

NLLN Executive Committee
May 18, 2011
10AM – 12:30PM
Lower Level Graystone Hotel
Detroit Lakes

AGENDA/MINUTES

Present: Paul Bursik, President; Gay Galles, Vice-President; Joyce Kalbakdalen, Treasure; Erika Rux, Secretary; Ruth Solie, Executive Director.

1. Recommendation of the Search Committee for the Executive Director's position

Paul Bursik presented the work and the recommendation of the Search Committee to offer the position of NLLN Executive Director to Ms Kathy Enger of Moorhead. See attached information about terms of employment. **Motion (Bursik/Kalbakdalen) passed unanimously.**

2. Executive Director's Review/transition plan

- A. Draft of 10 year report - Ruth presented a work-in-progress for the Board that will be complete by June. It highlights the work of NLLN during the past 10 years as Executive Director of NLLN.
- B. Draft of the new part-time position (confirm duties/salary) – the proposed half-time position, NLLN Consultant for Transition and Special Projects was presented, reviewed, and adopted (see attached description of terms of employment). The Board expressed comfort with all aspects of the proposal based on historical performance and the clear benefit to the organization to have a consultant's presence in the coming months. **It was moved and seconded to adopt the proposed Consultant's position as presented. (Kalbakdalen/Rux). MCU.**

3. NLLN FY2011 Budget review (including budget adjustment/shifts in accounts 6105,6125,6156, 6157, 4022)

The FY2011 Financial reports were reviewed and the NLLN FY2011 Budget was amended in the following ways:

- Account 6105 went from \$10,000 to \$7,000 (-\$3,000)**
- Account 6125 was increased from \$8,000 to \$14,000 (+ \$6,000)**
- Account 6156 was decreased from \$3,000 to \$2,000 (- \$1,000)**
- Account 6157 was decreased from \$5,000 to \$3,000 (-\$2,000)**
- Spotlight on Books will receive \$3,000 from account #6105.**

The amended budget was adopted. Kalbakdalen/Galles. MCU.

4. **Proposed NLLN FY2012 NLLN Budget:** The draft version of the FY2012 NLLN Budget was reviewed and will be recommended for adoption by the NLLN Governing Board at the June 18, 2011, Governing Board meeting. It is understood that this is only a rough draft and that uncertainty about the actual funding level of the state Operating Grant will not be known for some time. Also, the formula will change slightly due to new population census data. The budget will be corrected when final dollar amounts are determined.

5. NLLN Contingency Plans

- A. If final FY2011 Operating Grant payment (\$64,946.00) is not received
- B. If any substantial changes are made in the FY2012 Operating Grant amount

General discussion about various options that might be open to NLLN if there are any drastic changes to the organizational structure of NLLN or to our operating funds. If there are significant changes – or delays – the Board will have many decisions to make about the future of NLLN.

6. Nominating Committee: the current slate of officers will be recommended to the full Governing Board to continue in these same positions for FY2012.
7. Other business: no further business was presented; the meeting adjourned at 12:30pm.

Submitted by Erika Rux, Secretary