

**Northern Lights Library Network  
Governing Board Meeting  
December 14, 2024  
Minnesota State University Moorhead  
Comstock Memorial Union  
and Online**

Present:

- Kathy Enger, Executive Director, NLLN
- Glenn Heinecke, President, NLLN; NLLN School Library Representative
- Linda Schell, Lake Agassiz Regional Library Representative (LARL)
- Linda Holecek, Lake Agassiz Regional Library Representative (LARL)
- Karen Qualey, Academic Library Representative
- Ruth Holmgren, Viking Library System Representative (VLS)
- Joe Gould, Kitchigami Regional Library System Representative (KRLS)
- Deb Keena, Office Manager, NLLN
- Kevin Baggett, Treasurer, NLLN; Academic Library Representative
- Bethany Hait, NLLN Public Library Representative
- Aleta Sanford, Minute-taker, NLLN

1. Call to Order.
  - a. 10:01 A.M.
2. Welcome back to Ruth Holmgren representing Viking Library System (VLS).
3. Approve agenda.
  - a. Linda S, Linda H      MCU
4. Approve minutes.
  - a. Kevin, Joe              MCU
5. Review financial reports.
  - a. The balance sheet ending November 30, 2024, is looking really good. NLLN has a surplus for the first time in a long time.
  - b. Kathy would like the Board's approval to invest last year's surplus of approximately \$70,000 in a five-year government bond to preserve NLLN for use in the future.
    - i. Joe, Linda S      MCU
6. Approve 990 and final FY2024 audit.
  - a. The 990 is publicly available information about nonprofit organizations.
    - i. Linda H, Ruth MCU
  - b. The audit has been completed and a copy has been provided to the Board.
    - i. Joe, Linda S      MCU
7. Old Business.
  - a. Library Media Census and LMS Continuing Education funding.

- i. The seven Multi-County Multi-Type systems (MCMT) used the Traverse des Sioux attorney to draft a letter to the organization initially contracted to perform the census who delivered an unacceptable dataset. A second organization was contracted to complete the census. The MCMTs have not paid the first contractor's \$80,000 (approximate) bill due to the unacceptable product and have retained legal representation to respond to the contractor. The MCMT directors are in agreement on this issue. The attorney is charging \$800 for said response.
    1. Motion to approve payment: Linda S, Karen MCU
  - ii. Full results from the census data are forthcoming, but initial results show that only 17% of schools in Minnesota have licensed media specialists.
  - iii. The Board is interested to know what the evidence shows and how the money allocated to the certification programs will be targeted toward areas of the State with the most need for licensed media specialists and that positions will be available for them to fill.
- b. "Better Together" workshop, June 11, 2025. Glenn Heinecke.
    - i. There is a tentative plan to hold the next "Better Together" workshop on the above date. Several exciting guests have agreed to present.
  - c. Scholarships.
    - i. \$15,500 in scholarships remains available in the current fiscal year's budget. Scholarship funds may be used to attend any library professional development opportunities. Scholarships are given in \$500 increments, but may be increased to \$1,000 under certain circumstances. Most of the scholarships so far this fiscal year have gone toward NLLN member attendance at the Minnesota Library Association conference in October.
  - d. NLLN Membership list.
    - i. Updating this list is an ongoing process. Kathy is currently updating the school libraries lists.
    - ii. The membership list is posted on NLLN's website.
  - e. Planning (strategic, communication, financial, and succession).
    - i. Kathy is in the process of strategic planning to ensure NLLN resources are spent according to a plan and toward a purpose. She will be conducting interviews with Board members in January to help determine what to include on a survey that will go to all NLLN members as part of the scientific strategic planning process using qualitative and quantitative methods. Board members will receive an email in January.
    - ii. Kathy is also working on a communication plan, specifically NLLN's use of social media outlets.
    - iii. **FINANCIAL PLANNING**

- iv. Kathy is also working on a succession plan, although she has no plans to retire right now. It is good to have a plan in place in the event of unforeseen circumstances.

8. New Business.

- a. Legislative list. Linda Schell and Karen Qualey.
  - i. Linda reported that the dinner with Senators Kunesh and Kupec was a good opportunity to hear from the many people around the table about a variety of library types. Linda specifically recalled Senator Kupec's discussion around public library staff potentially needing some health and behavioral sciences training to serve several of the populations that frequent public libraries to have a warm place to spend the day or to use computers. Additionally, it was clear that a lot of libraries have significant space needs, and some are using trailers.
  - ii. Karen appreciated the opportunity to attend the dinner and have a quasi-formal conversation with legislators. She was particularly struck by the broad spectrum of needs across library types that are difficult to prioritize. Her biggest takeaway from the dinner was the importance of continuing to lobby to ensure resources remain securely funded (e.g., ELM, Minitex).
- b. Fundraising with *Friends of the Moorhead Public Library*. Linda Schell.
  - i. Due to inflation, the cost of the new Moorhead Public Library building has gone up during the period of construction (scheduled for completion in 2026). A group has been put together to fundraise to cover the shortfall. NLLN, MSUM, and the *Friends of the Moorhead Public Library* are partnering to organize an event to be held in May/June.
- c. Pelican Rapids Public Library Children's Room. Nannette Albright.
  - i. NLLN sponsored rugs for the children's area of the Pelican Rapids Public Library. Ruth was at the library recently and saw many children splayed out on the rugs playing with toys provided by the library and clearly enjoying the space.
- d. Presentation at Minnesota Council of Nonprofit's 2025 Nonprofit Finance and Sustainability Conference, February 25 & 27, 2025.
  - i. Kathy is presenting about the strategic planning process and how to align an organization's budget to its strategic goals.
- e. The *Board Member's Guide to Good Governance* workshop. Karen Qualey.
  - i. This was Karen's first time attending the conference and she appreciated the opportunity and learned a lot of key elements that are good to understand. She stated that, from what she can tell, Kathy has done a great job with NLLN's governance.
- f. Reports from the region.

- i. Ruth reported that the PELICAN RAPIDS PUBLIC LIBRARY has hired a new librarian following an application and interview process.
- ii. Kathy requested the Board vote on Deb Keena carrying over accrued leave to the next fiscal year.
  1. Karen, Linda S           MCU

9. Adjourn.

- a. 11:11 A.M.