

Northern Lights Library Network  
Governing Board  
Executive Committee

AGENDA/Minutes

May 5, 2010  
Graystone Hotel  
Detroit Lakes, MN

1. Call to order – approval of agenda Present: Paul Bursik, Walt Dunlap, Erika Rux, Lina Belar, Ruth Solie

2. Director's Review – Stan Iverson (not present)

The Director's Review was done via an online survey of the NLLN Governing Board members; the Ex Comm reviewed the compiled results. All responses were favorable and the Board was supportive of Ruth's work during the past year. These results were discussed with the Director and a salary recommendation was made to increase the Director's salary by 3% and the additional compensation by 4%. Motion by Erika, Seconded by Lina; MCU. Ruth expressed her pleasure at being able to work for NLLN and appreciation for the generous review.

3. FY2010 Budget Review; FY2010 Special Projects

A. Overall the FY2010 budget is on track. There is some concern regarding the 4<sup>th</sup> payment of the fiscal year's operating grant and the possibility of unallotment by the Gov to balance the state budget. It is hoped the 4<sup>th</sup> payment will be received early in the next fiscal year, as in the past. If not forthcoming, the Board will review how NLLN reserve funds will be used to cover the budgeted expenses.

B. Motion was made to use approximately \$2,000 from acct 6105 (Continuing Ed events) for the Spotlight on Books Conference. Walt/Lina. MCU. Poor weather and shortage of travel funds the past 2 years has led to relatively static attendance; this has begun to deplete the Spotlight reserve funds. The conference is done on a cost recovery basis, but from year to year it comes up a little bit short or a little bit long. This was a short year. Because NLLN CE funds were supplemented by E2T2 funds this year, we are able to provide additional support for CE events such as Spotlight on Books.

C. Brain-storming about the use of NLLN Special Projects funds. It was decided to propose a new program to the Governing Board for special projects. Member libraries would be able to propose special projects that involved more than one type of library. These would be experimental, exploratory, or demonstration type projects that connected multiple library types. They would be short-term in nature; funds would be to allow exploration of new ideas; funds would be supplemental and would probably be limited to about \$1000/yr/project. Libraries could propose more than one project and be involved in multiple projects. To receive funding, all projects would have to be approved in advance and would need to involve more than one type of library. A draft set of guidelines and application form will be created for the June Governing Board meeting. Remaining FY2010 special projects funds will be carried over to fund these projects in FY2011.

D. Library Futures Initiative: the steering committee for this Initiative, and the arrangements for the first meeting, is being arranged by the Multitype System Directors. Once established, the steering committee will be able to determine how to select

“futurists” for the work of the Initiative and will establish the organizational structure needed to carry this work forward. It was moved/seconded that NLLN act as fiscal agent for the first meeting and to pay our share of the expenses associated with launching the Library Futures Initiative. Walt/Lina. MCU

#### 4. FY2011 Proposed Budget

The proposed FY2011 budget was reviewed, revised, and approved. It will be recommended to the full Board at the June meeting.

#### 5. Strategic Plan 2011-2013

The Strategic Plan for 2011-2013 was reviewed, revised, and approved. It will be recommended to the full Board at the June meeting. The revised plan was based on the Director's reports, the Director's Annual Report issued in April, the NLLN 2010 Annual Meeting, and discussions of the Governing Board. It was felt that our basic strategy will continue the work already begun.

#### 6. Planning for NLLN Future

##### Office of Legislative Auditor Report

This was reviewed as was the testimony given by the library community to the legislative committee that requested the report. Ruth will distribute the report, and the responses, to the Board. Although the most prominent recommendation came as a surprise, it is premature to begin acting on that recommendation since the legislative committee requesting the study has not fully responded to the report and any changes in NLLN structures could only happen after legislative changes to the statutes have been made. There are a number of large questions involved. This topic will be discussed more fully at the June Board meeting.

##### Director's retirement

##### Vacation; Sick leave

Although the Director has no definite plans to retire, she did indicate that when that day comes she would like NLLN to be prepared for an easy transition and to be financially prepared for the severance package. The auditor's always include the vacation and sick leave in our audit report, so there should be no surprises in that area. Having a strong board in place will make the transition easier.

#### 7. Policy review

Personnel policies – were reviewed and there are no changes needed

Scholarships and Professional Engagement Funds

these policies need to be revised for the new year and some minor clarifications added. Ruth and Erika will complete this work before the June meeting.

#### 8. Other business --

There being no further business the meeting adjourned at 11:30am. Next Meeting of Full Governing Board: June 19, 2010. 10am, Graystone Hotel, Detroit Lakes

Erika Rux  
Secretary