

**Northern Lights Library Network
Governing Board**

Minutes

**December 10, 2005
10:00 AM – Noon
Graystone Hotel
Detroit Lakes, MN**

1. Meeting was called to order at 10:13 AM by President, Linda Unruh.
Present: Linda Unruh, Mike Odland, Joan Larson, Norman Ellingson, Dan Olson, and Brook Berg.
Also present: Ruth Solie, Director, and Deb Keena, Admin. Asst.
Absent: Merlin Melby, Connie Jones, and Marj Lavalier.
2. Joan Larson, Alexandria, was welcomed as the new representative for the Viking Library System.
3. The agenda was adopted as presented: Olson/Ellingson MCU
4. Minutes of Oct. 15, 2005 were approved as presented. Ellingson/Odland MCU
5. FY 2005 Audit Report: Brian Stavenger of Eide Bailly reviewed the FY 2005 Audit report. Following items were noted:
 - A. A clean unqualified opinion (Good) was given.
 - B. Overall fund balance would allow approximately 18 months of expenditures
 - C. Some budget numbers slightly skewed by the E2T2 grant funds.
 - D. There were 2 findings: failure to officially designate NLLN banking institution and segregation of duties; banking item to be addressed later in the meeting and Brian will supply Ruth with additional information about segregation of duties.
 - E. No difficulties encountered in audit.
5. Financial Reports:
 - A. Approval of Bills – Oct & Nov, 2005. Berg/Olson MCU
 - B. Approval of Financial reports for Oct & Nov, 2005. Ellingson/Olson MCU
7. Unfinished Business:
 - a. Revisions to Cont. Ed. Scholarship program were discussed based on the draft submitted by the committee:
 1. Discussion of who may qualify for Scholarship. It was decided that wording including trustees and library boards is unnecessary. Special requests for scholarship for trustees, friends, teachers, etc will be considered individually.
 2. Suggested that we should add something like “As funds are available.” to #4.

3. Perhaps add that this is a supplemental Scholarship. Not the first source of funding.
 4. With revisions as noted, the scholarship guidelines/application were adopted.
Olson/Ellingson MCU
- b. Designation of banking institution for NLLN: Bremer Bank of Detroit Lakes was named the official NLLN banking institution. Ellingson/Larson MCU
 - c. Governing Board Representatives: Kitchigami is still short one representative; Dan Olson will continue on the NLLN Board until June. Public Library worker will be selected, along with other representatives, in an online election in April rather than at the Annual Meeting via caucuses.
 - d. White Earth Early Childhood Readmobile update: Ruth reported on progress of White Earth Readmobile which is going slowly but is moving forward.
 - e. North Star Library Consortium update: The catalog now includes 63 libraries, 782,000 items, 350,000 unique titles, 31,000 + patrons, 313,000 circulations, and there is a \$15 million value for the collections. Impressive! All are small-medium libraries representing small-medium sized public and private school districts. A final users survey was conducted in Dec as part of the final grant report. The #1 Benefit: Destiny helps student make contact with books. #2 86% of staff are proficient. Lori Thompson, project evaluator, will be asked to make a report to the Board at the Feb meeting. The grant ends Dec 15, 2005; the Project continues. Other items related to the consortium:
 1. CatExpress: NLLN group subscription to OCLC has about 50 members at this time. More are being added regularly. This utility allows good catalog records for North Star. \$4300 will be set aside from the grant funds to cover the cost of Catexpress costs in FY2006.
 2. Lexile Levels: \$7,840.00 in grant funds will be used to add lexile levels to the catalog records. This has been requested by members and will be a significant enhancement to the catalog.
 3. NetLibrary Professional Collection – NLLN does not have a formal materials collection and is in negotiations with NetLibrary for a Library Professional Collection of e-books to be available for use by library staff. Ruth is proposing an initial pilot project using the North Star Catalog. More information will be available in Feb. It was suggested that the multitypes consider banding together to form an e-library collection.
 4. Governance: It was moved/seconded that the North Star Consortium Advisory Committee be created as an ad hoc committee, for up to two years, under Northern Lights Governing Board. The NLLN Director, Region I rep, and a rep from the NLLN Governing Board would be part of this committee. Odland/Berg. MCU. Brook Berg volunteered to be the NLLN representative on the Committee. There will be a User's Group meeting in Jan to complete this committee's membership.

5. Staffing: \$7500 will be coming to NLLN for our share of the E2T2 Project management costs in the last 5 months of the grant. Ruth was the official project manager for NLLN during the grant period but did it largely within the framework of NLLN. Chris McArthur, under the title of Library Leader, has been doing many, many jobs related to the NSLC. She has been paid through the grant. Ruth proposed that we use the \$7500 to continue using Chris McArthur's services after grant funds officially end for her services (March 2006). This will be further discussed in February.
- f. Mileage Rate: As of January 1, 2006 the IRS mileage rate goes to .445/mile. It was moved/seconded to adopt this rate effective 1/1/06. Ellingson/Olson MCU
8. New Business:
 - a. Personnel policy regarding weather: It was agreed by consensus that it will be up to the discretion of the Director to make decisions about office staff, events, and all NLLN activities relative to the weather. Safety is the primary consideration.
 - b. Annual Meeting: It was moved/seconded to have the Annual Meeting on April 22, 2006 and that it will be an "enhanced" meeting, approx one hour will be devoted to a presentation of some kind. Lunch will be served and everyone from the NLLN will be welcome. Each Board member should invite someone to attend. Ellingson/Olson MCU
 - c. Pay Equity: In compliance.
9. Directors Report – Ruth is a busy gal!!
10. Governing Board member reports/sharing:

Dan told a little about the bookmobile/pickup accident – serious injuries to the driver and passenger. Insurance will replace/repair mobile. (Accident on Nov. 15th). Appx. 80% of collection is salvagable!

Mike Odland asked about the Suzanne Miller meetings. Ruth told about Miller & Lars Steltzner coming to the Media Center Staff workshops. Other meetings around the area have been productive. They held about 60 meetings statewide.

Linda told about a recent fundraiser from Friends Group – Herbergers and Cookie Walk profits of the two are over \$1200.00.

Brook told about Passport to Reading and about magazine subscriptions.

Norman told about their fine arts boosters raising \$12,000!!

Dan told about the Friends of Library book sales. Such a popular event. Discussion of the good Friends Groups do and the need to have good communications between Lib. Boards, Friends boards, and library staff.
11. Adjournment: Next meeting is February 18, 2006.

Brook Berg
Secretary Pro Tem