

NLLN Executive Committee  
MINUTES  
May 17, 2007

Graystone Hotel  
Detroit Lakes

Present: Linda Unruh (Pres), Joyce Kalbakdalen (Sec), Dan Olson (VP), Paul Bursik (Personnel), Brook Berg (Treasurer)

Also present: Ruth Solie, Executive Director

The meeting was called to order by President Linda Unruh.

1. Director's Performance Review: Paul Bursik, Personnel Chair, reviewed with the Committee the process for the Director's Performance Review and the results. After deliberation, the Director was given a very positive review and it was recommended that the Director, Ruth Solie, be given a salary of \$66,900 for FY2008; the increase includes both cost of living increase and a merit increase. Motion/second: Paul/Joyce. Motion carried unanimously.

The Director stated her appreciation for the opportunity to work for NLLN and for such a strong Board.

2. The Report from Mosaic Consulting summarizing the discussion of 4/28/07 was reviewed. Based on the changing needs of NLLN, the following actions were taken:

A. NLLN will strive to increasingly utilize electronic means for conducting NLLN business. This would include communication, financial matters, staff development, and record keeping. Information will continue to be available via print media upon request, as well as for archival purposes, but will not be distributed in that format unless requested. Joyce/Brook. Motion carried unanimously.

B. The Director was asked to restructure staff positions in response to changing needs and methods of doing business. It was moved and seconded (Paul/Joyce) that the Administrative Assistant position should be replaced by an Office Manager position and that this action be taken in response to the changing organizational needs of NLLN in the way it does business. Motion carried unanimously. Ruth will propose a new job description for this position at the June Board meeting, outlining the hours, wage, and duties.

C. Upon the Director's recommendation, and after discussion, it was moved and seconded (Paul/Joyce) that NLLN enter a contractual arrangement with Mosaic Consulting for bookkeeping and financial reporting services as outlined in the contract submitted by Mosaic Consulting. Motion carried unanimously.

D. The NLLN lease for the Xerox photocopier/printer/fax machine will end in June. Moving to electronic Newsletters and communication, it will not be necessary to replace the current machine with an equally robust new machine. It was recommended that the Director explore the possibility of purchasing a laser printer, possibly a color

laser printer, and make a recommendation to the Board about replacing the current copier in an appropriate and cost effective way.

3. The FY2007 Operating budget was reviewed.

4. Ruth proposed a new budget format for FY08 which groups "NLLN Administration and Governance" costs, and the "NLLN Service and Program" costs. Also, the new format shows reserve funds budgeted for specific activities within the service and program area. Better utilization of the QuickBooks program will allow for easier reporting on the income and expenditures in all areas of NLLN activity. This new format also conforms to the needs of the State Operating Grant application and the Report of Accomplishments.

The proposed FY08 budget was discussed and adjusted. It was moved and seconded (Joyce/Brook) to recommend this budget to the full NLLN Governing Board for approval at the June meeting. Motion carried unanimously.

In the event that more money is available to NLLN in the coming fiscal year, NLLN will submit a supplementary grant request to the State of Minnesota.

5. The revised Personnel Policy and the revised Travel Expense Policy were reviewed and amended. It was moved and seconded (Brook/Dan) to recommend these policy changes be adopted by the full NLLN Board in June. Motion carried unanimously.

The NLLN Organizational Agreement was also reviewed with no substantial changes, but with minor editing, and will be brought before the NLLN full Board in June for approval. This is not a policy but is an official document of NLLN.

During the course of the meeting it was determined that the NLLN By-Laws should be clarified concerning the makeup, the role and the authority of the NLLN Executive Committee. This clarification will be an agenda item at the June NLLN Governing Board meeting and approval will be completed at the August meeting. Ruth will work with the committee via email on the new language for the by-laws.

6. There was discussion related to the Governing Board members leaving the Board and the need for new NLLN Governing Board officers to be elected at the June meeting. Dan Olson was appointed the Nominations Committee and will present a slate of officers at that time.

There being no further business, this very productive meeting was concluded with lunch and a time for sharing.

Submitted by  
Ruth Solie  
Secretary Pro Tem