

**Northern Lights Library Network  
Governing Board Meeting  
October 19, 2019  
Minnesota State University Moorhead  
Faculty Development Center  
Livingston Lord Library  
Conference Room 125**

Present: Kathy Enger, Sarah Villanueva, Sheri Levasseur, Glenn Heinecke, Reed Olson, Linda Holecek, Laurie Jo Villwock (phone), Kevin Bagget, Dawn Dailey

1. Call to Order. 10:00 A.M.
2. Elect Secretary.
  - a. Sheri Levasseur
  - b. Motion: Glenn, Linda           MCU
3. Approve Agenda.
  - a. Motion: Reed, Kevin           MCU
4. Approve Minutes from June 15, 2019, NLLN Governing Board meeting.
  - a. Sarah asked for a clarification on 8.1.i.2, an amendment to the budget in June 15, 2019 budget, which allocates \$5,000 to NWRL and \$5,000 to LARL for Overdrive eBook collections.
5. Approve Financial Reports.
  - a. Kathy reviews that 25% of the year has passed and NLLN has spent approximately 25% of the budget and is right on track.
  - b. Motion: Linda, Reed           MCU
6. Sign Expense Reports.
7. Approve Budget Revision: A \$118 difference.
  - a. The difference is due to population changes. The budget is based on the most recent population data is released in August, and thus must be amended to reflect the true amount of money allocated. This year, our population went down and NLLN will receive \$118 less.
  - b. Motion: Dawn, Glenn           MCU
8. Review and Approve Fiscal year 2019 Audit.
  - a. Look specifically at the statement of cash flows, which shows we took \$15,000 from reserves to support a bookmobile for Viking Library System and our cash flows are down \$15,519 for the year; whereas, in 2018 our cash flows were positive by \$301. NLLN was \$519 over budget for fiscal year 2019.
  - b. Motion: Linda, Dawn           MCU
9. Old Business.
  - a. Glenn Heinecke visits to schools.
  - b. Minnesota Department of Education Report of Results.

- i. The Strategic Plan-Work Plan-Report of Results encompasses everything NLLN has done thus far this year and is used to create the MDE Report of Results, due to MDE every year on October 1.
- ii. The MDE Report of Results was sent out to board members and approved before it was submitted, but needs a motion in this meeting.
- iii. Motion: Reed, Glenn           MCU

10. Old Business.

- a. MSUM Curriculum Center Pam Werre, donated books from the Wanda Gag award committee to White Earth's "Little Free Libraries".
- b. MSUM Dr. Shari Scapple donated young adult titles to be used at the "Better Together" workshop in June.
- c. MSUM donated maps to libraries in the region.
- d. Work at Walter High School with funding from Sourcewell and work from Adell Bridgeford and Chris Chastek.
  - i. Chris and Adell received a grant from Sourcewell to buy books, newspapers, and magazines for high school English classes. The school has begun a small library with the newspapers and magazines.
  - ii. NLLN paid for Adell and Chris to go to Minitex to be trained in eLibrary Minnesota.
- e. Reopening of the Circle of Life Academy with support from NLLN and Chris McArthur.
- f. Retired kindergarten teacher Cathy Davis' donation of children's titles to Circle of Life Academy and "Little Free Libraries" at White Earth.
  - i. 350 Children's and Young Adult books.
- g. NLLN's historical documents to be secured with the Minnesota Historical Society.
  - i. Received permission to place documents such as minutes, agendas, and other records in their facility to secure them.
- h. Hoopla for the Wheaton Public Library.
  - i. NLLN gave \$1,000 to Wheaton to get Hoopla.
  - ii. Dawn clarified that the \$1,000 covered a single year.
- i. Thief River Falls Library Book Club for local jail organized and implemented by Sarah Villanueva.
  - i. Going to read seven books with ten inmates over one year. They will meet once a week for an hour.
  - ii. Just received grant money from NLLN and going to order the books soon. Also working with the jail to set a time for the meetings.
  - iii. NLLN gave \$500, Kathy gave \$167.
- j. Mini-"Better Together" Destiny training workshop of October 5th in Staples.

- i. Sheri commented that it was eye-opening how little people in our schools know, and how much administrators don't know that they don't know and what their media specialists should know.
  - ii. Only about 20% of schools in our region have a certified media specialist.
- k. New Rivers Press requested funds from Lake Region Arts Council to bring 100 copies of *You May Have the Suitcase Now* by Beudelaine Pierre to libraries in the region.
  - i. NLLN wrote a letter of support.
  - ii. If they do get the funding, NLLN will distribute the books to libraries in the region.
- l. Clay County Historical Society *Prairie Daughters* Project.
  - i. The society is publishing *Prairie Daughters* and asked NLLN to distribute 100 copies to libraries in the region with a grant request from Lake Region Arts Council.
  - ii. NLLN wrote a letter of support.
- m. Minnesota Libraries Publishing Project training, along with a writing workshop led by Gina Drellack, Education Service Coordinator, Northwest Service Cooperative in Thief River Falls.
- n. NLLN sponsored *Moving Words* at Godel Memorial Library in Warren, Morris Public Library, Detroit Lakes Public Library, and Brainerd Public Library.
  - i. Sent \$500 to the Minnesota Book Awards to bring the authors to our region.
- o. Diversity and Inclusion Workshop for Library Personnel in the region sponsored by NLLN and the Tri-college libraries.
  - i. Open to all librarians in our region.
- p. Indigenous Representations: A Literature Workshop to be presented in the NLLN region by Hannah Buckland, State Library Services, at the "Better Together" workshop on June 11, 2020.
  - i. Most likely to be held at a casino. More information to follow.
- q. YALSA Transforming Teen Services workshop to be presented at Blackduck School, sponsored by Jayne Rivard, Blackduck School; presented by Leah Larson, State Library Services; and Andrea Egbert, Anoka County Library.
  - i. They have received training at the national level to present materials that align with Minnesota standards for schools.
  - ii. Open to everyone.
- r. MCMT strategic plan, \$1,000 NLLN contribution requested.
  - i. The Minnesota County Multitype System is putting together a strategic plan for all the multitype systems. They asked NLLN to contribute \$1,000.
  - ii. There is a summary of this joint strategic plan on page 10 of the NLLN Strategic Report.

- iii. Motion: Reed, Linda                      MCU
- s. Press releases.
  - i. Kathy will appear on a panel discussing the value and need for libraries on October 25, 8:00 P.M., Lakeland Public Television (Channel 9 in Bemidji; 22.1 in Brainerd).
  - ii. Newspaper articles on the “Little Free Libraries” appeared in several town newspapers.
- t. Cancelled checks related to mileage.
  - i. If you get a check for mileage, please deposit it.
  - ii. This year there were \$2,000 in undeposited checks.
- u. NLLN Governing Board meeting times.
  - i. Is there a possibly better meeting time?
  - ii. Use Zoom or Skype?
    - 1. Try Zoom for December meeting.
    - 2. If successful, consider using in the future.
- v. Conversations from the region.
  - i. Glenn: There is a book fair in Roseau coming up. Two weeks ago, the workshop observed how Roseau’s circulation has doubled recently.
  - ii. Sheri: The library is now using Follet to check out technology. It is their second year with one-to-one Chromebooks, and they are starting a big project to barcode all the chargers retroactively. There is now a fashion closet at the back of the library where students can check out clothing items. Right now, they are working on getting formal wear, photographing the items, and uploading them to make them digital so students can peruse online. The library has also weeded a lot of books after discovering their average date was 1983. They are getting ready to submit a proposal to make a big purchase of new books.
  - iii. Sarah: Working on the jail project. The new library director’s first four or five months have gone well. The library is participating in suicide prevention efforts for farmers. The library contains many sunlamps to help with depression.
  - iv. Dawn: LSTA grant for memory resource center has been received and they are starting to order eBooks and are getting more kits together. So far there are 45 kits.
  - v. Kevin: It’s the busiest part of the year right now, but they’re wrapping up the student presentations on how to use the library. Now they will start organizing the inquiry data on how students have used information sources previously. He is also a preliminary judge for the Minnesota Book Awards this year.

- vi. Reed: There is a new regional director. She has lots of energy and ideas and has received a warm welcome.
  - vii. Laurie: Wants to focus on educating people on what media specialists do. She is also having students help label books and do some processing work. The cataloging system needs to be overhauled. Al Franken visited the library recently. He stayed for two hours, and his team provided lunch. He has done a lot of work in getting the library started, from providing funding to encouraging book donations on an enormous scale. Laurie will send duplicate copies to the Circle of Life Academy.
11. Sarah asks a question on the credit card statement from 8/9/19; Kathy answers that a late payment occurred, but the charge was forgiven in a future statement.
12. Motion to Adjourn.
- a. Dawn, Linda                      MCU