

Northern Lights Library Network
Governing Board Meeting
September 19, 2020
Zoom Conference Call

Present:

- Glenn Heinecke, President, NLLN; NLLN School Library Representative; Media Specialist, Roseau School
- Laurie Villwock, NLLN Special Library Representative; Media Specialist, Bug-O-Nay-Ge-Shig School
- Sheri Levasseur, Secretary, NLLN; NLLN School Library Representative; Teacher Librarian Pequot Lakes School
- Linda Schell, Lake Agassiz Regional Library (LARL) Representative
- Kevin Baggett, Treasurer NLLN; NLLN Academic Library Representative; Academic Librarian, Concordia Moorhead
- Nanette Albright, Viking Library System (VLS) Representative; Library Specialist, Pelican Rapids School
- Reed Olson, Vice President NLLN; Kitchigami Regional Library Representative (KRLS); Beltrami County Commissioner
- Sarah Villanueva, Northwest Regional Library Representative (NWRL); Library Manager, Thief River Falls Public Library
- Anne Barber, NLLN Public Library Representative; Library Director, Morris Public Library
- Lina Belar, NLLN Special Library Representative; Director, Wadena County Historical Society
- Lynette Schwagerl, English Teacher and Librarian, Campbell School
- Gina Drellack, Education Consultant, Northwest Service Cooperative
- Marc Colin, Auditor, Carpenter, Evert, and Associates
- Steve Paprocki, Director, Access Philanthropy
- Leah Larson, LSTA Grant Coordinator and Teacher Librarian, State Library Services
- Deb Keena, Office Manager NLLN
- Aleta Sanford, MSUM Graduate Student
- Kathy Enger, Executive Director NLLN

Call to Order: 10:00 A.M.

1. Oath of Office. Welcome Anne Barber from the Morris Public Library, replacing Dawn Dailey from the Alexandria Public Library.
2. Approve agenda.
 - a. Linda Schell, Sarah Villanueva MCU

3. Approve Minutes from June 13, 2020, NLLN Governing Board meeting.
 - a. Linda Schell, Laurie Villwock MCU
4. Approve Financial Reports.
 - a. On track for the year.
 - b. Reserves are down by 1.7% because of eBooks funding and educational support. We are not currently adding to the reserve funds.
 - c. Reed Olson, Sarah Villanueva MCU
5. Approve Fiscal Year 2020 Audit. Marc Colin. Carpenter, Evert & Associates.
 - a. The audit was completed remotely this year and went smoothly.
 - b. Exhibit A: the statement of financial position. NLLN has a healthy reserve balance that can cover 16 months of operations.
 - c. Exhibit B: the statement of activities. This year's deficit of nearly \$2,400 is an improvement on last year's deficit when NLLN supported a new bookmobile for Viking Library System (\$15,000).
 - d. Exhibit C: breakout of expenses. All expenses were very well documented.
 - e. Exhibit D and E: statement of functional expense and the statement of cash flows. Redeemed \$17,000 in CDs, which was added to Cash.
 - f. Notes to the financial statements conform to GAAP.
 - g. NLLN is a healthy organization with a clean 2020 audit.
 - h. Sheri Levasseur, Linda MCU
6. Approve MDE Report of Results
 - a. Derived from the year's work plan, which is based on the Strategic Plan, which is based on the Minnesota Statute regarding multitype systems. It also takes into account the needs of the region.
 - b. In spite of the change in circumstances due to the pandemic, NLLN and libraries in the region were able to continue providing services because of the staff and volunteers who stepped up. We have amazing people who were able to serve our region by taking support and placing it online.
 - c. Laurie, Sheri MCU
7. Old Business.
 - a. July 25 online writing seminar, along with the Minnesota Libraries Publishing Project. Gina Drellack, Northwest Service Cooperative.
 - i. Was held online via four Zoom meetings with personal writing time in between on July 25.
 - ii. Thirty-six registered for the event, ten attended the online sessions, and all ten fully participated in all four sessions and completed the evaluation form with positive comments.
 - iii. The remaining registrants were more interested in the information about the Minnesota Libraries Publishing Project than in the writing portions and are able to access the recorded meetings.

- iv. In the future, Gina and Kathy will possibly discuss an opportunity focused on the Minnesota Libraries Publishing Project.
 - b. August 10 “Better at a Distance” mini-workshop. Lynette Schwagerl and Glenn Heinecke.
 - i. Held a two-hour session with one hour focused on a Q&A about COVID-19, technology needs, Destiny needs, and one hour about Minitex, eBooks Minnesota, and library learning. It was a conversation about challenges and successes in libraries via Zoom meeting.
 - ii. A similar session will be held one a month going forward, with the first scheduled for September 23rd, 2020 at 4:00 P.M., to help librarians in the region through the challenges of this new environment.
 - iii. Next June, the Better Together workshop is planning to be in person in Fergus Falls, June 2021.
 - c. “Youth Voice & Choice” workshop. Leah Larson, State Library Services, and Andrea Egbert, Anoka County Library.
 - i. Held online over five weeks in June and July rather than the four hour in-person training. There was a one hour Zoom meeting each week with readings, discussion boards, and videos between them to enhance the experience.
 - ii. This was the first time this training was offered to actual practitioners in the U.S.
 - iii. There was a waitlist of 5 or 6 people in addition to the 16 who were able to participate. One-third of the attendees were from within NLLN’s region. Another session will be held in October.
 - iv. Feedback from the evaluation surveys was very positive. A six-month follow up survey will assess the long-term impact of the training.
 - d. eBook reports from LARL and NWRL.
 - i. NWRL provided a spreadsheet of all the eBooks they were able to purchase using the \$5,000.
 - ii. Sarah: The support was really needed and was greatly appreciated. The day Hoopla went live was the same day the library had to physically close, so that worked out perfectly and helped keep services available. Utilization has gone up almost 50% and the library has received great feedback from parents of special needs children.
 - iii. A report from Liz Lynch provides statistics on eBook usage in the last year: up 15% in downloads (144,610 total) with a 21% increase in new users (1,883 new users) with 344 in March alone.
- 8. New Business
 - a. Access Philanthropy Proposal. Steve Paprocki.

- i. Access Philanthropy does consulting and research for nonprofits, creating databases of potential funding sources, and providing grant writing services. They are a nonprofit that helps other nonprofits find funding.
- ii. For NLLN, the proposal includes a three part program:
 1. Build and maintain a database of 100 library and literacy funders that will be made accessible through NLLN's website.
 2. Database of 200 general operating support areas such as people who work in arts funding, business centers, etc. that will also be available on NLLN's website.
 3. Twenty-five funders of eBooks and audiobooks programs.
- iii. They would potentially also be interested in holding workshops about fundraising and grant writing for NLLN members and be available to aid in searching for funding opportunities and pursuing those opportunities. This will shorten the time and effort it takes to obtain needed funding from private sources.
- iv. Cost:
 1. \$3,250 for the first year to build the database of about 300 funding sources, then \$100 per funding source NLLN wishes to keep in the second year.
 2. Approximately \$2,500 over 4-6 months for \$100 per hour for the grant writing and finding potential funding opportunities service.
- v. Questions:
 1. Sheri: Can you provide references from past clients (especially library clients?)
 - a. Answer: Access has never done a project like this with a library, but has helped libraries with capital campaigns and achieved good results. Also, many librarians attend their workshops and find value.
 2. Sheri: Do you have librarians working for you?
 - a. Answer: Yes, one. She's from Australia and worked in a college library. She's very excited to work on this project and is willing to host some workshops for your members.
 3. Sarah: If a NLLN member applies directly for funding by going through the database on NLLN's site, how is the money received? Through NLLN? Through Access Philanthropy?
 - a. Answer: The applicant will receive the money directly without having to funnel it through NLLN or Access Philanthropy. Access Philanthropy is available to help put together the application, if the applicant would like.
- vi. Motion to approve funding

1. Linda, Reed MCU
 - b. Monthly online meetings with librarians in the region.
 - i. Discussed in the “Better at a Distance” section.
 - c. Board member reports.
9. Adjourn: 11:26 P.M.