

**MINUTES**  
**Northern Lights Library Network**  
**Governing Board Meeting**  
**June 15, 2019**  
**Minnesota State University Moorhead**  
**Conference Room 125**  
**Livingston Lord Library**  
**Faculty Development Center**

Present: Dawn Dailey, Kathy Enger, Glenn Heinecke, Linda Holecek, Sheri Levasseur, Linda Schell, Sarah Villanueva, Laurie Jo Villwock

1. Call to order: 10:05 A.M.
2. Introductions.
3. Oaths of Office.
  - a. Sheri Levasseur, School Library Representative, Alternate
  - b. Laurie Jo Villwock, Special Library Representative
  - c. Sarah Villanueva, Northwest Regional Library Representative
4. Election of Officers.
  - a. We had several volunteers for offices: President, Vice President, and Treasurer. Secretary has a volunteer, but she is not elected to her regional board and thus cannot be elected to NLLN's board.
  - b. Volunteer for Treasurer is not present: Kevin Bagget.
    - i. Kathy will follow up with him soon to see if he is still willing. If he is, Kathy will take his oath of office and he will become Treasurer.
  - c. Secretary position is open if Nanette is not elected to the Viking board.
    - i. If she is elected, she will become Secretary.
    - ii. If she is not elected, a Secretary will be elected at the next meeting in October.
    - iii. Communication Director Intern, Aleta Sanford writes minutes.
  - d. Volunteer for Vice President is not present: Reed Olson.
  - e. Vote:
    - i. President: Glenn Heinecke.
      1. Laurie nominates, Linda S. MCU
    - ii. Vice President: Reed Olson.
      1. Linda S., Linda H. MCU
    - iii. Secretary.
      1. Motion to accept Nanette as Secretary if she is approved by the Viking board.
        - a. Laurie, Sarah MCU
    - iv. Treasurer.

1. Motion for Kevin to become Treasurer after he takes the oath of office and if he is willing.
    - a. Linda, Glenn MCU
5. Responsibilities of board members.
  - a. Overview of NLLN's mission, vision, and core values.
  - b. Statue 134.351 that governs multi-type systems.
  - c. Board responsibilities:
    - i. Duty of Care, Duty of Loyalty, and Obedience to the Law.
    - ii. Foresight, Oversight, and Insight.
  - d. NLLN has Director's and Officer's Insurance.
6. Approve Agenda, minutes, financial reports.
  - a. February 16, 2019, board meeting minutes.
    - i. Glenn, Linda H. MCU
  - b. Financial reports.
    - i. Sheri, Linda S. MCU
  - c. Agenda.
    - i. Sarah, Laurie MCU
7. Review and initial reimbursement forms and credit card statements.
8. New Business.
  - a. Review and approve the following for Fiscal Year 2020:
    - i. FY2020 Budget.
      1. Nothing has drastically changed. A few line items have increased (supplies and miscellaneous, educational support, rent).
      2. An amendment will be made to increase funding by \$10,000 for ebook support to the regional public libraries. These funds will be taken from reserves; \$5,000 LARL, \$5,000 NWRL.
      3. Motion to approve.
        - a. Laurie, Glenn MCU
    - ii. Minnesota State Operating Grant MCMT Aid Application, MCMT FY2020 Budget, NLLN Membership List.
      1. The aid application needs to be signed by the president. The due date is July 1st. This document is based on NLLN's strategic plan.
      2. Motion to approve.
        - a. Sheri, Laurie MCU
    - iii. NLLN Governing Board List, Board Terms, and FY2020 Board Meetings.
      1. Motion to approve.
        - a. Sarah, Glenn MCU
    - iv. NLLN Lease.
      1. Cost went up \$1,000 to \$16,500 per year.
      2. Motion to approve.

- a. Linda S., Glenn      MCU
- v. 990 Form.
  - 1. All non-profits must submit this form.
  - 2. Motion to approve.
    - a. Linda H., Linda S.      MCU
- vi. Joan Ballard Larson Foundation Fund.
  - 1. We would like to add Joan Ballard Larson's name to the John Wallace Ingersoll Foundation Fund.
  - 2. Motion to approve.
    - a. Glenn, Linda S.      MCU
- vii. Life Achievement Award.
  - 1. Adell Bridgeford.
  - 2. Motion to approve.
    - a. Glenn, Linda S.      MCU

9. Old Business.

- a. What is happening at the libraries where you serve?
  - i. Glenn: Roseau School. Consulting in the NLLN region this summer. The Third Annual "Better Together" workshop was successful. Glenn continues to weed his collection.
  - ii. Sheri: Pequot Lakes School. Cindy, the permanent para at one of the two campus libraries, retired this year. Just added Follet Resource Manager to inventory Chromebooks and textbooks. Only 12 textbooks and 3 Chromebooks were unaccounted for at the end of the year. Did the first Book Challenge this year. It went well.
  - iii. Laurie: Bug-O-Nay-Ge-Shig School. Building the library from scratch. Lots of help from Al Franken and his aid, Will, in multiple ways.
  - iv. Sarah: Thief River Falls, Northwest Regional Library System. Summer reading program is in full swing. They have lots of interesting programs planned. Sarah is currently attending the University of Denver's online library program.
  - v. Linda S.: Detroit Lakes, Lake Agassiz Regional Library System. Terry Kalil had a fundraiser birthday party recently to raise money for the Lake Agassiz system. A senator, representative, and county commissioner attended.
  - vi. Linda H.: Breckenridge, Lake Agassiz Regional Library System. A bus trip to Alex. is coming up. Kids are involved in the library and they're reading.
  - vii. Dawn: Douglas County Library. She has been at Douglas County Library for a year and has built a memory loss resource center there. The kits can be checked out by or for someone with dementia or Alzheimer's and

contain things that could spark memories. For example, the farmer's kit contains toy tractors and other machinery, a book about tractors, a pair of yellow work gloves, and bags of seeds. The goal is to get them checked out and get people talking about their past with their loved ones. The library recently received an LSTA \$79,000 grant to expand the program in Douglas County Library and in other libraries in the area.

10. Motion to adjourn.

- a. Linda H., Linda S.