

**Northern Lights Library Network  
Governing Board**

**Minutes**

**June 17, 2006  
10:00 AM – Noon  
Graystone Hotel  
Detroit Lakes, MN**

1. Meeting was called to order by President, Linda Unruh at 10:02 AM.  
Present: Linda Unruh, Norman Ellingson, Dan Olson, Brook Berg, Joyce Kalbakdalen, Joan Larson, Merlin Melby, Mike Odland.  
Also present: Ruth Solie, Director and Deb Keena, Admin. Asst.  
Chris McArthur  
Absent: Marj Lavalier
2. Adopt/amend the agenda – Ruth amended agenda – added 4C-Delivery. Berg/Melby MCU
3. Approval of the Minutes of April 22, 2006 meeting – Olson/Melby MCU  
Approval of the Minutes of May 3, 2006 executive board meeting – Ellingson/Odland MCU
4. Financial Report:
  - A. April and May, 2006, bills approved as submitted. Melby/Ellingson MCU
  - B. Financial report for April and May, 2006, approved as submitted. Olson/Ellingson. MCU.
  - C. 700.2 Delivery System – Due to unexpended delivery funds that had been intended for the MINITEX contract, it was moved to reallocate these funds to the regional library systems that have participated in the AIRS delivery, as follows:
    - \$1500 to Viking
    - \$1500 to LARL
    - \$1000 to NW
    - \$1000 kept in budget for future use

Discussion – Joan – Will this come back to haunt us, because the above will expect this next year? Ruth – As of July 1, 2005 NLLN discontinued paying MINITEX for the delivery; as of July 1, 2006, NLLN has discontinued the AIRS project because requests are more appropriately being placed on the public library catalogs and directly on MnLINK. Service through MSU-M's ILL department is no longer necessary. A letter to the regional systems receiving this money will be told it is a one time allocation. Schools and special libraries will be notified of the discontinuation of the AIRS project.

Odland/Ellingson MCU

## 5. Unfinished Business

- a. Scholarship – Ruth showed the binder of compiled scholarship reports and reported that we have funded 40 people this year to go to events that they wouldn't otherwise be able to attend. Spent \$8000 of the budgeted \$10,000.
- b. Internet/telephone service changes – Switched to Arvig – made a “very sweet deal” for internet and phone service. Cost of internet went down and got faster. Telephone rates are slightly better, too.
- c. Staffing – Chris McArthur has agreed to accept the position North Star Library Consortium Consultant to help with training as new schools join, cleaning up. This is being dealt with as an independent consultant job, not NLLN staffing.

## 6. New Business

- a. Director's review – Merlin reported that the Director's review by the Governing Board was completed in May and was given a high rating for her work. Ruth – Thanked the Board for the opportunity to work for such an excellent organization.
- b. Budget – Mike – Explained some of the changes –
  1. Salaries and benefits increase because of good reviews.
  2. Committee cost – down
  3. Postage cost – down
  4. Service – 400.2 North StarBasically all the changes reflect changes in the way we are spending. Reduced amounts based on history the past 2 years. Approved proposed operating budget for FY07 as presented. Berg/Melby MCU
- c. Operating Grant – was discussed and approved for submission to the state. Berg/Melby MCU
- d. Encumbered funds were discussed as follows:
  - 803 – increase scholarships to \$10,000 from 801.0 account
  - 806 – North Star – Database money – use to add new consortium members, training, and to cover the contract for Chris' work
  - 807 – Special Projects – discussed the possibility of project grants so that if 2 or more types of libraries wanted to collaborate they could apply for money to help – No decision
  - 807.1 – Change name to Planning and use for regional planning
  - 807.3 – \$5000 out of 807.2 (\$30,000) Already transferred for the Readmobile project; funds to be used FY07.All unexpended funds from FY06 will go into 801.0 and decisions will be made on how to reallocate funds at future GB meetings.  
Motion to make transfers as listed –
  - Up to \$10,000 to 803.0 out of 801.0 to Cont. Ed
  - \$5000 from 802.0 to 807.1 Planning
  - \$5000 from 802.0 to 807.0 Special ProjectsOlson/Ellingson MCU  
Strategic Plan and Work plan '07 – the existing strategic plan was discussed and adopted as stands. Melby/Kalbakdalen MCU  
Motion to approve the FY07 Operating Grant application as submitted.  
Larson/Kalbakdalen MCU

- e. New NLLN member – Ruth reported that the White Earth Child Care Program is NLLN’s newest member. Their library is the White Earth Early Childhood Readmobile and Kim Lage is the librarian in charge of the collection.
  - f. Election of New Officers – Merlin reported for the nominating committee:
    - Linda Unruh – President
    - Dan Olson – Vice President
    - Brook Berg – Treasurer
    - Connie Jones – SecretaryIt was moved to adopt the slate by unanimous ballot. Larson/Kalbakdalen MCU
  - g. Presentation on Libraries/Literacy/Young Children – Ruth
7. Board retirement recognition – Mike Odland, Merlin Melby, and Norman Ellingson retired from the NLLN Board of Directors. Each of these men have served the Board and their libraries long and well. They will leave a hole that will be hard to fill. They each received a Zinnia plant as a token of Thanks.  
Norman stood to Thank both Joan and Ruth and the rest of the board for the experience.  
Merlin “Dittoed” Norman, then expressed his regret at having to leave the Board.
8. There being no further business, Linda Unruh adjourned the meeting.

Submitted by Brook Berg, Secretary Pro Tem