

DRAFT NLA Board Meeting Minutes

December 4, 2020

1:00 PM

Virtual Zoom Meeting

In Attendance: Michael Straatman, Laura England-Biggs, Bailey Halbur, Donna Kruse, Jayne Germer, Ginger Jelinek (guest), Lisa Mount, Janet Greser, Rebecca McCorkindale, Meg Mering, Becky Baker, Sarah Haack, Denise Harders, Todd Schlechte, Anneka Ramirez, Vicki Wood, Tim Lentz, Thomas Schmitz (1:14 pm), Scott Childers (1:20 pm)

A. Call to Order - Michael Straatmann at 1:02 pm

1. Announcements
 - a. [Consensus voting](#) will be used for this meeting, in lieu of Robert's Rules of Order.
2. Call for Consent Agenda items
3. Approval of the agenda
 - a. Approval of the agenda with the addition of the ITART Interest Group item. Vote: all yes, no objections.
4. Approval of [minutes from September 18, 2020](#) board meeting
 - a. Vote: all yes, no objections.
5. [Treasurer's Report](#) and Approval
 - a. Denise Harders reported that she is working on an annual report to provide for the annual meeting next week in which the board will be able to see how the budget and fiscal year finalized in terms of financials.
 - b. The Affinipay account was eliminated thanks to work by Ginger Jelinek & NLA's banking representative.
 - c. Approval of Treasurer's Report. Vote: all yes, no objections.

B. Old Business

1. 125th Anniversary - how to move forward with celebration
 - a. [Proposal for free membership drawing](#)
 - b. Ginger Jelinek let the board know that Society6 had not been responding to questions about setting up purchasing options for the membership on their site in celebration of the 125th Celebration. There have been 64 filled free memberships through the drawing. About 80% of those have never been members before. Please promote the last month of the free membership drawing!
 - c. Becky Baker showed us all a designed plastic bookmark form Awards Unlimited in Lincoln that they've used at the library in Seward. She mentioned how easy it would be to mail and design something similar for the 125th Anniversary, and it would be a very cost effective and safe option to celebrate the anniversary.
 - d. ALA Executive Director Tour - Micki
 - i. Micki Dietrich was not available to discuss this item. There was no update there, Ginger Jelinek will reach out to Micki in pursuing this.
2. [Small Library Interest Group Proposal](#)

- a. Rebecca McCorkindale had worked with Jayne Germer following the last board meeting to rehaul the initial Small Library Interest Group proposal. There would be no cost to joining this Interest Group.
- b. Donna Kruse addressed the questions of the definition for a 'small library'. It was suggested that the definition for small be based upon a library's staff size. At this time, they are not setting a definition for small, but the group would need to work on defining that prior to advancing to a section or roundtable status.
- c. Rebecca McCorkindale described seeing the first year as an opportunity to discover and find out how the group would work, then moving forward from there.
- d. Approval of officially forming the Small Library Interest Group. Vote: all yes, no objections
3. [ITART](#) - Scott Childers
 - a. Scott Childers described ITART's request to transition from a roundtable into an interest group. This possibility has been discussed several times by the group members of ITART, as the group has had no activity for quite some time. This is not a dissolution of the group, just a transition. The group would still maintain previous funds already held, but they would not receive new portions of membership revenue after the transition.
 - b. A question was raised by another board member as to whether the transition of groups from section or roundtable to interest, or vice versa, has been enumerated in the bylaws. Straatman said it was not, but it was something to consider when approaching this proposal. Official steps for this process are something that could be added to the bylaws in the future.
 - c. Approval of changing ITART to an interest group. Vote: No objections, all passed.
 - d. Approval of Scott Childer's proposal for ITART. Vote: No objections, all passed.
 - e. [NLA Handbook Revisions](#) - Michael Straatman
 - i. The bylaws committee reconvened to work on the handbook revisions and updates. These revisions were brought before the board at the last meeting this fall. A board member mentioned how important it was to continue to revisit and review these on a regular basis, including the section and roundtable's subsequent portions.
 - ii. Janet Greser noted the lack of the term 'interest group' in the introductory paragraph.
 - iii. Approval of the revisions including adding 'interest group' into the introductory paragraph of the handbook. Vote: No objections, all passed.
 - iv. [New look on website](#)
 1. All pre-existing organizational handbook documents are now located on the website for online access. Discussion took place concerning the addition of historical information regarding the organization and other sections and roundtables on the website as well.
4. Treasurer Role
 - a. The discussion of migrating treasurer duties to the Executive Director is not off the table, but given this year's budget and experiences this item will not be going further for the moment.
5. Membership join/renew change
 - a. Previously announced at an online 3rd Thursday Chat via Zoom, the process of paying for membership along with other section & roundtable membership is now an 'add to cart' style. With this transition in process, payment for every portion of your membership is now in one step instead of multiple purchases. While that part of the process has improved, that does mean that if your account has lapsed beyond 3 months, you will be renewing in a different manner than a normal renewal on the website.
 - b. This does increase the backend work for the Executive Director, but it is extremely important for the section and roundtable renewal rates.
6. S&I Update - Tom Schmitz

- a. Tom Schmitz updated the group that he has not received any further feedback regarding S&I from other NLA members. He is still looking to reach out to Tom Fifer, director of the corrections libraries in Nebraska, about the future of S&I. S&I will still need leadership, even as an Interest Group. Tom will return in the spring with feedback if he has any; otherwise, he will return with a proposal to dissolve S&I at that time.

7. Additional Old Business

C. New Business

1. [2021 Budget](#)

- a. With a new installation date of January for incoming officers, the previous officers were in charge of creating the 2021 budget for the association. This new business item was worked on by the Executive Board as a group.
- b. In comparison to historical membership numbers, there has been a 20% reduction in memberships this last year. Because of that reduction, our anticipated revenue was also reduced in dues, conference profits, and advocacy day. Some of our expenses are also directly tied to incoming profits. The Section and Roundtable allocations also took a decline due to the reduced incoming membership profit by 20%. With the reduced profits, and potential COVID-19 restrictions on in-person conferences, the travel expenses for officers was suspended for this year. With those adjustments, we come to a closely balanced budget.
- c. It was also mentioned that Hover costs need to be added to the Website section of the expenses column. Donation funds have seen a dip with the lack of a formal conference this past fall. Remaining scholarship funds also need to be transferred.
- d. Approval of the proposed 2021 Budget. Vote: all yes, no objections.

2. [Membership Plan Review](#) - Membership Committee

- a. Anneka Ramirez reported on behalf of the Membership Committee's plan linked above. The committee utilized firsthand interviews and recent survey results from the Communication Committee and Our NLA surveys. Several pieces of information seemed to be common perceptions among the results: there was no benefit to being an NLA member and a lack of clear communication between leadership groups and members. Anneka commented on the focus for the future, which included work that the Communication Committee has already started and will continue with the conception of a monthly newsletter in the near future, as well as utilizing advocacy and Advocacy Day as tangible benefits for members. Creating a sense of belonging and benefits that bring us together are the best way forward for increasing membership.
 - i. Sarah Haack mentioned here that the communications committee is working on releasing the first monthly newsletter in January, and is also working on several other items to increase communications with members!
- b. The next step is for the NLA Board to decide which recommendations to take up and where to place responsibility for following through with those next steps.
- c. Michael Straatman thanks the Membership Committee for all of their work this past year. He is passing this report and recommendations as items for Laura England-Biggs and the next board to run with in the new year.
- d. The next meeting will take place Thursday, December 10, for the Annual Meeting. Straatman thanked everyone who participated within NLA this past year and who supported our fellow librarians through the difficulties presented.

3. Additional New Business

CONSENT AGENDA

D. General Reports

1. [ALA Councilor](#) - Micki Dietrich
2. MPLA Representative - Evonne Edgington
3. [AFCON Representative](#) - Todd Schlechte
4. Executive Committee Reports:
 - a. President-Elect - Laura England-Biggs
 - b. Secretary - Bailey Halbur
 - c. Treasurer - Denise Harders
 - d. Past President - Rebecca McCorkindale
 - e. [Executive Director](#) - Ginger Jelinek
5. Affiliate and Associate Reports
 - a. NSLA
 - b. NLC
6. Lobbyist - Andy Pollock

E. Section Reports

1. [College & University](#) – Jayne Germer
2. Paraprofessional – Janet Greser
3. Public Library & Trustee – Devra Dragos
4. School, Children's & Young People – Joanne Neemann
5. Special & Institutional – Tom Schmitz

F. Round Table Reports

1. Intellectual Freedom – Vicki Wood
2. Information Technology and Access Round Table – Scott Childers
3. New Member Round Table – Donna Kruse
4. Technical Services Round Table – Meg Mering

G. Standing Committee Reports

1. Advocacy – Scott Childers
2. Auditing – Devra Dragos
3. [By-Laws & Handbook](#) – Becky Baker
4. [Communications](#) – Sarah Haack
5. Professional Development – Laura England-Biggs - *no report*
6. Diversity – Tim Lentz
7. Finance – Rebecca McCorkindale
8. Elections – Rebecca McCorkindale
9. Scholarship & Awards – Lisa Mount
10. Membership (Ad Hoc) - Anneka Ramirez

H. Adjournment by Michael Straatman at 2:20 pm