

AGENDA

**Northern Lights Library Network
December 10, 2011
Governing Board Meeting:
10 a.m. – 12 p.m.
Lunch:
12 p.m. – 1 p.m.
Ruth Solie's Tribute and Retirement Open House:
1 p.m. – 3 p.m.**

**Minnesota State Community and Technical College, Detroit Lakes
Rooms 103 and 101**

1. Call to Order
2. Adopt or amend the agenda
3. Approval of the Minutes October 15, 2011
4. Approval of Financial Reports
5. Old Business
 - A. FY 2011 Audit
 - B. IRS 990 Form, 501.c3
 - C. Four policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Fund Balance Policy
Resolution to adopt policies: "The Board of Directors approves the inclusion of the Conflict of Interest Policy, the Whistleblower Policy, the Document Retention and Destruction Policy, and the Fund Balance Policy in the Northern Lights Library Network Policy Manual." Renee Gavalin of Eide Bailly will attend the meeting from 10:15 a.m. – 10:30 a.m. via conference call.
 - D. Scholarships and Professional Engagement
6. New Business
 - E. NLLN Certificates of Deposit (CD)
 - F. Ruth Solie's Retirement Severance Pay
 - G. Performance Management Leadership Institute, Minnesota Council on Nonprofits board member attendance at March 13 and June 19 meetings
 - H. Creating a SMART Public Relations Plan
 - I. NLLN's Insurance Policy
 - J. School Library Data Project and the National Center for Education Statistics
 - K. *A Planning Guide for Empowering Learners*
 - L. Minnesota Book Awards
 - M. Advisory Committee of The Minnesota Braille and Talking Book Library
 - N. Library Strategies
 - O. MEMO Portable U Winter Event
 - P. Destiny Online Catalog Training
 - Q. Adobe Connect
 - R. NLLN Library Website
 - S. NLLN Membership List
 - T. "Get Out and Vote in 2012"
 - U. Member-at-Large Public Library Division, MLA
 - V. 40 hour work week, Monday - Thursday
 - W. NLLN office in D.L. closed December 23 – January 2, 2011

- X. Agenda for Ruth's retirement open house
 - Introductions -- Kathy
 - Greetings -- Nancy Walton, State Librarian
 - Tribute -- Joan Larson
 - Multitype Reflection and Door prizes (centerpieces) -- Patricia Post
 - Closing remarks -- Kathy
- Y. Other

- 7. Lunch buffet in Room 103. E-readers, Erin and Gay
- 8. Adjournment to Ruth's retirement open house

**Next Meeting: February 18, 2012
Graystone Hotel Lower Level, Detroit Lakes**

If you are unable to attend the February meeting, please contact your alternate or let the Northern Lights Library Network Office know as soon as possible. Call 1-800-450-1032 or send message to: kbenger@nlln.org.

Thank you!