

# Northern Lights Library Network Governing Board

## MINUTES

Executive Board Meeting  
May 7, 2008  
Graystone Hotel, Detroit Lakes  
10am – 2pm

Present: Paul Bursik, Stan Iverson, Joan Larson, Erika Rux, Lina Belar, Joyce Kalbakdalen. Also present: Ruth Solie

The meeting was called to order by President Paul Bursik who welcomed all members of the Governing Board. Due to weather cancellation, the April Governing Board meeting was not held; the business of that meeting was moved to today's agenda.

1. The agenda was adopted as amended.
2. Minutes of the February 16, 2008, NLLN Governing Board meeting were adopted as presented. Iverson/Larson. MCU
3. Financial Statements for Feb-March, 2008, were reviewed, discussed, and adopted as presented. Kalbakdalen/Belar. MCU.
4. Director's Performance Review: Stan Iverson reported that the NLLN Governing Board members had all completed a performance review for the Director, Ruth Solie, via an online survey. There was overall broad support of Ruth's performance. Stan's written comments and a summary of the review process are on file in the NLLN Office. Stan had generous words of support for the Director on behalf of the Board. Ruth expressed her gratitude to the Board and said it was an honor and a pleasure to work for NLLN under the guidance of such a wonderful NLLN Governing Board.

Stan reported that the process worked easily and efficiently for Board members; he recommended that the same survey/performance review tool be used next year in order to provide consistency in the review process over multiple years.

The Board then met to review a FY 2009 salary recommendation for the Director. The Director's salary for FY09 was set at \$72,000 ( approx 7.5% overall increase, representing a cost of living increase and a merit increase) .

5. Review of the FY2008 Budget to date: In reviewing the most recent year-to-date financial reports, Ruth indicated that Deb Keena, NLLN Office Manager, had been paid the full health benefit, rather than a pro-rated amount, in 2008, due to a payroll adjustment error.

It was moved and seconded (Belar/Larson) that the Governing Board agreed to pay Debra Keena full health benefits for FY2008 and will begin pro-rated health benefits July 1, 2008 (FY09). MCU.

6. Review of the proposed NLLN FY2009 Budget: Ruth presented a proposed budget which was reviewed, discussed, and adjustments made. It was moved and seconded (Kalbakdalen/Rux) to recommend this proposed budget to the full NLLN Governing Board for adoption at the June 21, 2008, meeting.
7. Paul appointed a nominating committee to present a slate of officers to the NLLN Governing Board at the June 21, 2008, meeting. Stan Iverson, Chair, with Erika Rux and Lina Belar as committee members.
8. NLLN Policy, Bylaws, and Strategic Plan Review: Paul asked each Governing Board member to look at the By-laws and NLLN policies for any possible changes that need to be made. Since by-law changes were made in December, 2007, it is unlikely that any major changes will need to be made. Members are to let Paul know of any concerns so they can be addressed at the June meeting. Ruth reported that the Strategic Plan as completed in June 2007 will be reviewed at the June 2008 Governing Board meeting. It is not anticipated that there will be changes in the Strategic Plan, though some changes will be made in the workplan to reflect slightly different emphasis on the projects/services of NLLN in FY09.
9. NLLN Governing Board Agendas, Minutes, and Director's Reports: These are posted on the NLLN webpage and are available to all in the NLLN library community. The Governing Board decided that in the future, the NLLN Office will not mail out paper copies to non-Board members and will use electronic notices to inform the community of this availability on the NLLN webpage.
10. Mileage reimbursement: Paul Bursik raised the issue that mileage reimbursement for Governing Board members and staff was not keeping up with the cost of gas. His concern was the possible impact this might have on the willingness and the ability for Board members to attend meetings, and for staff to effectively conduct the business of NLLN. It was moved and seconded (Iverson/Larson) to supplement the IRS mileage reimbursement rate by \$.25/mile, beginning May 7, 2008, and continuing until Jan 1, 2009, or such time as the IRS changed the current rate of \$.505/mile. MCU. [Due to tax implications, I consulted with the Board and this change was not implemented; the topic will be revisited at the June meeting – RSolie]
11. Computer purchases: It was moved and seconded (Kalbakdalen/Rux) to authorize Ruth to purchase 2 office computers for a cost not to exceed a total of \$5,000.00. MCU.
12. There being no further business the meeting was adjourned at 1:35pm.

Joyce Kalbakdalen  
Secretary