

## **Nebraska Library Association**

Board of Directors Meeting

Meeting Minutes

December 15, 2017

### **In Attendance:**

Becky Baker, Andrew Cano, Scott Childers, Micki Dietrich, Devra Dragos, Anne Heimann, Kathryn Kelley, Matt Kovar, Angela Kroeger, Rebecca McCorkindale, Euem C. Osmera, Joe Pittman, Amy Wenzl

### **Absent:**

Jill Annis, Tim Lentz, Cally O'Brien, Andy Pollock, Angie Richeson, Terri Rickel, Martha Ruff, Jake Rundle, Katie Schroder

### **Business Meeting**

#### **A. Call to order – Andrew Cano 12:01pm**

##### **1. Announcements**

i) Currently, NLA has submitted two proposals to the 2018 Emerging Leaders program. We will be notified by mid-January whether one or both will be accepted.

ii) There is a \$1000 fee to sponsor a scholar/Emerging Leader, and the board would love to support one in 2019. Currently, there is no in-house decision making process for this, but we could design one. We no longer have a Nebraska Library Leadership Institute, and board members want to see a formal leadership training opportunity for Nebraska librarians. With an internal decision making process, we can ensure a Nebraska librarian is selected and we are not forced to sponsor a candidate from another state.

(1) Motion that Andrew Cano contact the ALA Emerging Leaders Coordinator in February 2018 to notify her of NLA's decision to go with an in-house selection process: Micki Dietrich. Second: Scott Childers. Vote: Motion carried.

##### **2. Approval of the Agenda and Consent Agenda (see F-I below)**

i) Motion to approve the agenda with the change of future meeting dates to 2018, instead of 2017: Cano. Second: McCorkindale. Vote: Motion carried.

##### **3. Approval of the minutes from the September 2017 board meeting**

i) Call for corrections under E. new business 1. ii. The last sentence should be moved to the end of iii: Devra Dragos. Motion for approval of the revised minutes: Cano. Second: McCorkindale. Vote: Motion carried.

##### **4. President's Report/Correspondence**

i) There have been some issues and misunderstandings between some NLA board members and a few NLC employees, going back to May 2017, regarding conference programming. There is going to be a meeting in January to resolve these issues and improve communication moving forward.

#### **B. Secretary's Report – Amy Wenzl - No report**

#### **C. Status of Financial Report and Treasurer Situation - Closed Session Begins**

1. President Andrew Cano called for a closed session of the Executive Committee, followed by the addition of Devra Dragos, followed by the addition of the rest of the board.

i) Matt Kovar is in possession of the NLA Treasurer handbook and documents as of today, December 15. There were many discrepancies found during the internal financial audit including: inconsistent records, proper receipts weren't always kept, we are unsure if NSLA was paid for the 2016 conference, funds were moved between accounts without proper records being kept, etc. This could cause issues when taxes are submitted, so Kovar will be working with the auditing committee and Executive Director to clear up as much as possible. Currently, to our knowledge, Christa Porter is the only person listed on our bank accounts. Kovar is planning to go to Lincoln next week to meet Porter at the bank to get himself added to the NLA accounts. After that, they will also get Joe Pittman added to the accounts. Kovar has submitted paperwork and spoken to the insurance agency to get bonded.

2. Devra Dragos, chair of the auditing committee, re-joined the meeting and confirmed what documents she received from Christa Porter.

3. The rest of the board was called back into the room.

(1) Andrew Cano shared that, last Friday, the auditing committee brought inconsistencies with the NLA finances to Andrew's attention. Andrew then asked Christa Porter to turn over possession of the Treasurer documents to Matt Kovar who was the official NLA Treasurer since conference in October. Matt Kovar received those documents today from Devra Dragos.

(2) Devra shared some inaccurately recorded transactions and funds that had not yet been disbursed, which were found in the audit, as well as recommendations from the auditing committee which are listed in her report. The fiscal year was changed to October-September just before Christa Porter was voted in as Treasurer. However, NLA still has to turn in tax documents for the calendar year which has also caused some confusion about when the finance documents should be turned over to the new treasurer. The auditing committee has not looked at any transactions after September 2017, at this point, so those records will need to be reviewed later. The committee hopes that most issues or inaccuracies from the first part of 2017 have been found, but they do not yet have answers for everything. It does look like NLA income from the 2017 conference was well over the expected amount, so the organization is in a good place financially at this time. Records just need to be corrected and updated, and all disbursements need to be made to NSLA and sections and round tables.

(a) We are currently unsure if the numbers reflected in the back end of YourMembership, which include registrations for presenters who were comped (ex. a non-library affiliated joint-presenter who only attended their presentation and was allowed to attend for free). This may skew the formula for how funds were split between NLA and NSLA for the 2017 conference. Andrew Cano, with information from Devra Dragos, is going to go through those comped attendees to ensure this formula accurately reflects paid attendees from each organization. They will also be working with the NLA Treasurer and

Executive Director to improve how event registrations are recorded on the back end of YourMembership or any future membership software.

(b) Devra Dragos noted that the document that Christa Porter has referred to as a “treasurer’s handbook” was originally written by Dragos years ago when the fiscal year still lined up with the annual year. This was a document that Dragos had put together when she had become NLA Treasurer and was given almost no instructions. This is not a board approved or publically available document.

(3) Potential solutions for issues that have occurred:

(a) Motion for discussion of purchasing QuickBooks to manage NLA finances: Cano. Second: Kovar.

(i) Discussion: The \$35 a month essential QuickBooks subscription should serve all NLA needs. It will ensure the Treasurer, auditing committee, and Executive Director would have online, day-to-day access to NLA financial records. A software like this may prevent a lot of the issues that were found in the committee audit. Currently, we could also get a discount to save money in the first year. NLA may also be eligible for a non-profit discount through TechSoup.org which could take this down to a cost of only \$50 a year. This would be for 5 users/logins. Joe Pittman and Matt Kovar will research this option.

(ii) Motion to pursue a subscription to QuickBooks for the period of one year for a maximum rate of \$35 a month: Cano. Second: Kroeger. Vote: Motion carried.

(b) Motion for discussion of proposed email policy regarding ownership of email: Cano. Second: McCorkindale.

(i) The board discussed the potential need for NLA officers to use NLA specific email addresses to conduct all NLA related business. In the past, an NLA officer who was also an NLC employee was forced to pay a fine because lobbyist related materials were sent to her work email address where she conducted NLA business. Having separate NLA related email addresses for all NLA business would protect board and committee members and also provide continuity from year-to-year. The board went through and edited the suggested policy line by line.

(ii) Motion to vote on the adoption of this new, edited policy to be included in the Handbook by the Bylaws and Handbook Committee wherever they deem appropriate: Cano. Second, McCorkindale. Vote: motion carried.

(c) Matt Kovar, Joe Pittman, and the auditing committee will work together to create clear, guiding financial documentation and instructions for the future to maintain consistency. They may also ask for assistance from other NLA members.

D. New Business  
1. Committee Rosters

- i) They have been published on the website and are also included in an appendix in the #OurNLA document.
- 2. Reminder: Annual Reports
  - i) All annual reports have now been turned in, but board members are encouraged to make sure to turn in their reports before conference in the future.
- 3. NLA Paid Staff Contracts
  - i) NLA Lobbyist Andy Pollock
    - (1) Motion to approve the contract as presented: Cano. Second: Kroeger.
    - (2) Discussion: Childers had a correction on the working copy of the contract. The NLA President name needs to be changed to Andrew Cano. As a side note, the salary listed on the contract is actually split into two amounts for two different jobs: lobbying and legislative monitoring. This is for legal reasons. NLA can only spend a certain percentage of our budget on lobbying. Although the board would like to pay Pollock more, board members feel we need to clear up our financial records before considering increasing this salary. Everyone is appreciative of his Pollock's work and detailed reports.
    - (3) Vote: Motion carried.
  - ii) NLA Internet Site Coordinator Cally O'Brien
    - (1) An update on the position: Joe Pittman has agreed to work closely with the Internet Site Coordinator to periodically make some little changes (like officer name changes) on the website so that the Internet Site Coordinator can focus more on large decisions, strategies, etc.
    - (2) Motion to approve the contract as presented: Cano. Second: Kroeger. Vote: Motion carried.
- 4. Review of retreat
  - i) Wenzl's notes from the retreat were posted on the website for review by the board before this meeting and also emailed to the board. There will be concrete action steps from the retreat on the 2018 board meeting agendas. One goal, the creation of a membership committee, will be discussed at the March 2018 meeting.
- 5. 2017 Conference report
  - i) The organization did make a profit, more than expected. Becky Baker noted that there was no vendor feedback form sent, and she believes that was a mistake. Joe Pittman acknowledged that and said he will send one out. Cano noted a lot of things fell through the cracks as we changed executive directors and leadership this year.
- 6. Revised budget
  - i) In light of the auditing report, the finance committee will meet again after the issues found by the auditing committee are resolved. The finance committee will then release an updated budget.
- 7. Proposed new association management software
  - i) Status of contract with YourMembership
    - (1) Board members shared the numerous issues with YourMembership. There are severe limitations with the website, financial side, ability to have a clear membership number, etc. So, Pittman looked into other options. StarChapter is the service that all of Pittman's other clients use, and it can provide all the services that YourMembership provides with a much more user-friendly interface. The contract with YourMembership is up in June.
  - ii) Cost

(1) YourMembership currently costs NLA almost \$5000 for the year. StarChapter would only cost \$100-\$150 a month, depending on the package purchased. There is a one time set-up fee, but Pittman offered to pay for that because this would make his job so much easier. It is believed the \$100 package would provide all the services NLA needs.

iii) Transition process

(1) This would be a great opportunity for a committee or board discussion about what features we would need for the website and member database. Content for both would be migrated over. An e-newsletter could also be hosted via the website. Once conference registration opens though, we can't change software until after conference. 8 hours of support for migration is included with purchase of the service. The group discussed purchasing the new software in the spring or summer, but not unveiling it until conference. So, all events through the 2018 conference would still be planned using YourMembership. The board discussed creating a working group of the Internet Site Coordinator, communications committee, Executive Director, and Treasurer to begin discussions of what is needed for this software to work for our organization. Then, representatives of the sections and round tables should be brought in to make sure their website needs will be met. No decision was made yet to purchase StarChapter. More research needs to be done first.

8. Needs of new website - Tabled until the March meeting.

- i) Layout
- ii) Information
- iii) Conference page
- iiii) New URL?

8. Review Bylaws: Articles I-IV - Tabled until the March meeting.

9. Discussion of Affiliate and Associate Organizations (Bylaws Article X) - Tabled until the March meeting.

- i) Definitions
- ii) Eliminate names

10. Review of Handbook: Sections 1-2 - Tabled until the March meeting.

- i) Organizational Chart (2.1)
  - (1) Add committee chairs as non-voting members of Board
  - (2) Update graphic
- ii) Affiliate Organizations (2.2)
  - (1) Definitions
  - (2) Added benefits
  - (3) Discuss new members

11. Handbook Addition New Email Policy

- i) See above C.3.(3).(b) for discussion and motion. Policy below:

"The following individuals will receive an NLA-issued email address for the duration of their contracts or terms:

- Executive Director
- Internet Site Coordinator
- President
- President-Elect
- Secretary

- Treasurer
- Immediate Past President
- ALA Councilor
- MPLA Councilor
- Standing Committee Chairs

These email addresses are intended for official NLA business and all personal use is strongly discouraged. Account holders are encouraged to change their passwords regularly for security purposes and all passwords should be stored securely. The Internet Site Coordinator will be the recovery account for the Executive Director's account. All other accounts are required to use the Executive Director as the recovery account. Under no circumstances is any other individual's personal or work email account to be used for recovery purposes. Upon the completion of an account holder's contract or term, the Executive Director will immediately reset the account's password and provide this new password to the new officeholder through secure means. In the case of the Executive Director's contract not being renewed, the Internet Site Coordinator will reset the account password and provide the information to the new Executive Director.

All NLA Sections and Round Tables are encouraged to adopt similar policies. The NLA Executive Director may be used for email recovery for any emails created by Sections and Round Tables."

## 12. Re-envisioning Conference: Programs

### i) Types of programs

(1) Comments from the membership and 2016 conference surveys showed that members wanted to see new presentations by new presenters and on new topics. At the same time, members were frustrated by so many concurrent sessions. So, board members were asked to discuss a strategy for ensuring we can provide the type and number of sessions members are asking for.

(2) Board members suggested that if separate lunches and business meetings are causing problems with limiting rooms, can we remove board meetings from lunches and just have the lunches all together and business meetings at another time, perhaps breakfast. Sections could have meetings Thursday morning and Round Tables could have meetings Friday morning. The breakfast buffet can be in the lobby or hallway, and attendees can pick up their food and take it to their meeting rooms. Then, there will be one big room for NLA (the Grand Ballroom) and one, slightly smaller (the Lancaster), room for NSLA - unless there is capacity for everyone to be in one room and the Lancaster could hold the exhibitors. Then, everyone can be in one room for lunchtime keynotes.

(3) The NLA and NSLA meetings can happen as the last session on Saturdays.

(4) Friday potential plan: 8-9am breakfast, 9-10 concurrent session, 10-11 concurrent session, 11-12 exhibitor break, 12-1:30 lunch and keynote, 1:30-2:30 concurrent session, 2:30-3:30 session, 3:30-4 networking break, 4:00-5:00 concurrent session, 5:00-6:00 exhibitor reception, 6:30-9:00 Golden Sower Gala and a Notable Books event with Pat Leach in another room for librarians who may not be interested in the Golden Sower event.

(5) Saturday would have a similar schedule, but with conference ending at 3:30pm and no networking break. So, there would be one less session on Saturday, when compared to Friday. This is if there is an exhibitor break.

(6) Becky Baker brought up the concern that vendors may not come to the 2018 conference because they won't be there on a Saturday. If most vendors say they won't attend Saturday, perhaps we close off part of the exhibitor hall on Saturday, when a bunch of vendors leave, which gets us another break out room on Saturday for a presentation. Joe is going to survey and talk with the vendors to see what will work best.

(7) 6-8 concurrent sessions was suggested as the best number to provide maximum content with minimum concurrent sessions. Joe Pittman and Andrew Cano will talk with NSLA to make sure this works for them too.

(8) Parking has been stated as a recurring problem at the Cornhusker. Joe Pittman is going to see if we can get a number of parking spots payed for as a benefit for attendees as

(9) Encouraging proposals

(a) Board members are asked to watch for presentations and presenters both from within libraries or other fields that may have content that is relevant to librarians. Andrew is really going to try to recruit presenters next month because, at that point, he will not be part of the selection process.

ii) Revised proposal and sponsorship process

(1) Wording needs to be cleared up on the proposal form about what sponsorship could entail. Board members also requested the proposal form include learning outcomes and what type of presentation it is (panel discussion, workshop, presentation etc.)

iii) Number of slots for Affiliate Members (currently NLC and systems) - Tabled until a future meeting.

### 13. Webinars

i) Topics

(1) McCorkindale is working with the continuing education committee to set up a "road to NLA" series of webinars and/or videos that would include content such as: how to submit a proposal for conference and what the selection process looks like, presentation and powerpoint design skills or tips, what a poster session looks like/how to design a poster, explaining the section and round tables of NLA, ADA in libraries, NEFreeLegalAnswers.org presentation, etc.

ii) Cost

(1) We have GoToMeeting, so there is not a huge cost to present these webinars or videos. There may be a slight registration cost for some of these if there is a presenter fee, but, really, we want this to be a benefit to NLA members.

iii) Schedule

(1) They are setting the groundwork this year, so they are not sure how often these webinars will occur and how many series there may be.

### 14. League of Nebraska Municipalities 2018 Midwinter Conference

i) At a prior board meeting, it was discussed that the spring meeting was more useful. At this point, the board needs to decide if we are paying for a booth at the fall conference. NLA's half of the joint NLA/NLC/Systems booth cost is \$235. The benefits of attending include letting city officials know what library staff and patrons are watching and active in their communities and building relationships with these officials and the League itself. The board approved paying for one booth a year, so we are planning to pay for the spring conference which is February 26-27, 2018. Andrew Cano will speak with the advocacy chair to see who will attend to represent NLA.

### 15. National Library Legislative Day in Washington, DC, May 7-8

i) Budget for Advocacy Chair?

(1) We don't currently have a budget to send someone, and it is not feasible at this time. We may want to consider this for next year, if financially possible. Steve Fosselman has previously attended.

ii) NLA presence?

(1) There will be more discussion about the value of an NLA presence there at a future date.

## **Consent Agenda Items**

(Note: all consent agenda items are automatically approved when the agenda is approved unless removed by a board member. Removed items will be placed under regular agenda new business for action by the board)

### F. General Reports

1. ALA Councilor – Micki Dietrich
2. MPLA Representative – Jake Rundle
3. NSLA Representative – Angie Richeson
4. AFCON Representative – Katie Schroder
5. Executive Director – Joe Pittman
6. Internet Site Coordinator – Cally O'Brien
7. Lobbyist – Andy Pollock

### G. Section Reports

1. College & University – Anne Heimann
2. Paraprofessional – Martha Ruff
3. Public Library & Trustee – Becky Baker
4. School, Children's & Young People – Jill Annis
5. Special & Institutional – Scott Childers

### H. Round Table Reports

1. IF – Tim Lentz
2. ITART – Scott Childers
3. NMRT – Terri Rickel
4. TSRT – Eudemduan Osmera

### I. Standing Committee Reports

1. Advocacy – Judy Henning
2. Auditing – Devra Dragos
3. By-Laws & Handbook – Rich Leiter
4. Communications – Kathryn Kelley
5. Continuing Education – Rebecca McCorkindale
6. Diversity – Anneka Ramirez
7. Finance – Angela Kroeger
8. Nominating – Angela Kroeger
9. Scholarship & Awards – Holli Duggan

### J. Informational - None

### K. Adjournment

1. Motion to adjourn at 3:53pm: Angela Kroeger. Second: Rebecca McCorkindale. Vote: Motion carried.