

## **Northern Lights Library Network**

### **Governing Board**

Minutes

**June 16, 2007**

**10:00 AM – 1:00 PM**

**Graystone Hotel  
Detroit Lakes, MN**

Present: Linda Unruh, Paul Bursik, Joan Larson, Joyce Kalbakdalen, Brook Berg, Dan Olson, Stan Iverson.

Also present: Ruth Solie, Deb Keena, Chris McArthur.

Absent: Connie Jones, Walt Dunlap.

1. The meeting was called to order by President Linda Unruh at 10:00 AM.
2. The NLLN Strategic Plan for 2008-2010 was added to the agenda. It was moved and seconded (Berg/Kalbakdalen) to approve the agenda as amended. MCU
3. It was moved and seconded (Bursik/Kalbakdalen) to approve the minutes and notes from the Annual Meeting on April 28, 2007, as presented. MCU
4. It was moved and seconded (Bursik/Berg) to approve the minutes from the Executive Meeting May 17, 2007, as presented. MCU
5. After discussion it was moved and seconded (Kalbakdalen/Berg) to approve April 2007 and May 2007, bills as presented. MCU
6. After review, it was moved and seconded (Berg/Bursik) to accept the Financial reports from April 2007 and May 2007, as presented. MCU
7. Update on Director's Review and Executive Committee meeting. Paul gave the report. Salary for Ruth, with merit and cost of living increase to \$66,900.00. That is 6.8% overall increase. Ruth thanked the Board for the opportunity to work with such interesting and engaged Board members. She also talked about outsourcing the bookkeeping to Mosaic Consulting, effective July 1, 2008 and the re-definition of the staff position (Deb Keena) from Administrative Assistant to Office Manager. This will be a 20hr/week position and will become effective July 1, 2008. Ruth expressed the expectation that Deb Keena would continue as an NLLN employee in this newly defined position.
8. The photocopier lease has ended and Ruth will begin the process of finding a suitable replacement, but probably considerably less robust than the present copier/fax/printer.
9. Ruth gave a report on the 2007 Legislative Session. Overall libraries did well in this session and the multitype library systems received a substantial increase in their basic operating grant funds. For NLLN this is \$66,000+/year increase in the base funding. It will be used to expand NLLN programs and services.
10. After review of the FY07 operating budget it was moved and seconded (Berg/Iverson) that any unexpended operating funds from FY07 be moved to the 801.0 Reserve account as of July 1, 2007. MCU.
11. Regarding line item 700.2 – Delivery, in the FY07 financial reports, it was noted that no funds had been spent this year to date. After a review of a report from Peg Werner, Director of the Viking Library System, it was moved and seconded (Iverson/Berg) to grant the Viking Library System \$2,500.00 in FY07 to support their creative exploration of delivery services to non-public library locations within their region, and for their work with NLLN in providing training/staff development opportunities to the NLLN member libraries in the VLS region. MCU.
12. The proposed NLLN Operating Grant Budget for FY08 was presented by Ruth, based on the proposed budget recommended by the Executive Committee. Using a new budget format, and incorporating the new funds that we recently allocated to NLLN, the Governing Board reviewed

and accepted (Larson/Bursik) the proposed NLLN FY08 Operating Budget for \$216,793.00 state funds and \$95,900.00 in NLLN reserve funds, for a total budget of \$312,693.00. MCU. (See attached budget).

There was clarification that CatExpress funds would be used to underwrite the cost of non-MNLink libraries participation in the NLLN CatExpress group subscription. Those libraries participating in the NLLN CatExpress group subscription which are also MnLINK Gateways will pay their own cost of CatExpress usage. NWRL has participated on this basis for a number of years; other regional public library systems are welcome to do the same. Non-MnLINK libraries, primarily those participating in the North Star Library Consortium, are using the OCLC CatExpress subscription as a supplementary source of high quality records for inclusion in regional shared catalogs and for use in retrospective conversion, particularly of special library collections.

13. After review of the FY 08 Budget, it was moved and seconded to approve the NLLN Operating Grant application for FY08. Kalbakdalen/Iverson. MCU
14. Policy reviews: Paul presented the various policies and documents that needed review.  
Organizational Agreement: minor change in the heading was the only change –Moved and seconded to accept as presented. Bursik/Iverson. MCU  
  
Travel Expense Policy: See attached revisions. Moved and seconded to accept as presented. Bursik/Kalbakdalen. MCU  
  
Personnel Policy: Numerous changes were made to this document – see attached. Moved and seconded to accept as presented. Bursik/Kalbakdalen. MCU
15. Strategic Plan 2008-2010. Based on the work done at the Annual Meeting April 28, 2007, and the May 17, 2007, Executive Committee meeting, the NLLN Strategic Plan for 2008-2010 was revised, reviewed, updated, and approved. See the narrative attached to the Operating Grant application for FY2008 for a review of the process to arrive at a new Strategic Plan for 2008-2010. It was moved and seconded to accept the NLLN Strategic Plan 2008-2010. Berg/Kalbakdalen. MCU.
16. First Reading of the NLLN by-law revisions concerning the role of the NLLN Executive Committee was presented. They will be adopted at the August meeting.
17. Election of Officers for FY08: Dan Olson, Nominating Committee, presented a slate of officers: Paul Bursik – President, Walt Dunlap-Vice President, Joyce Kalbakdalen – Secretary, Brook Berg – Treasurer. Stan Iverson called for nominations to be closed and a unanimous ballot be cast for these officers. Seconded by Olson. MCU.
18. Outgoing President Linda Unruh and Vice President Dan Olson were thanked for their years of service on the NLLN Governing Board and for their work as officers of the Board. They will be missed. Both expressed their appreciation for the opportunity to work on behalf of libraries.
19. There being no further business, the meeting was adjourned. Next meeting will be August 18, 2007, in Detroit Lakes.

Joyce Kalbakdalen  
Secretary