

**MINUTES**  
**Northern Lights Library Network**  
**Governing Board Meeting**  
**December 10, 2011**  
**10:00 a.m. – 12:00 p.m.**  
Minnesota State Community & Technical College  
Detroit Lakes, Minnesota

Present: Lina Belar, Paul Bursik, Gay Galles, Ruth Holmgren, Stan Iverson, Erika Rux, Chris McArthur, Erika Rux, Erin Smith.

Also present: Kathy Enger, Joan Larson, Deb Keena, Ruth Solie, Nancy Walton, Joan Larson

Absent: Joyce Kalbakdalen

1. The meeting was called to order by President, Paul Bursik at 10:00 a.m.
2. The agenda was adopted.
3. The minutes from 10-15-2011 were approved as presented.
4. Report on director and consultant in October. Kathy also gave a summary of the financial statements.
5. B. Kathy shared approved 990 report with the board.  
C. Nonprofits should implement “suggested” policies as well as “required” policies.

Kathy summarized and described method for writing policies:

Conflict of Interest

Document Retention and Destruction

Whistle Blower

Fund Balance: the board indicated sufficient explanation of policy motion to approve, Fund Balance as amended: for category Assigned Fund Balance: The Board has delegated authority to assign amounts to the executive director “as determined by the Governing Board upon yearly budget review” (language in quotes added).

Belar/Holmgren MCU. Renee from Eide Bailly was unable to join us by phone: Kathy will provide details to policies at the following meeting.

D. Sixteen people have benefited from the Scholarships and Professional Engagement.

6. A. Kathy summarized itemized agency CD's

B. Severance pay, determined by the board, will be paid when CD matures on January 3, 2012; includes hourly pay as determined, accrued vacation time at this rate; the policy for sick leave requires compensation for half of hours accrued. \$29,686.15 will be paid out in January.

C. Updates from Kathy on Performance Management Leadership Institute with the Minnesota Council of Nonprofits. Kathy was approved; will attend the retreat January 9-11, 2012. Reminder of requirement for board attendee; Lina will attend the March meeting and Ruth Holmgren will attend the June meeting.

D. SMART public relations. Kathy summarized method for planning and consultation with Wahlberg at Foundational Discovery Meeting. The board prefers full board participation; likely to occur at April Annual Meeting. Motion to approve SMART plan. Holmgren/Iverson MCU.

E. The current insurance policy does not include directors and officers policy. Schiller Insurance is the provider; adding policy with them would double the current rate. Kathy is consulting with Bremer about both policies. She will also check on Employment Practices coverage, which NLLN currently does not have.

F. Hope to collect more data for the Minnesota School Library Media Data project. Kathy will work with area media specialists to gather data here. Chris suggested starting sooner than later so that data can be collected throughout the school year (Kathy will start calling in January). Iverson mentioned also important to iterate why it is important to collect. Intent is to make sure library personnel know how to complete form. McArthur warned of potential difficulty in individual schools with short staff, but will be good opportunity to speak to superintendents. There was general discussion of what is happening in area schools.

G. Planning Guide for Empowering Learners from AASL tool with rubric for benchmarks within school media centers with specialists; NLLN subscribed. Powerful tool for collecting data.

H. Kathy on final round of judging nonfiction category for the Minnesota Book Awards. Will be in St. Paul March 3, 2012.

I. Applied to participate in Advisory Committee of the Minnesota Braille and Talking Book Library; Kathy has not yet heard about results.

J. Seeking funding for consultant to investigate current environment and strategies for improving circumstances. Multitypes play critical role as player at many tables who bring big picture awareness.

K. The Minnesota Educational Media Organization (MEMO) Portable U Winter Event on January 27, 2012. Portions of the event will be streamed to NLLN members.

L. Kathy will be doing training on Destiny 10 for NLLN members; may invite experts from Chicago as reprimand.

M. Purchasing Adobe Connect for a variety of online meetings and Webinars.

N. Website under construction now, take a look at update.

P. Get out and Vote collaboration with Minnesota Council of Nonprofits. More information at the next meeting.

R. Kathy will be staying in Detroit Lakes during the winter more. It will minimize travel time; downside is the office will be closed on Fridays. There was a motion to move to Monday to Thursday a 40 hour week for Kathy. Holmgren/McArthur MCU.

S. The NLLN office will be closed over the Holidays. The week between Christmas and New Years the office will be closed.

T. Appreciation and gifts.

Ruth shared plans and hopes for retirement. She also shared the Cradle Book.

Sharing of ebooks (Erin and Gay)

Lunch at 12 p.m.

Program to begin at 1:00 p.m.

Meeting adjourned.

Erika Rux Secretary