

**Northern Lights Library Network
Governing Board**

Minutes

August 20, 2005
10:00 AM – Noon
Graystone Hotel
Detroit Lakes, MN

1. Meeting was called to order at 10:20 AM by President, Linda Unruh.
Present: Linda Unruh, Heidi Hoks, Dan Olson, Mike Odland, and Merlin Melby.
Also present: Ruth Solie, Director, and Deb Keena, Admin. Asst.
Absent: Marj Lavalier, Brook Berg, Connie Jones, and Norman Ellingson.
2. Adopt/Amend the agenda: added Director's Report before President's Report.
3. Approval of the Minutes of June 18, 2005: Approved Melby/Olson MCU
4. Financial Reports:
 - A. Approval of June 2005 Bills as presented: Hoks/Melby MCU
 - B. Approval of June 2005 Financial Reports, including End of Year Reports as presented: Melby/Olson MCU
 - C. End of Year Unexpended FY05 Operating Funds: After a review of these funds it was moved/seconded to place the \$15,603.66 unexpended funds into Account 801.0. Olson/Hoks. MCU
 - D. FY05 Encumbered/Reserve Funds: See printed report on the use of these funds and the balance in each account at the end of FY 05.
FY06 Encumbered/Reserve Funds: 803.0 - Continuing Education Scholarship will be increased to \$10,000 and guidelines for the scholarships will be reviewed in October. \$4,986.91 from Account 801.0 will be moved to Account 803.0 to bring balance to \$10,000.00: Odland/Melby. MCU. 805.0 - LaserQuest Project will be renamed Cataloging Utilities and will be used for Catexpress subscriptions for the North Star Library Consortium members. Odland/Melby MCU.
FY05 Audit: The need for a new auditor was discussed. Some bookkeeping issues related to benefits was also discussed so benefits are not taxed. Ruth was directed to find a new auditor and could consider the firm of Eide Bailley based on our previous satisfactory experience with them for this type of work. Odland/Melby MCU – to find a new auditor.
- A. July 2005 Bills: Approved as presented: Hoks/Olson MCU
- B. July 2005 Financial Reports: Approved as presented: Hoks/Olson MCU
5. Unfinished Business:
 - A. North Star Library Consortium/Enhancing Education Through Technology Grant update. There are now 54 sites up and running. The new version software has been installed. Staff development proceeds. It is hoped the remaining 36 sites possible under the grant will be filled.
Early Childhood Education and Libraries update; White Earth Proposal: Ruth met with the White Earth Early Childhood Initiative and WE Childcare Programs to discuss the Readmobile and the role of NLLN in helping make this a success. (See notes from meeting). It was moved and seconded to create a new account

807.2 for Early Childhood Special Projects: Balance will be \$30,000.00 (\$15,000.00 of it will be \$5,000.00 a year for 3 years to provide resources for the Readmobile and other early childhood centers. The remaining \$15,000 will be used for grant writer, special functions, and other work centering on early childhood literacy issues). The \$30,000.00 will come from Account # 802.0 ENC Interest Reserve. Approved: Odland/Hoks MCU

6. New Business:
 - A. Adoption of meeting dates for 2006: Adopted meeting dates as presented: Olson/Odland. MCU
 - B. NLLN Communications Plan: Ruth reviewed the written and electronic versions of the NLLN Newsletter. After discussion it was decided to produce the electronic Newsletter on a monthly basis, with special editions when required, and to produce the print Newsletter on a quarterly basis. The webpage will contain events calendars and continuing education schedules: Hoks/Melby MCU
 - C. Continuing Education Plan – Board Development: We will be hosting all of the College of DuPage teleconferences this year, 2 Nuts and Bolts workshops this fall, ELM training, and Destiny training. Other needs were discussed, such as a workshop on the role and responsibilities of Boards and Board members. There is a need to look at library webpages and how they can be improved. Other topics were discussed as well as calling together focus groups to get CE suggestions and assess needs.
 - D. Ruth talked about the Minnesota Literacy Coalition and the importance of libraries statewide being involved in this. Both Ruth and Joan Larson have participated in this over the past years. A new “membership” fee has been established of \$100. It was moved and seconded that NLLN join the MN Literacy Coalition. Hoks/Odland MCU
7. Director’s Report: Ruth discussed concerns about increasing needs regarding her aging parents in Montana. She requested the freedom to use some accumulated personal sick time to attend to this in the coming months rather than invoking a formal family medical leave request. The Board discussed this and felt that Ruth should use her judgment regarding sick time/work time/vacation time, balancing between demands of the job and family demands. Telecommuting is acceptable when possible. If more time is required, the Board will reconsider the options in October or December.
8. President’s Report: Douglas County 10th Anniversary Library Celebration, they had Minnesota Crime Wave. Very nice discussion and funny. They discussed how they got started writing and the process of writing, etc. The Library also sold books. One of the best events the Douglas County Library has had. New book coming out in Sept. by Mystery writers “Silence of the Loons”.
9. Governing Board member reports/sharing: LARL – Library Link sites working out well. Merlin will be making a presentation to the LARL Board on NLLN in Oct. Kitchigami-Funding issues continue to concern KRL. Park Rapids book sale very good, made \$2,200.00. Public Library- Thief River Falls – Still waiting for funding decisions.
9. Adjournment: 12:58PM

Deb Keena, notetaker pro tem