

**Nevada Library Association  
Board of Trustees Meeting  
August 18, 2006  
Texas Station Hotel/Casino, Las Vegas, Nevada**

**Voting members present:** Kim Clanton-Green, President; Ian Campbell, Immediate Past President; Tammy Giesecking, Executive Secretary; Joanne Ross, Treasurer; Debbie Jacobs, President-Elect; Tam Anderson, chair, Southern District; Mona Reno, chair, Northwest District; Karen Egger, NSCLS; Greg Robinson, NCRL; Kathy Pennell, chair, PLATO.

**Voting Members absent:** Patrick Dunn, chair, Northeast District.

**Non-Voting, Advisory, and other members present:** Mary Lohnes, Finance chair, Martha Greene, MPLA Representative; Stephen Platt, chair, GODIG; Steve Dimoulas, chair, Publications Committee and editor, Nevada Libraries newsletter; Kate Habin, chair, CAPTAIN; Joan Vaughan, NLA webmaster; Nikki Winslow, RAISON, Beth Heggeness and Vicki Switzer, co-chairs, NYRA; Ann Jarrell, Recording Secretary. Kim [last name and group]

(Sign in sheet attached.)

**I. CALL TO ORDER**

President Kim Clanton-Green called the meeting to order at 3:30 p.m.

**II. APPROVAL OF THE AGENDA**

Request to change item VII to 2007/2008 Conference. Joanne Ross moved to accept the agenda as amended; Tammy Giesecking seconded; approved. [recording secretary arrived]

**III. APPROVAL OF MINUTES—January 17, 2006, MEETING**

Tammy Giesecking asked to have the spelling of her name corrected. Joanne Ross moved to accept the minutes as corrected Ian Campbell seconded; passed

**IV. AUDIT REPORT**

Joanne Ross, Treasurer, presented the Independent Auditor's Report and Financial Statements for the year ending December 31, 2005 from Bullis and Company, CPAs, Ltd, Carson City, Nevada, and discussed the report's findings. The CPA finds that the organization's financial statements fairly represent the financial position of the association as of December 31, 2005. (Report attached)

Joanne then discussed the letter from Bullis and Company CPAs, Ltd, dated June 28, 2006, which provides comments and recommendations for the improved operation of the organization. (Letter attached)

The letter was divided into A and B priorities. The "A" priorities include the following recommendations: develop and follow internal controls for managing cash receipts during conference; adopt a formal accounting system, using accounting software such as QuickBooks

™, retain key financial records for at least 5 years; create more formal tracking and aggressive follow-up to ensure that grant conditions are being followed by scholarship recipients; adopt formal bank reconciliation procedures, including having bank statements opened and reviewed by someone other than the Treasurer.

The "B" priorities include the following: establish a separate conference bank account; ensure more formal division of duties between the Treasurer and the Membership Committee chair; stagger the terms of office for the Treasurer and Finance Committee chair; create a chart of accounts (established by a CPA) which corresponds IRS Form 990; provide for annual audits in conformity with the association's bylaws or change the by-laws to allow for a Review of Full-disclosure Compilation in lieu of an audit; and require dual signatures for checks above a specific limit.

General discussion followed. Officers are reminded that any records or documentation of activities belongs to NLA and should be sent to the Archivist at the end of the year. Kim [last name], chair, Scholarship Committee ?] agreed to review the present methods for handling grant money. The board discussed the possibility of purchasing a laptop computer that carries accounting software. The board also discussed the possibility of hiring an accountant, as well as the relative roles of the Treasurer and Finance Chair in regards to the checking account. Ian Campbell asked if a motion to consider hiring an accountant was appropriate. No action. The board agreed that financial records should be kept for five years. No action. The idea of staggered terms for the Finance chair and the Treasurer was discussed. No action.

Joanne Ross noted that the CPA firm was very professional and easy to work with.

Karen Egger moved to accept the Audit Report; Ian Campbell seconded; passed.

#### **V. TREASURER'S REPORT**

Kim Clanton-Green reported that a laptop and associated equipment were stolen from the NLA meeting site. A check for \$2921.00 was written to the Office of Information Technology, Nevada State College to cover the loss. Kathy Pennell moved to accept the expense; Joanne Ross seconded; approved.

The Board agreed to consider the possibility of purchasing some kind of insurance to cover this kind of problem at its next meeting. No formal action.

#### **OLD BUSINESS**

##### **VI. NLA License Plate**

Kim Clanton-Green reported that the association paid \$10,000 for advertising the license plate and that we have received \$12,991, giving the association a net profit of just over \$2000. However, the plate will not continue in production because not enough were sold. Those who currently have the plate can continue to use them. We will receive the revenue from the renewal of those plates.

#### **NEW BUSINESS**

##### **XI. Bylaws Committee**

(Discussed here by agreement)

The Bylaws will be reviewed in detail this fall, with the committee chaired by Denise Gerdes. The group would like to complete the process electronically and to be done by October. The Recording Secretary suggested that all e-mail exchanges include the Recording Secretary. Nikki Winslow will also serve on the committee (not clear on this). Greg Robinson moved to approve the charge to the by-laws committee; Tammy Giesekeing seconded; passed.

#### **VII. 2007/2008 Conference**

Debbie Jacobs, President-elect, stated that the 2007 NLA conference will be held at the Nevada State Library and Archives in Carson City on October 4-6. No pre- or post-conferences are planned because the American Association of School Libraries (AASL) will be meeting in Reno on October 25-28. Over 10,000 are expected at that conference.

Elko was suggested as a possible site for the 2008 conference, but the board agreed that discussions of a site are somewhat premature.

#### **VIII. NYRA**

Co chairs Beth Heggeness and Vicki Switzer reported that Permabound will cover the cost of authors attending the Young Readers Award program at the conference. 42,167 votes were cast for the awards this year. The committee plans to make more use of electronic and video conferencing. The committee would like to extend a special thank you to Debbie Jacobs for her work. (report attached)

#### **IX. Elections**

Kim Clanton-Green noted to the Board that the 2005 elections were held by electronic means last year and that there were some concerns about violating the By-Laws. She noted that Memberlicks preserves voting privacy. The association plans to send this year's ballot electronically and then request voting by mail. A member noted that school librarians who are members may not be checking work e-mail addresses this time of year. Kim noted that Laura Golod will handle elections this year. No formal action.

Board member Mona Reno left the meeting.

#### **X. Scholarships**

No report

#### **XII. Division/Committee Reports**

NCLS: Karen Egger reported on the activities of NCLS.

Membership: Joan Vaughan, NLA Webmaster, reported that membership is up over last year, with over 325 active members. She also noted that we can export a membership list from Memberlicks each year. She also noted that there was a disproportionately high number of first time members joining the association this year. The board held a general discussion and agreed that the membership form needs to be clarified. She also reported that the online fees for using Memberlicks was \$2038 through mid August and that membership fees may need to be increased to cover this expense. The Board agreed to discuss conference fees at its next

meeting.

There being no further discussion, Gregory Robinson moved to adjourn.

Respectfully submitted,

Ann Jarrell

Recording Secretary

attachments