

MINUTES
Northern Lights Library Network
Governing Board Meeting
December 15, 2018; 10:00 AM
Livingston Lord Library
Faculty Development Center
Conference Room 125
1104 7th Avenue South
Moorhead, MN 56563

Board Members Present: Nanette Albright, Viking Library System; Adell Bridgeford, School Library Representative; Mari Dailey, Vice President, Lake Agassiz Regional Library System; Glenn Heinecke, School Library Representative Alternate; Wayne Ingersoll, President, Lake Agassiz Regional Library System; Carol Sibley, Academic Library Representative; Wayne Bohn (filling in for Reed Olson), Kitchigami Regional Library System.

Also Present: NLLN Executive Director, Kathy Enger; Liz Lynch, Director, Lake Agassiz Regional Library; Shireen Alemadi, Community Outreach Minnesota State Moorhead;

1. Call to Order. 10:07 A.M.
2. Approve agenda.
 - a. Mari, Carol MCU
3. Approve minutes from October 20, 2018, governing board meeting.
 - a. Approved.
4. Approve financial reports from October, 2018, and November 2018.
 - a. NLLN's FY18 budget was balanced almost to the dollar in FY18, with \$300 remaining. Reserve funding for the Viking bookmobile (\$15,000) and the possible funding of "Minnesota Remembers Vietnam" event at MSUM (\$3,000) amounts to \$18,000 and will come out of reserves during FY19.
 - b. Adell, Nanette MCU
5. Approve and sign credit card statement and travel reimbursement forms.
 - a. Forms initialed.
6. Old Business.
 - a. Support authors Bao Phi and Thi Bui who are Vietnamese refugees to present as part of the MSUM, *Minnesota Remembers Vietnam: The Many Voices of the Vietnam Era*. Carol Sibley and Shireen Alemadi. Request \$3,000 from reserves.
 - i. Pam and Carol brought their research to the university's attention and would like to host Vietnamese authors, Bao Phi and Thi Bui, on campus. The event is tentatively set for April 8th or 9th, 2019. MSUM would like to include this event in their program, and requests \$3,000 in support from NLLN to do so.
 - ii. Mari, Adell MCU

- b. Viking Library System (VLS) Bookmobile support received.
 - i. VLS received the check for \$15,000.
- c. Update on Roseau Community School's weeding project. Glenn.
 - i. Kathy recently visited Roseau School and helped weed approximately 1,500 non-fiction and reference books from the 50,000 book collection.
- d. Eighteen scholarships have been awarded this year.
 - i. Kathy reviewed how the scholarships have been used: a presentation at the International Board on Books for Young People (IBBY) conference in Greece; course work toward a Master's in Library and Information Science (MLIS) degree; a presentation at the International Literacy Association (ILA) conference in Austin, Texas; higher education research and visits in China; the fall Minnesota Library Association (MLA) conference in St. Cloud; the TIES winter conference "Just Imagine" in Minneapolis; and the fall Information and Technology Educators of Minnesota (ITEM) conference in St. Cloud. A total of \$8,625.90 has been obligated for scholarships.
- e. Minnesota Council on Nonprofits Annual Meeting: *Choosing Hope in Times of Disruption*. Kathy attended this conference on November 15.
- f. White Earth Holiday Book Drive. NLLN gave Ojibwe books from the Minnesota History Center. Special thanks to Carol Sibley; Jean Kramer; Barnesville Public Library staff; LARL Director, Liz Lynch; and Concordia Library Director, Laura Probst, for donating books to the drive. NLLN received a thank you from Casey Francis for supporting the White Earth Holiday Drive. Kathy and friend, Kari Anderson, donated two handmade quilts as door prizes.
- g. Update on Walker Hackensack Akeley School Electronic Library of Minnesota (ELM) project. Adell.
- h. *The Hate You Give* Update. Nanette Albright.
- i. NLLN's Policy Manual revisions.
 - i. The revisions were sent out after the last board meeting in October. No vote to consider changes was made at the October governing board meeting. According to a memo from State Librarian, Jennifer Nelson, dated July 17th, NLLN falls under 134.351 Subdivision 4.a, rather than 4.b. In the memo, Jennifer Nelson stated that according to the statute, there are no limit on board member terms.
 - ii. Updates to the Financial Procedures Manual were discussed. Adell, Mari MCU
 - iii. Personnel Policy changes.
 - 1. Christmas Eve Day and New Year's Day requested as a holiday.
 - 2. Mari, Nanette
 - a. Call Roll:

- a. *Legislative Directory*. Thank you to Debra Keena, NLLN's Office Manager, for developing it.
- b. "Get Out and Vote in Minnesota 2020".
 - i. In 2012, NLLN developed this program to provide students with information on how to vote and where they needed to go to vote at academic library reference and information desks.
- c. NLLN sponsored the Willow Meeting Room at Grand Casino in Hinckley for ITEM's strategic planning meeting. \$150 in support.
- d. Executive Director Kathy Enger presented a session on Twitter at the TIES/Sourcewell winter conference called, *Tweet Truth*.
- e. NLLN's Communication Director, Aleta Sanford, sent a Public Service Announcement about Ebooks Minnesota to all the newspapers in the region.
- f. Reports from NLLN Governing Board Members.
 - i. Mari: nothing to report.
 - ii. Carol: MSUM's Livingston Lord Library has hired a new executive director. She is from Slippery Rock, PA. She starts on January 20th. Carol suggests that Kathy meet with her to discuss NLLN.
 - iii. Nanette: they are partnering with Viking Library System, Fergus Falls, to attend the Teen Lit Con again with legacy money.
 - iv. Adell: nothing to report.
 - v. Wayne Bohn: Marian is retiring and Kitchigami Regional Library System (KRLS) is getting a new director. They have begun the search process, and have partnered with a firm to help them set salary ranges and look for the best new director. Marian is staying until August, and they hope to have someone by spring so she can train them.