

**Northern Lights Library Network  
Governing Board**

**Minutes**

**August 18, 2007  
10:00 AM – 1:00 PM  
Graystone Hotel  
Detroit Lakes, MN**

Present: Paul Bursik, Tom Peterson, Joan Larson, Joyce Kalbakdalen, Chris McArthur.

Also present: Ruth Solie, Deb Keena

Absent: Stanley Iverson, Erika Rux, Walt Dunlap, Brook Berg, Lina Belar.

1. Meeting was called to order by President Paul Bursik at 10:00 AM.
2. The agenda was adopted with the addition of item 8F: Executive Committee makeup.
3. It was moved and seconded (Larson/Kalbakdalen) to approve the minutes of June 16, 2007, as presented. MCU
4. After discussion it was moved and seconded (Kalbakdalen/Peterson) to approve the June 2007 Bills (FY07) as presented. MCU
5. After review, it was moved and seconded (Kalbakdalen/Larson) to accept the Financial Reports for June 2007 (FY07), as presented. MCU
6. After discussion it was moved and seconded (Kalbakdalen/Larson) to approve the July 2007 Bills (FY08) as presented. MCU
7. After review, it was moved and seconded (Kalbakdalen/Larson) to accept the Financial Reports for July 2007 (FY08), as presented. MCU
8. After review and discussion, the Bylaw revision was accepted (Peterson/Kalbakdalen) as presented. MCU . [Bylaw revision was to create an Executive Committee and describe its function.]
9. The newly created position of Office Manager was discussed. This position will replace the Administrative Assistant position; it is a 20 hours a week (.5 FTE) position. Deb Keena has transitioned to this position, effective July 1, 2007. The job description will be presented at October 2007 meeting for Board review.
10. The Northern Lights Library Network Brochure update is still in progress.

11. The NLLN Governing Board meeting dates for FY08 were adopted (Kalbakdalen/McArthur) as presented. MCU
12. Paul Bursik will make a recommendation to the Board in October concerning the Personnel Committee.
13. The Northern Lights Library Network Report of Accomplishments FY07 was presented and reviewed. After discussion it was moved and seconded (Kalbakdalen/Larson) to approve this report. MCU.
14. The Director discussed various aspects of the work NLLN plans to accomplish in FY08.
15. Paul Bursik recommended that the NLLN Executive Committee for FY08 consist only of elected officers; no additional appointments were made.
16. After discussion concerning alternative meeting formats, including electronic, web-based conferencing, and telephone conferencing; oath of office; and distribution of financial reports electronically before the Board meeting, Ruth and Paul agreed to propose by-law changes in October related to official meeting criteria and a proposed oath of office. Ruth will distribute financial reports electronically to Board members prior to the meetings.
17. Next meeting will be October 20, 2007, in Detroit Lakes. There being no further business, the meeting was adjourned. (Peterson/Kalbakdalen).

Joyce Kalbakdalen  
Secretary