone by late May or June so they can go through one budget cycle alongside Marion. There is also an exciting opportunity for supporting the homeless if a decommissioned federal building can be obtained. This may ease the burden on libraries as an unintended day-center for the homeless.

1. One Library Ask from MLA this next legislative session.
 - i. Overview of the services and functions of NLLN. See page 1-2 of the Director's Report.
 - ii. The MLA lobbyist is attempting to change Minnesota statute in a way that would erode at the strength of the multi-type systems, of which NLLN is the largest. This is a step back from his first mission, which was to eliminate the multi-type systems altogether.
 - iii. The objective is to request one sum of money from the legislature during state budget allocation, in hopes that the library system would receive more money, overall.
 - iv. NLLN's executive director, Kathy Enger, is the only multi-type director in opposition to this change in statute.
 - v. Discussion
 1. Effect of the proposed changes.
 - a. Removing "public" from regional public libraries would create one library system, with the public library systems no long part of the multicounty, multi-type library systems.
 2. How much time is there to review the proposed changes and research their effects? Not much.
 3. Mari moves to oppose changes in Minnesota Statute 134 and Adell seconds.
 - vi. Motion to oppose the change to the statute (with 134.20) because we are concerned about the effect it might have on multi-type systems.
 1. Mari: yes
 2. Carol: yes
 3. Glenn: yes
 4. Reed: no
 5. Adell: yes
 6. Wayne: yes
 - vii. Motion carries.
12. Meeting adjourned.