

**Northern Lights Library Network
Governing Board**

Minutes

June 21, 2008

10:00 AM – 1:00 PM

Graystone Hotel, Lower Level

Detroit Lakes, MN

Present: Paul Bursik, Walt Dunlap, Joyce Kalbakdalen, Brook Berg, Erika Rux, Lina Belar, Stan Iverson.

Also present: Ruth Solie, Deb Keena

Absent: Joan Larson, Tom Peterson

1. Meeting was called to order by President Paul Bursik at 10:05 AM.
2. The Agenda was accepted as presented.
3. The minutes of May 7, 2008, were accepted as presented.
4. Financial Reports: Financial reports for April and May, 2008, were approved as submitted. Dunlap/Kalbakdalen. MCU
5. The NLLN FY08 Operating Budget was adjusted by moving the Equipment/software expenses (5530) and the Continuing Education Scholarship expenses (6110) from Board designated reserves to the FY08 State Operating Grant. Motion was made and approved. Iverson/Belar. MCU
6. Old Business:
 - A. Director's Review report was given by Stan Iverson.
 - B. The mileage reimbursement rate that had been proposed at the May Executive Board meeting was discussed. The new rate was not implemented due to the complications it would create. It was moved and seconded to rescind the earlier change and to continue using the standard IRS mileage rate.. Kalbakdalen/Rux. MCU
 - C. Audit update: The Audit will be done with Eide Bailly. A hand out with a three year projected costs with Eide Bailly was discussed. A motion was made to accept Eide Bailly as the Auditor for the next three years. The motion was approved. Kalbakdalen/Rux. MCU
7. New Business:
 - A. FY 2009 Budget: The NLLN FY09 Budget, as proposed by the Executive Committee, was discussed, amended, and approved. Belar/Berg MCU
 - B. FY 2009 Operating Grant application/workplan: The NLLN FY09 Operating Grant application and work plan were presented and accepted. Berg/Iverson. MCU

Delivery Demonstration Projects: It was moved and seconded to award Kitchigami Regional Library, Lake Agassiz Regional Library, Northwest Regional Library, and the Viking Library System an amount of \$5,000.00 per system to support the increased demands being made on regional public library delivery systems. These one-time awards recognize that public library systems are increasingly involved in delivery of materials as a part of a statewide network, are providing materials to patrons beyond their member/branch libraries, and are in a transitional financial situation regarding funding for delivery. NLLN supports and encourages these services. Dunlap/Iverson. MCU

- C. Professional Engagement Funds: The NLLN FY09 budget includes \$4,000 of Operating Funds and up to \$5,000 in Board designated reserve funds to be used for support of professional activities by staff in NLLN member libraries. Erika and Ruth will work on guidelines for the use of these funds.
- E. WebJunction MN Commitment: NLLN has agreed to support the work of MN WebJunction by contributing 10 hours per month to the creation and maintenance of MN WebJunction content. Iverson/Belar. MCU
- F. Policy/Bylaws review: The Northern Lights Library Network policies and Bylaws were reviewed and no action was necessary at this time.
- G. Strategic Plan review: The Northern Lights Library Network Strategic Plan, 2008-2010 was reviewed. The Strategic Plan for Northern Lights Library Network 2008-2010 was approved without change. Kalbakdalen/Rux. MCU
- H. Staffing proposal: Ruth discussed the strategic plan, current projects, and the changing needs of the organization in terms of staffing. Ruth was given permission to investigate the feasibility of reorganizing the staffing to create a new professional position. Ruth will report on this at the August meeting.
- I. Director's Report: The Director's report was discussed.
- J. Recognition of retiring Board Members: Board members Walt Dunlap, Paul Bursik, and Stan Iverson have been re-appointed for another term on the NLLN Governing Board. Brook Berg, retiring from the Board after representing school libraries for the past 6 years, was recognized for her many contributions to the Board, to the work of NLLN, and to libraries. She will be missed. Gay Galles, District Media Coordinator for Moorhead Public Schools, will be the new representative for schools.
- K. Election of Officers for FY09-Nomination Committee: The Nominating Committee (Stan Iverson, Erika Rux, Lina Belar) presented a proposed slate of officers that was accepted by acclamation:
 - President – Paul Bursik
 - Vice President – Walt Dunlap
 - Secretary – Erika Rux
 - Treasurer – Joyce Kalbakdalen

- L. Scholarship Committee appointment: Erika Rux has agreed to work with Ruth on the NLLN Continuing Education Scholarship Committee.
 - M. Other: Lina Belar told the Governing Board about her upcoming trip to Denver for an IMLS Conference, "Collaboration in a Digital Age" she will be attending.
8. Adjournment: The Governing Board meeting of June 21, 2008, was adjourned by the President Paul Bursik at 12:47 PM.

Next meeting is August 16, 2008, 10am, Graystone Hotel, Detroit Lakes.

Joyce Kalbakdalen, Secretary