

**MINUTES**  
**Northern Lights Library Network**  
**Governing Board Meeting**  
**October 18, 2014**

Townsite Center, Suite 104, 810 – 4<sup>th</sup> Avenue South, Moorhead, Minnesota 56560

**Present: Wayne Ingersoll, President; Betsy Vinz, Treasurer; Charlie Lindberg, Secretary Ruth Holmgren, Carol Sibley, Jenna Kahley, Adell Bridgeford, Terri Darco, Glenn Heinecke**

**Also Present: Luke Evenson, Auditor, Eide Bailly; Kathy B. Enger, Executive Director.**

**1. Call to Order.** 10:03

**2. Approve agenda, minutes:** Glenn, Ruth MCU

**3, Audit and 990 Form.** Auditor Luke Evenson, Eide Bailly. Clean statement - no issues; slight decrease in fund balance (\$379,887) - less fund balance by \$6329 due to website malware; Board will sign form 990 - send to IRS tells NLLN is a non-profit and money is going to the mission of a non-profit.

Approve financial reports: Adell, Jenna MCU

**5. Approve and sign policies**

- a. Conflict of Interest policy: Betsy, Ruth MCU
- b. Whistle-blower policy: Ruth, Betsy MCU
- c. Document Retention and Disposal policy: Adell, Carol MCU
- d. Fund Balance Policy: Wayne, Adell MCU
- e. Capitalization Policy: Ruth, Glenn MCU

**6. Old Business**

**a. Director's Report**

1. Travel and meetings report by director.
2. Communication, outreach and media advisories, Jordan Schroeer (p. 3) is updating social media and preparing press releases.
3. Terri Darco reported the success of the initial *Maamagin Achigaade* Little Free Library kick-off event; 10+ little free libraries were on display; they were made by local organizations, such a mental health, maintenance, the Shooting Star Casino, and community members.

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4. Kathy and Lina made a presentation about the *In Their Own Words Veteran's Museum* in Perham, MN. at the American Association for State and Local History national convention in St. Paul.
  5. Kathy developed *The 23 Things Multitype Libraries Do*; this information will be used to create brochure to publicize the work of the multitypes.
  6. Kathy and Wayne met with Moorhead's two legislators (Eken and Lien) to talk about the future of multitype libraries.
  7. Kathy and Glenn presented *The Skills and Knowledge Students Acquire from Media Specialists* research at the fall ITEM conference; the information included skills needed by students, by media specialists, teachers; NLLN also sponsored a QR social, managed the silent auction, and handled the conference evaluations.
- b. **Educational Support:** Jenna Kahly and Tammy Thomasson-Ehrhart reported that fewer MLA Scholarships were requested this year.
  - c. **E-Reading Room:** LARL set up an e-Reading room to publicize the new e-Books purchased with the NLLN grant; it includes a new interface, pencils, pop-up displays; NWRL is working on it's publicity.
  - d. **Poetry BroadSides:** MSUM Poet/Professor, Kevin Zepper presented an NLLN poster at the annual Lake Region Writer's Network conference on October 4<sup>th</sup> in Fergus Falls. (P. 17). Raising money for scholarships; poetry broadsides - sell for \$25; literacy at a high level with *Poets Across Minnesota*.
  - e. **Poetry and Jazz in the Park:** Annual meeting scheduled for June 16, 2015, in the Pavillion at D.L.'s City Park with *Just Friends* performance: 4 - 5 p.m. NLLN's Governing Board meeting in the Pavilion at D.L.'s City Park; 5 - 6 p.m. Picnic lunch, Habitat for Humanity; 7 p.m. "Poetry and Jazz in the Park" by Vinz, Ferreira, and Law.
  - f. **Train-the-Trainers** is continuing with Adell Bridgeford and Charlie Lindberg as co-chairs; the first meeting will be on November 8 in Park Rapids; the primary emphasis this year will be on ELM.
  - g. **Libraries and Service Delivery Consultant Work Group.** Next meeting October 20: <http://education.state.mn.us/MDE/Welcome/AdvBCT/LibrariesSvcDel/index.htm>

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## **7. New Business**

- a. **Comp time policy:** Wayne will draft a Comp time policy for the director position and present it for discussion at the next NLLN board meeting.

## **8. Meeting Adjourned. 11:45.**

***The next NLLN Governing Board meeting will be held at 10 a.m. on December 13, 2014, at Room 216 at Comstock Memorial Union, Minnesota State University, Moorhead.***