

**Northern Lights Library Network
Governing Board**

Minutes

10:00 AM
December 4, 2004
Graystone Hotel
Detroit Lakes, MN

1. Meeting was called to order at 10:01 AM by President, Linda Unruh.
Present: Norman Ellingson, Dan Olson, Barb Jauquet-Kalinowski, Mike Odland, Merlin Melby, Erika Rux, Brook Berg.
Also present: Suzanne Miller, Director/State Librarian, Ruth Solie, Director, and Deb Keena, Admin. Asst.
Absent: Marj Lavalier
2. Agenda: Adopted. Melby/Ellingson. MCU.
3. Introduction of State Librarian, Suzanne Miller. Experience – Academic Law Librarian in California for 20 years, State Librarian in South Dakota for 4 years, now in Minnesota.
 - A. Recreate State Library, umbrella for all libraries.
 - B. Equal access and consistent policies statewide.
 - C. Library service available to all and quality high.
 - D. Statewide plan for library services. Priorities, core services, etc.
 - E. Miller has three year plan to analyze, plan, and restructure.
 - F. Libraries and citizens will have input into plan.
 - G. Immediate focus is to strengthen State Library department so as to be able to provide services to libraries.
 - H. Changes? Continuing Ed. Needs to be better coordinated statewide; statewide programs “farmed out”, because of lack of staff at state library office- these need to come back to the central state office.
 - I. Leadership important to bring all libraries together.
 - J. Programs from South Dakota? Bring together organizations that work for libraries.
4. Approval of 10-16-04 Minutes: Ellingson/Odland. MCU.
5. Audit Report: Not complete; will be sent out to Governing Board; Ruth recommends executive board meet/conference call. Board approves executive board making the decision; will have Dan Roliepresent audit at February meeting so all hear comments.
6. Financial Report:
 - A. Bills: Approved: Oct/Nov 2004. Melby/Berg. MCU.
 - B. Financial Report: Oct/Nov 2004. Discussion of LaserQuest, probably discontinue, because North Star better/more efficient; remaining \$17,000.00; subscription in effect until June; should discuss where to put remaining funds. Berg- move to Scholarship? Ruth- keep to fulfill NLLN charge to provide databases. Board will discuss prior to June. Approved. Berg/Melby. MCU.

7. Unfinished Business:

- A. North Star: The Governing Board will see a demo in February; software installed at Region I and training next week will take place for the tech support; Dec. 16 and 17 core group training on the use of software; working with MNLink to investigate compatibility; will not immediately be on Gateway; slots for 90 sites. Bob Wheeler did algorithm for charges; many libraries eligible to participate. Grant obligates public and non-public schools priority. 14 responses so far, to Ruth. Discussion of record conversion. Discussion of Region 1 – services, etc. Discussion of which organizations involved with project and responsibilities. Advantages of participation, as reported by Berg, is the technology, cross platform that allows different operating systems, unlimited concurrent users; these are resolved with North Star. Also, Tech support is part of contract as well. Grant includes \$125,000.00 for staff development.
- B. Early Childhood: LSTA proposal still in the works, Lake Agassiz and NWRL have projects; lots is going on. NLLN role not real visible at this point, but hopefully will continue to be involved. Barb Jauquet-Kalinoski talked about their outreach to day cares – packet for day care providers, started with 50 day cares.
- C. Continuing Education: Scholarships are going out; College of DuPage teleconferences will be downlinked– subscribed to the second series. Broadcast at MSUM, then view again at more convenient time, different location.
- D. Delivery Update: NLLN delivery, through MINITEX to four regional libraries, has been decreased. Lake Agassiz continues as hub and there is now four days a week delivery to Viking and Northwest. Kitchigami asked to be removed from the delivery schedule. Delivery systems will continue to change in coming months.

8. New Business:

- A. IRS Mileage rate: 2005 mileage rate is \$.405 a mile; motion to adopt \$.405 a mile for 2005 as per by laws. Berg/Ellingson. MCU.
- B. Cell phone: Ruth would like cell phone to conduct business away from office, estimated \$35.00 a month. Melby/Ellingson motion to provide Director with cell phone. Discussion; personal phone, but some extra, \$25.00 a month is for business. Berg- amendment – NLLN pay internet and roaming service charge for Director's cell phone – Merlin accepts- second by Ellingson; motion carries.
- C. Legislative Update: Busy session; Ruth has been networking with local legislators. Personal communications with legislature very important. Ruth will send out final platform in February. NLLN will cover expense if Board Members wish to attend Library Legislative Day.

Break for lunch.

9. President's Report: Cookies – homemade- purchased from Douglas County Public Library sale. Fund raiser by Friends of the Library.

10. Director's Report: Kichigami looking for NLLN board member, hopefully January. Viking is looking. Ruth preparing for 1st round of North Star project, Dec. 16 and 17. Peter Bremer for U of M Morris will be academic alternate for board.

11. Governing Board member reports:

- A. Kitchigami has new bookmobile, will go on road in January, Olson.
- B. Berg – MEMO Midwinter Conference, Feb 6-7 in Alexandria will include North Star interest group, starting Friends groups with Chris Olson, Internet II, Heidi Hoks book talk 30 in 40, 30 new, hot books in 40 minutes. Will Durban, featured writer. Monday – how to be a “Power Library” with Nance Nasser of the Colorado State Library. This is funded, in part, by the E2T2 grant. Cuts to be anticipated in many schools, including Detroit Lakes.
- C. Olson – Open House at Library for city administrators this afternoon.
- D. Berg – Media Specialists have to start speaking at teachers and administrator conferences, rather than just presenting information literacy to other media specialists.
- E. Suzanne Miller – State Library office will also help with getting word beyond, media specialists and librarians.
- F. Odland – Viking ended Read Mobile, will continue some services. Douglas County is getting self-check out. Donations from 3M and others.
- G. Melby- Shared NLLN brochures with Lake Agassiz board to make new members aware of NLLN organization, a mission, etc.
- H. Rux – Opening at Concordia College; working on briefing document for campus to make need of new building known.
- I. Ellingson – Passed referendum in Crookston.

12. Adjournment: 12:50 PM

Erika Rux, Secretary