

Nevada Library Association
Board of Trustees Meeting
January 8, 2003
Sierra View Library
Reno, Nevada

Members present: Holly Van Valkenburgh, Tom Fay, Michelle Mazzanti, Susan Graf, Cindy DeLanty, Ken Bierman, Joyce Cox, Arnie Maurins, Felton Thomas, Nancy Cummings, Wendy Starkweather, Tim Skeers, David Ellefsen, Sara Jones, Vicki Barnett, Ian Campbell, Kyle Felker, Bob Gray, Florida Hagedorn, Eileen Horn, Theresa Kenneston, Lorin Lindsay, Barbara Matthews, Robbie Nickel, Dani Porter, Kristy Price, Kathy Rankin, JoAnne Ross, Phyllis Sargent, Kristine Segura, Leo Segura, Linda Wilson, and Ann Jarrell. (sign-in sheet attached)

Nevada Library Association Lobbyist Karen Kavanau met informally with Board members prior to the meeting.

1. CALL TO ORDER

Holly Van Valkenburgh, President, called the meeting to order at 10 a.m. at the Sierra View Library, Reno, Nevada. Each member introduced themselves to the group.

2. APPROVAL OF THE AGENDA

Ken Bierman moved to approve the agenda with the following correction: Michelle Mazzanti will discuss the new vendor form required by NSLA (Item 12). (agenda attached) Seconded by Tom Fay. Passed.

3. APPROVAL OF MINUTES OF OCTOBER 2, 2002. MEETING

The amount contributed by NLA to the Scholarship Program was amended to read \$3000. (Item 6 under President's Report). The name Phyllis Sargent was changed to Linda Wilson (Paragraph 5 under Officer Introductions and Reports). Wendy Starkweather moved to approve the minutes as corrected; seconded by Susan Graf. Passed.

4. APPROVAL OF 2002 ELECTION RESULTS

After a reading of the results, the Executive Board certified that the 2002 Election Results were true and correct. (Elections Results attached.)

5. TREASURER'S REPORT

Michelle Mazzanti presented the Treasurer's Report. (Report attached) She noted that the Association has \$14,592.32 in unencumbered funds. (word change) and that the bulk of income was from grants. The Board discussed details of income and expenses. A suggestion was made that details of who donates to the Association would be useful. Michelle commented on the IRS penalty for the failure to submit the IRS 990 form on time. In two separate telephone conversations with the firm Piercy, Bowker, Taylor and Kern, the association's accounting firm, stated they will reimburse the Association should they be unsuccessful in their negotiations with the IRS, as the error was their fault. Susan Graf asked for additional funding for the continuing grant; request deferred until the Budget portion of the agenda. Robbie Nickel moved to accept the report; seconded by Kyle Felker. Passed.

6. REPORT OF THE AD HOC COMMITTEE ON AUDIT PROCEDURE

Ken Bierman, chair of Ad Hoc Committee on the NLA Audit Procedure, reported that no audits of the association financial records have been performed recently and that the association has been unsuccessful in locating an auditor we can afford. Wendy Starkweather noted that an audit was performed in 1993 under the guidance of Duncan McCoy. Ken suggested that perhaps an Audit Committee (from the association membership) might a viable alternative. Nancy Cummings suggested that a 3-year cycle of audit/review/review might allow for better negotiation on costs to retain an auditor. Holly Van Valkenburgh asked for a motion stating that within 90 days Ken Bierman (and the committee) will submit written recommendations to the Executive Board for a final decision. So moved by Susan Graf and seconded by Arnie

Maurins. Passed.

7. MEMBERSHIP STATUS—WHEN SHOULD NAMES BE DROPPED FROM THE ROLLS?
Joyce Cox, chair of the Membership Committee, discussed the patterns of persons paying membership dues, with most persons paying for membership in April. Susan Graf noted that a general letter to all those persons listed in the NSLA Library Directory was sent out last spring, which would probably account for the higher number of persons renewing membership in April. Joyce also noted that some persons who have not paid dues for the current year received election ballots. As the association is planning to put membership records on the association website, there followed a general discussion of some of the technical aspects of keeping older records of membership separate from active membership records and when to move a name from the active to the inactive list, with a suggestion that those persons who have not paid dues be moved to the inactive database on June 30th. No action.
8. DISCOUNTED MEMBERSHIP DUES FOR FIRST-TIME MEMBERS
Arnie Maurins, Executive Secretary, suggested that a discount for first time members of the association might help increase membership. Susan Graf noted that discounts for cross-membership in parallel library organizations already exist. Cindy DeLanty suggested that the association could do a formal discount membership agreement with ALA. There followed a general discussion of the lack of school librarian membership in the organization. There was also a mention of a student membership rate. Holly appointed a seven-member ad hoc committee on membership to look into discounted membership possibilities and asked them to report to the Executive Board. The members are Linda Deacy, Michelle Mazzanti, Cindy DeLanty, Eileen Horn, Arnie Maurins, Ken Bierman, and Joyce Cox.
9. NLA Website
Felton Thomas, President Elect of NLA, introduced Kyle Felker, who will be providing technical support for the association website. Felton discussed the "NJ Librarian" <www.becomealibrarian.org> website, which profiles librarians in addition to providing association information as a model for how the association might market Nevada Libraries. (handout attached) He also discussed a videotape available from the Ohio Library Cooperative (handout attached). Susan Graf said she would like to see a link for information Past President's Projects. Cindy DeLanty noted that she would like to see ALA promotions on the association site. Linda Deacy noted that CD's of archived association material is of concern and that the association currently has no repository for archived electronic documents
10. FINAL REPORT: 2002 NV HUMANITIES GRANT, PAST PRESIDENT'S PROJECT
Susan Graf, Past President of the Association, discussed the 2002 Nevada Humanities Grant to develop a bibliography of tribal resources especially relevant to elementary school children. (handouts attached) The project focused on the 4 cultural groups and 25 federally recognized tribal governments within Nevada. The project, which involved Dr. Shayne Del Cohen and Dr. Steven Crum, resulted in an extensive bibliography of resources relevant to Native Americans in Nevada, as well as resources for teachers and librarians. As part of the project a panel discussion was presented at the 2002 NLA Conference in 2002.
11. NEW GRANT THAT NEEDS BOARD APPROVAL
As an extension of Item 10, Susan Graf announced that The Nevada Humanities Committee has approved a grant to make Dr. Steven Crum's Western Shoshone Newspaper Index available to the public. (handout attached) The grant will require a \$750 cash match from the Nevada Library Association. Consideration of the cash match was deferred until the discussion of the 2003 Budget (Item 16)
12. VENDOR FORM REQUIRED BY NSLA
Michelle Mazzanti, NLA Financial Officer, explained that the Nevada State Library and Archives is required to maintain vendor forms for transferring funds from NSLA to the association. (sample vendor form attached) She explained that while the Nevada Library Association will remain the vendor on the form, the address of treasurer will change with each election. Individual groups within NLA will also need to prepare the form.

13. RESOLUTION RE ELECTRONIC ACCESS TO STATE AND LOCAL AGENCY PUBLICATIONS
Tim Skeers, chair of GODIG, presented background on the Nevada law regarding state government publications. (handout attached) He pointed out that no changes have been made to the law since its passage in 1971. GODIG held a guided discussion on state and local publications at the annual meeting in Ely, which included a discussion of the move toward using either web-based or electronic formats for governmental publications. GODIG then drafted and passed a resolution concerning electronic formats for state and local publications that they hope will be introduced and considered in the upcoming Nevada Legislative session. A bill draft submitted for this session was not selected as legislation to be introduced. Wendy Starkweather moved that the Association support the GODIG resolution; seconded by Ken Bierman. After some discussion concerning the logistics of obtaining a sponsor for the resolution, Ann Jarrell called for the question. Passed.
14. BYLAWS REVISIONS
15. HANDBOOK REVISIONS
[These items were discussed together] David Ellefsen and Arnie Maurins, have compared the By-laws with some other state associations. Tom Fay suggested that the By-laws/handbook be revised to permit Executive Board voting by e-mail, a current practice. There was additional discussion of membership issues and the procedure to change the By Laws and the Handbook. A comment was made that the Bylaws and Handbook as available at the association website are considered official. David Ellefsen asked that suggestions for changes to the By Laws or Handbook be forwarded to him via e-mail in Word format.
16. 2003 BUDGET
[note: the budget was discussed after Items 17 and 18]
17. NLA STRATEGIC PLAN
Holly Van Valkenburgh provided Board members with a copy of the NLA Strategic Plan as prepared by Sara Jones. (handout attached) She asked that the members of the board consider what changes might be needed in the plan and forward those ideas to members of the Library Planning Committee via e-mail. Results will be posted to the NLA website.
18. SITES FOR FUTURE CONFERENCES
Holly announced that Henderson District Public Libraries has agreed to host the 2004 conference. Nancy Cummings indicated that the Washoe County Library District will host the 2005 conference in Reno. Barbara Matthews stated that Fallon last hosted a conference in 1964 and might consider hosting an association meeting. Winnemucca was mentioned as a potential site. Susan Graf mentioned that she especially liked Winnemucca as a conference site.
16. 2003 BUDGET
For purposes of Board discussion, each line item in the budget was considered separately. Persons who submitted budget proposals were asked to provide a brief explanation of the proposed expenses. These names of those who spoke appear in parentheses after the line item name.
 1. Michelle Mazzanti, Treasurer, opened the discussion of the budget. Because MPLA will split the profits from the 2003 conference with NLA, but does not share up-front costs, the projected conference income should be adjusted from \$267,286 to \$202,362. The projected net proceeds from the conference should be adjusted to \$44,995. On the non-conference budget document, the net proceeds from the conference should be adjusted to \$22,497 (50% of the profits of the conference, the standard arrangement with MPLA) and the adjusted cash flow should read \$6,598 after expenses.
 2. Linda Deacy, MPLA delegate, asked other non-conference expenses for the MPLA delegate read \$471 for a total of \$571.
 3. Ken Bierman asked if the budget included the \$5,000 to pay for the lobbyist and for an explanation of what the President would be doing with \$15,000. Holly complimented Ken on an excellent transition into the discussion of the budget line for the President
 4. PRESIDENT (Holly Van Valkenburgh) Non-conference: \$3000 proposed calendar with Nevada authors,

- similar to a production from the Arkansas Library Association, \$3000 for the Nevada Legislative Day on March 5-6, 2003, and \$5000 for the NLA lobbyist fee. She noted that the last Nevada Legislative Day was largely underwritten by friends groups. In a prior session, pins were purchased as gifts to Legislators; those not used were sold to NLA members. Under conference expenses, she is considering omitting the Presidential Reception at \$1000.
5. Nancy Cummings, Government Relations, reminded Board members to be cognizant of the general economy in the state. She and Tom Fay noted that Legislators must report all income generated at the legislative session.
 6. Holly Van Valkenburgh noted that since she is a state employee, she must avoid appearances of impropriety. Felton Thomas, President-Elect, will be working very closely with her on any plans involving the Legislature and in many cases will be taking lead responsibility.
 7. PRESIDENT ELECT (Felton Thomas) Non-conference: trip to Washington DC in May.
 8. PAST PRESIDENT (Tom Fay) Non-conference: funds to move the NLA website to a new entity that will accept checks from the association.
 9. TREASURER (Michelle Mazzanti) Non-conference: tax work
 10. NSCLS (Robbie Nickel) Non-conference: \$600 telephone charges. Conference: \$100 photograph; \$100 postage; \$3000 conference awards.
 11. NED (Bob Gray) change budget amount for non-conference travel to \$100; no conference expenses, but hopes to partner with another group.
 12. NWD (Susan Graf) non-conference: \$200 postage; \$250 printing; \$400 food
Complimented Southern District on the scope of its educational offerings last year.
 13. SD (JoAnne Ross) Educational events will be hosted at no cost to the association. Non-conference: \$250 refreshments; \$200 social event to Utah Shakespeare Festival. Conference: speaker/program from ALA on pay equity.
 14. ALA delegate (Cindy DeLanty) Non-conference: \$2000 travel to ALA midwinter meeting, ALA annual meeting, and Library Legislative Day. Asked to add ALA dues to non-conference budget. Conference: speaker from LAMA or PLA on certification.
 15. ACTION (Floricia Hagendorf) Conference: \$1200 motivational speaker Steve Young, which includes \$200 for travel
 16. CAPTAIN (Kathy Rankin) Non-conference: \$20 for by-laws revision work; conference: \$1000 for speaker from the Colorado Digitization Project.
 17. GODIG (Tim Skeets) non-conference: spring meeting of group. Conference: speaker from Texas documents persons working on e-documents projects. Sara Jones (NSLA) suggested Chuck [didn't catch name]
 18. Executive Board winter meeting expenses should be deleted.
 19. NYRA (Linda Deacy) non-conference: other expenses of teleconferences (used in lieu of meetings) cut to \$500; Douglas County Library will pick up the difference; conference: plaques and stickers for award-winning books. Noted that amounts budgeted are too high.
 20. NNAG (Leo Segura) conference plans for a speaker.
 21. Personnel Development: general discussion of the programs by Greg Robinson of Nevada State College at Henderson
 22. RAISON (Vickie Barnett) non-conference: supplies; conference: \$1000 for PLA speaker on Using Resources in Your Library.
 23. REFORMA (Linda Deacy) possible pre-conference on Hispanic outreach; also gave informational background on National Reforma's relationship with MPLA and ALA.
 24. PUBLICITY (Dani Porter) conference: miscellaneous expenses related to publicizing the conference.
 25. MPLA (Linda Deacy) Conference: Speaker on Ethics for Trustees and Patrick Jones of Hennepin County Young Adults Services on YA Literature, both at no cost to NLA.
 26. NCRL (Wendy Starkweather) Non-conference: travel to winter board meeting; Conference: speaker David Seamon of the Digital Library Association.
 27. PLATO (Tom Fay) Conference: repeat of a program on open meetings and public records
 28. CONFERENCE (Linda Wilson) General discussion by Linda Wilson, conference chair, and others. Major points included the relative merits of providing a buffet at NLA expense versus allowing members to use individual restaurants at convention site; the need to provide data lines for each vendor (not shared between

- two vendors); charging a premium for larger booths; the problem of non-attendance of school librarians; and providing transportation from Reno to convention site (NLA will provide a list of available private carriers)
29. KENDALL SUMMER PROGRAM (Holly Van Valkenburgh) Non-conference: costs to support summer reading programs
30. SCHOLARSHIPS (Michelle Mazzanti spoke for Jen Fabbri) noted that recipients have 2 years to use funds.
31. AWARDS (Barbara Mathews) non conference: estimated cost
32. WEBMASTER (Kyle Felker) Non-conference: server costs
33. ALA delegate (Cindy Delanty) non-conference: \$15 fee for ten persons to attend National Legislative Day in Washington DC
34. MEMBERSHIP (Joyce Cox) new non-conference expense: \$200 mailing costs
35. Nevada Humanities Commission grant: \$750 in matching funds to continue 2002 project (discussed earlier); Robbie Nickel moved that NLA accept the new grant and provide the \$750 in matching funds; seconded by Felton Thomas; passed
19. COMMITTEE REPORTS/DISCUSSIONS/GOOD OF THE ORDER
1. Sara Jones, Nevada State Library and Archives, commented that the State Library and Archives will match scholarship funds provided by the Association. She also noted that the state budget, which may affect all libraries in the state, will not be available until January 20th.
 2. Linda Deacy, MPLA representative, noted that MPLA has a number of awards to give and that members of the association who are also members of MPLA should nominate persons for these awards. (handout attached)
 4. Wendy Starkweather asked for information on upcoming legislative issues, including postings on the NLA website and e-mails. Nancy Cummings, Government Relations, noted that Washoe County Library District maintains a legislative hotline, a group e-mail which follows Nevada legislative activity. Sara Jones noted that the NSLA is not aware of any problem legislation at this point.
 5. Cindy Delanty reported, on behalf of Laura Golod, Elections Chair, that the poll of members during balloting revealed that members would like to vote by e-mail. This will require a change to the By-Laws and this information should be forwarded to David Ellefsen.
 6. Michelle Mazzanti reported that the proposed 2003 budget appears to include a surplus of approximately \$12,000

20. ITEMS FOR NEXT MEETING AGENDA

None presented.

21. ADJOURNMENT

Motion to adjourn by Susan Graf; second by Tom Fay. Meeting adjourned at 2:55 p.m. Board members were asked to stay briefly for pictures.

Respectfully submitted,

Ann S. Jarrell
Recording Secretary

Attachments:

1. Sign in Sheet
2. Agenda
3. Minutes for NLA Board of Trustees October 2, 2002, meeting (4 pp)
4. Elections Report
5. Treasurer's Report (6 pp)
6. Screen print <www.becomealibrarian.org> (4 pp);
"Mel A Librarian" brochure
7. Nevada Humanities Grant, 2002 READiscover Nevada: Great Basin Bibliography

Letter from Nevada Humanities Committee re NHC grant 2003-07 (2pp)

8. NSLA Vendor form
9. Nevada Documents, Present and Future/ Government Documents Interest Group (GODIG) Program at the Nevada Library Association (NLA) 2002 Annual Conference (4 pp)
10. Nevada Library Association [draft] Strategic Plan 2000 (8 pp)
11. Budget documents (3 sheets)
12. News from MPLA (4 pp)