

MINUTES
Northern Lights Library Network
Governing Board Meeting
October 17, 2015
Minnesota State University Moorhead
Conference Room 125
Livingston Lord Library
Faculty Development Center

Present: President, Wayne Ingersoll; Vice President, Richard Anderson; Treasurer, Carol Sibley; Secretary, Charlie Lindberg; Board members: Ruth Holmgren, Glenn Heinecke, Jenna Kahly, Mari Dailey; and Executive Director Kathy Enger

Absent: Terri Darco, Tony DeSanto, Tammy Thomasson-Erhart, Adell Bridgeford

1. **Call to Order** 10:00 a.m.

2. **Approve Agenda**

Motion to approve the agenda: Richard, Ruth, MCU.

3. **Approve minutes from August 22, 2015 meeting**

Motion to approve the minutes as amended for spelling errors: Carol, Ruth, MCU.

4. **Approve and review financial statements from August and September, 2015.**

Motion to approve the financial report: Richard, Glenn, MCU.

5. **Review and approve Fiscal Year 2015 Audit.**

Motion to approve the Fiscal Year 2015 Audit Report: Jenna, Glenn, MCU.

a. New auditing firm, Carpenter Evert, saved \$10,000.

b. NLLN had a surplus of \$744 in operating expenses. Above operating expenses, \$25,000 was taken from reserves to subsidize the Northwest Regional Library and Lake Agassiz Regional Library acquisition of the Evergreen open source automation system.

c. 60% of NLLN's expenses are program expenses; 40% are administrative expenses.

6. **Review Fiscal Year 2015 Report of Results in Light of the Fiscal Year 2015 Audit.**

Several areas were highlighted:

- Held Library Luncheon with Legislators where 11 librarians and 3 legislators met altogether.
- The second Life Achievement Award was given to Barbara "Babs" Larson for thirty-three years of service in Warroad as Public Librarian. NLLN sponsored the retirement party and a gift in her honor.
- Three interns worked with NLLN throughout fiscal year 2015: Two LIS interns, Katelyn Ostby and Kimberley Henze and one public relations intern, Jordan Schroeer.
- Processed and cataloged elementary books at Campbell-Tintah school.

- Processed materials at Zion Lutheran Church library in Alexandria.
- Sponsored Poets Across Minnesota initiatives in schools.
- The tribal college librarians in the region met for the first time April 20 at Leech Lake Tribal College Library.
- Distributed numerous scholarships for librarians to attend staff develop programs.
- Presented at several conferences including ITEM, MLA, and the American Association for State and Local History.
- Conducted research to document skills uniquely provided in schools by media specialists.
- Provided technology training for librarians and library paraprofessionals, especially training on the Destiny automation system
- Provided library administrative and technical assistance for the new White Earth Library
- Attended approximately 90 library meetings
- Continued interlibrary loan support for Viking Library System to provide every-other-day service to ten member public libraries, one college library, and three PreK-12 schools. Approximately 260,000 items were delivered to public libraries annually and 1,800 to school, special, and college libraries throughout FY15
- Completed directories of regional historical and cultural organizations, legislators in the region, and regional art and artists. Completed an Ojibwe bibliography
- Executive Director Kathy Enger conducted qualitative, grounded theory research to determine what multitype library systems do. Kathy presented the research to the House Education Finance committee on February 19th.
- Funded eBook Initiative with LARL and NWRL, 280 eBooks and eAudiobooks were purchased for middle and high school students out of 2,736 young adult eTitles in the LARL/NWRL systems. These eTitles were checked out approximately 13,000 times over fiscal year 2015. School librarians are encouraged to promote public library cards among students.
- Funded move to Evergreen online catalog system for LARL and NWRL.
- Ongoing social media contact with members:
Constant Contact had 9,477 recipient messages that were opened 2,280 times (a 24% average open rate). Constant Contact is, “an online marketing company offering email marketing, social media marketing, online survey, event marketing, etc” (Wikipedia, 2015).
Listbox, a discussion forum and listserv, has 683 subscribers and 5,897 recipients received Listbox messages.
Twitter has 437 people connected with NLLN, 116 followers, and a total of 179 tweets.
Facebook has an ongoing outreach.
Website Total Number of visits: 15,162 (1,262 average number of visits/month).

7. **Annual Meeting in June 2016**

Board members discussed a different format for the 2016 annual meeting.

Motion to schedule the annual meeting in 2016 at the Shooting Star Casino in Mahnoman and that the format would provide time for presentations that highlight how Northern Lights Library Network has made a difference school, public, academic and other libraries: Jenna, Richard, MCU.

8. **Old and New Business Conversation**

Board members shared what is happening in their libraries and in their work.

- a. Jenna Kahly, Lake Agassiz - is converting to the Evergreen automation system; received a grant for new toys and materials for the children's area; librarians made new and more kits for story time; developed a mascot for the system - kids wrote stories and descriptions of potential mascots; are sponsoring bus trips to events using Legacy money; has new programs in place for teens to use e-books
- b. Glenn Heinecke, Roseau school - teaches Destiny, Google apps, and conducts research projects with students; purchases RIF books to give to students with his bookfair money
- c. Richard Anderson, Kitchigami - is sponsoring pre-school reading efforts; cooperates with schools in the areas of art and science
- d. Ruth Holmgren, Viking - is sponsoring Legacy events for children and is scheduling trips to, for example, The Science Museum and The Minnesota History Center; the Pelican Rapids has revamp interior, installed white boards, and added storage; three local artists came to library and put up a collage; raised \$3000 for new books
- e. Kathy Enger, Academic libraries - the Concordia Carl B. Ylvisaker Library is partnering with academic excellence to host tutors and peer tutors for language and science; MSUM will add an art installation in Comstock as part of the renovation; Moorhead is a repository for digitizing materials
- f. Charlie Lindberg, Northwest – is also converting to the Evergreen automation system; plans to sponsor a Minnesota Loves Libraries campaign and is waiting to see if this will be sponsored by MLA; the Warren library remodeling is complete except for new bathrooms and is hoping to receive a grant from Bremer to finish that project; has purchased new e-books for teen with the grant from NLLN; has purchased a new delivery van that is bright red and will have the NWRL logo on the side plus the locations of the libraries

9. Meeting adjourned.

*The next NLLN Governing Board meeting will be held on Saturday, Dec. 12, 2015 at 10 a.m. at:
Minnesota State University Moorhead
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Faculty Development Center*