

**Northern Lights Library Network  
Governing Board Meeting  
June 21, 2025  
Minnesota State University Moorhead  
Comstock Memorial Union  
and Online**

NLLN Officers:

- President: Charlie Lindberg
- Vice President: Joe Gould
- Treasurer: Karen Qualey
- Secretary: Ruth Holmgren

Present:

- Kathy Enger, Executive Director, NLLN
- Charlie Lindberg, President, NLLN; Northwest Regional Library Representative (NWRL)
- Karen Qualey, Treasurer, NLLN; Academic Library Representative
- Ruth Holmgren, Secretary, NLLN; Viking Library System Representative (VLS)
- Linda Holecek, Lake Agassiz Regional Library Representative (LARL)
- Bethany Hait, NLLN Public Library Representative
- Glenn Heinecke, NLLN School Library Representative
- Chizuko Shastri, Lake Agassiz Regional Library Representative (LARL)
- Kevin Baggett, Academic Library Representative; Business & Outreach Librarian, Concordia College
- Deb Keena, Office Manager, NLLN
- Aleta Sanford, Minute-taker, NLLN

1. Call to Order.
  - a. 10:03 A.M.
2. Election of Officers.
  - a. President: Charlie Lindberg.
  - b. Vice President: Joe Gould.
  - c. Treasurer: Karen Qualey.
  - d. Secretary: Ruth Holmgren.
  - e. When the President is unable to lead the meeting, the Vice President will.
  - f. The President, Vice President, and Treasurer can sign off on financial statements and financial notes. When NLLN opens a new account, these officers and the Executive Director are authorized signatories.
3. Approve agenda, minutes, financial reports.
  - a. Agenda:
    - i. Charlie, Linda MCU

- b. Minutes:
  - i. Chizuko's suggestions regarding the NLLN website have been implemented.
  - ii. NLLN voted to support a resolution for Minitex. The Minnesota Legislature has provided \$1 million to Minitex, but they still need additional support.
  - iii. Correction to the March 15, 2025, minutes section 9.d. Giving Hearts Day does not provide matched funds. The minutes will be corrected to: "NLLN donated \$1,000."
  - iv. Karen, Ruth                      MCU
- c. Financial Reports:
  - i. The balance sheet reflects an ongoing surplus of about 20% above expenditures, which is a healthy situation. To rebuild reserves, NLLN will continue to operate at its current expenditure level and save the additional funds to prepare for future spending. NLLN received a funding increase from the Legislature, but has not increased expenditures at this time to build up the reserves in preparation of future expenditures.
  - ii. Board members are encouraged to return to their library board to solicit ideas for projects and programs where NLLN could assist. Specifically, the School Library Census showed a need for collection management and support training and education.
  - iii. Ruth, Linda                      MCU
- 4. Review and approve the following for Fiscal Year 2026:
  - FY2026 Budget.
  - Minnesota State Operating Grant MCMT Aid Application.
  - MCMT MDE FY2026 Budget.
  - Statement of Authorization for American Federal Account.
  - NLLN Membership List.
  - FY2026 Board Meetings.
  - NLLN/MSUM Lease.
  - Meeting times: June, September, December, and March.
  - a. FY2026 Budget:
    - i. Kathy received the final number for the allocation yesterday: \$335,657.96. This is approximately \$460 lower than anticipated, as the formula has been adjusted.
    - ii. Budget line items are reviewed. Additional compensation provided to NLLN employees is for healthcare insurance. NLLN also purchases Director and Officer insurance for NLLN Governing Board members and the Executive Director, along with insurance for the office on the MSUM campus, which enables the board to meet at MSUM. Service charges

include bank fees. Electronic communication expenses are for the NLLN website and email service management. Programs and services pay for workshops like “Better Together.”

- iii. Kathy is not requesting an increased adjustment to salaries this year in solidarity due to changes in other library organizations and potential upcoming layoffs at those organizations. Additionally, the Legislature has been looking at salaries disclosed on 990s.

- 1. Motion to approve the budget:

- a. Linda, Ruth   MCU

- b. MCMT Aid Application and the Statement of Authorization for American Federal Account:

- i. MCMT: Kathy is ready to send in the application this afternoon. This is a grant for our funds for the new fiscal year beginning July 1, 2025.
  - ii. Statement of Authorization: NLLN would like to take \$70,000 in surplus in the checking account and open an account at American Federal Bank in Moorhead to add to reserves (FDIC insured). These funds will be placed in a money market account or a certificate of deposit. In compliance with NLLN’s bylaws, they would like a Statement of Authorization from the President, Vice President, and Treasurer. These minutes reflect that authorization.

- 1. Motion to approve the MCMT application and the Statement of Authorization:

- a. Karen, Linda   MCU

- c. Membership List, Board Meetings, and MSUM Lease.

- i. The membership list will be sent to the State and requires approval. The MSUM lease runs from July 1, 2025–June 30, 2026, and is for \$618 per month.

- 1. Motion to approve the list, meetings, and lease:

- a. Ruth, Linda   MCU

## 5. FY2025 Annual Review.

- a. Kathy sent out a survey on Qualtrics, which received five responses. In a private session during the meeting, the board reviewed the results of the survey on Kathy’s performance from July 2024 to June 2025 and had further discussion. Separate notes regarding the discussion will be retained by the President and Secretary.
- b. Future opportunities for NLLN include the future of Artificial Intelligence (AI) and what it means for information literacy. Kathy and Karen discussed potential collaboration between MSUM and NLLN, possibly as a part of MSUM’s new institute for AI to emphasize the importance of information literacy. Kathy and Karen will continue to collaborate on this idea.

6. Old Business.
  - a. Minnesota School Library Census.
    - i. This has been completed and copies distributed to the board members. If you would like a hard copy, let Kathy know. Findings include the fact that 50% of school libraries do not have a licensed media specialist and that the median age of school library collections is 17 years.
    - ii. Now that the census is complete, there is work to do to improve those numbers. Thank you to Senator Kunesh for the funds to address this issue.
  - b. Licensed Media Specialist (LMS) scholarships.
    - i. The Multicounty Multitype Systems (MCMTs) are working to determine how to distribute scholarships for teachers in Minnesota who are interested in becoming Licensed Media Specialists (LMS). Currently, they are meeting to develop specific guidelines to support people already in the programs. A Memorandum of Agreement has been developed for those in the St. Cloud program.
    - ii. This program will take shape this summer/fall and will start with \$100,000 in funds to see how it goes.
    - iii. The board discussed ideas for how to increase the effectiveness of this program, as many LMS programs require on-campus graduate work, yet current school library staff cannot attend in person courses if they live far from a university with the program. Specifically, the board discussed having the programs overlap with teacher requirements, to encourage teachers to become certified, online courses, and collaborations and cooperation between institutions so library staff could complete some courses at a nearby university and the licensure credits at the schools with the LMS programs.
  - c. “Better Together” workshop on June 11.
    - i. Approximately 35-40 people attended and the workshop went well. There were great evaluations.
    - ii. Ruth noted that there was a lack of school personnel attendance, but there were good conversations. The board discussed ways to potentially get school library staff in the region connected, including potentially working with ITEM to facilitate regular conversations.
  - d. Communities Collaborative Brain Conference. August 12, 13, 14.
    - i. Board members received information on this conference, as well as the link to attend.
  - e. Scholarships.
    - i. Scholarships for the fiscal year have been sent out. *The Director’s Report* provides a summary of the funds provided.
  - f. Collection support.

- i. This was largely discussed in 3.c.ii. NLLN is eager to pursue programs and projects related to collection support and management for libraries in our region.
- g. March 5 Library Excellence Workshop.
  - i. Following the workshop, NLLN received a lovely thank you note from Karen and two other research institutions who attended. The note appears below.
  - ii. *"Thank you, Kathy, and NLLN, for your generous support of the March 5th Advancing Library Excellence Workshop. Your sponsorship made it possible to offer a full day of timely sessions on topics like book bans, AI, and leadership, bringing together over 60 regional professionals to learn and connect. We greatly appreciate your commitment to strengthening library services and professional growth."*

*Karen Qualey, Minnesota State University Moorhead (MSUM)*  
*Lisa Sjoberg, Concordia Moorhead*  
*Jolie Graybill, North Dakota State University (NDSU)*

## 7. New Business.

- a. Deb Keena's Retirement.
  - i. Deb has announced her retirement, effective August 15, 2025. The board offered a heartfelt thank you to Deb for her twenty-four years of service to NLLN and Minnesota libraries across the region.
  - ii. NLLN has moved all accounting processes online and integrated them with Quickbooks and they are reviewed by a bookkeeper and the CPA firm Olsen, Thielen, and Associates.
- b. Completed Board Terms: Glenn Heinecke, Linda Holocek, Kevin Baggett.
  - i. Thank you to these board members for their service on the NLLN board. Each of you contributed so much meaningful work and you will be missed. After your one-year lapse off the board, we hope you consider coming back.
- c. Chizuko requested Kathy send the board meeting documents as one file, if possible, and potentially mail hard copies. Further, she proposed that when schools host free breakfasts and lunches during the summer months that school libraries also open so children in those communities can continue to access library services and school collections. Ruth stated some of their numbers in their public library are impacted by a daycare that brings those children to the library for story time. Several of those children return to the library with their parents after that introduction.

## 8. Adjourn.

- a. 11:29 A.M.