

Bylaws and Policies Committee Annual Report September 2022

The Bylaws and Policy Committee Members for the 2021-2022 NDLA term were: Virginia Bjorness & Kristen Borysewicz, Co-Chairs, Megan Richardson, and Liz Mason.

The major task of this Committee is the oversight of NDLA foundational documents, adherence to them and suggesting changes when needed.

This year was the first year where our committee hosted an onboarding session for incoming, present, and past officers and chairs. It was held via zoom and covered the bylaws and policy manual, where NDLA leadership can find information about their sections and/or committees, and the basics of parliamentary procedure. This was well received and there are plans to continue to host a version of this training on an annual basis moving forward.

As has become usual practice, the committee made policy manual edits at the suggestion of section and committee chairs. A section was added to the policy manual on guidance for conducting votes, including how to handle the receipt of factual reports such as financial reports, minutes, and annual reports. Progress was also made on crafting a new Communications Policy, formerly known as the Electronic Discussion Lists Policy or Listserv Policy. This will be reviewed and sent to the Executive Board for approval in the next term.

There are multiple other ongoing projects that will continue into next year. The Policy Manual needs updating to codify succession plans in the event of a Past-President Vacancy. Now that there is a new chair of the Membership committee, the Bylaws and Policy Committee will work on creating wording that allows the membership chair to transfer or update membership information related to individual memberships paid for by institutions. The committee is also investigating the size of committees as classified in the Policy Manual, specifically the composition of the Good Stuff Committee, Nominations Elections and Voting Committee, and the Bylaws and Policy committee.

All current members will continue to serve on this committee in the current arrangement.

2022 Annual Report

NDLA New Member Committee

Karlene Clark, Chair

- Attended NDLA conference 2021
- Grassroots Grant promoted and given
- Set up G-mail account with President Will Martin, transferred and digitized documents into the files
- Discussions on how to encourage New Members to find us and each other at the conferences, deciding on a table for meal times.
- New Member packet updated and submitted for website upload.

Incoming Chair: Amanda Walch

2022 Annual Report

NDLA DEI

Karlene Clark, Chair

Wrote and submitted articles for The Good Stuff:

- August 2022
- June 2022
- March 2022
- December 2021

Other:

- Attended NDLA Conference in 2021
- Created a Resource list for NDLA site
- Discussions regarding a Land Acknowledgement statement
- Presented at NDLA 2021 on the committee
- Discussions on “lunch and learns” or other forms of training to the NDLA committee
- Started development of a rubric to ensure we’re meeting the goals of the committee

Incoming Chair: Zeineb Yousif

Shannon Yarbrough / *Good Stuff Editorial Committee Chair*

Annual Report - Good Stuff Editorial Committee / Sept 2022

Current 21-22 Committee Members: Marlene Anderson and Maddie Cummings (*NEW* since August 2022)

Previous 21-22 Committee Members: Lesley Anderson (left Dec 2021)

Standard Duties:

Published 4 issues: Dec, Mar, Jun, Aug

Big initiatives for 21-22:

- In an effort to alleviate individual committee member pressure for specific tasks, created a new committee workflow.
 - Created a nonprofit Canva account to use as a group work platform that allows all committee members to format and arrange or add any personal content when they have available time from the time that
- Posting Good Stuff calls for submissions and announcements of new issue to NDLA Facebook page
- Pulled the Good Stuff to the new NDLA website
 - Set up online access point to newsletter content on the new web platform Wild Apricot, allowing viewer to see individual areas of interest or download a pdf all in one place
 - Began releasing the newsletter with a link to the Good Stuff website page and not to the PDF
 - Separated the committee business/inquiries from the newsletter content.
 - See sites here:
 - <https://ndla.info/the-good-stuff-committee>
 - <https://ndla.info/the-good-stuff-newsletter>
 - Issues are held on the newsletter webpage and then sent to the new good stuff archive page located here <https://ndla.info/Good-Stuff-Archives>

Upcoming plans 22-23:

- As per the new workflow, the annual refresh/redesign of the newsletter layout with input from all committee members
- Look into a committee storage location for items like the suggested workflow and calendar of duties etc.
- Considering options to streamline quarterly submissions with a general email that is specific to the newsletter not to the current chair and a submission box/form(?) option that is accessible by the newsletter webpage

NDLA Intellectual Freedom Committee Annual Report

Compiled by Emily Wros, September 29, 2022

- Emily Wros took over from Rita Ennen as committee chair in February 2022
- Updated IFC handbook and reformatted it from a pdf to a collection of webpages for improved accessibility
- Increased awareness of material challenge reporting procedures
- Contributed to Good Stuff newsletter
- Participated in national IF meetings
- Responded to IF-related inquiries from NDLA members and the public
- Presented at 2021 NDLA conference

Upcoming:

- Present at 2022 NDLA conference
- Collaborate with the NDLA Legislative Committee on library-related political issues
- Conduct IF workshops, both independently and in partnership with others

Trevor Martinson

NDLA Archivist/ Historian

9/26/2022

NDLA Archivist/ Historian Annual Report

- In December 2021, transferred NDLA's electronic records from 2018 to State Archives for inclusion in the NDLA.
- Continued to save electronic copies of NDLA records as they are shared on the listserv or directly with me, so they can be later added to the collection at State Archives.
- Performed a monthly crawl/ capture of the NDLA website via the Wayback Machine.
- In July 2022, received a request from Aaron Stefanich, Treasurer, and Devon Olson, Professional Development Committee, to find any documentation regarding M. Vivian Hubbard Memorial Bookmobile Grant. I pulled what I could find and forwarded the information on.
- In September 2022, received a request from Josh Pikka, Web Editor, to track down a missing reimbursement chart. I utilized the Internet Archive's Wayback Machine to find the chart on the old StarChapter website.

MembershipAnnualReport_09-26-2022

Earlier this year Nicole Ekroth stepped down from chair of the Membership committee. Our thanks to her for all the work she has done. Committee member Brittany Fischer filled in answering emails and resolving issues.

Late in the year Liz Mason volunteered to chair the committee. She is working on updating the organization's listservs. Will Martin set up the committee members with ndla.info email addresses and a Google workspace.

Future plans:

Seeking an additional 1-2 members for the committee

Update the policy handbook

Create workflow documents on maintaining listservs, years of service recipients, Wild Apricot and have them available in the committee's Google drive.

2022 Annual Report

NDLA Academic & Special Libraries Section

Prepared by **Brittany Fischer, Chair**

- Ran the 2021 section meeting at the NDLA conference in chair's absence
- On January 6, 2022, the current chair (Brittany), past-chair (Tammy), and chair-elect (James) met to discuss opportunities for engagement. A couple of ideas that came out of this meeting were to:
 - Host a brown-bag meeting where libraries can share updates and have a specific topic to discuss and learn from other libraries
 - Host a book read with the section for one month
 - The chair, past-chair, and chair-elect could meet at least three time during the year
- The section met on March 15, 2022 via Zoom. This served as one of our bi-annual meetings. During this time, members provided updates from their library and shared ideas on marketing and outreach for events, services, and resources.
- Attended all the Monthly Executive Board meetings
- Due to changes in the executive board, the chair was unable to facilitate a book discussion or meet with the chair-elect and past-chair two additional times. The book discussion could be done at another time, and the chair, past-chair, and chair-elect could meet 2-3 times a year.
- Helped with Membership responsibilities until new Membership Committee Chair was found in September
- Brittany put out a call for a nominating committee for the incoming chair-elect. On April 26, 2022, Kristen Borysewicz and I drafted and sent an email to potential candidates for the position.
- A chair candidate was sent to Nominations, Voting, and Elections

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Health Science Information Section (HSIS)

Annual Report

Erika Johnson, HSIS Chair

Date: September 30, 2022

OCTOBER 2021

October 1: Sent an email to HSIS members gauging interest in the Medical Library Association (MLA) webinar – Better, Faster: An Introduction to Systematic Review Automation Tools

October 6-7: Attended NDLA Annual Conference

October 15: Fall HSIS business meeting in-person at Grand Forks Alerus convention center and online via Zoom

October 19: Sent additional email reminder regarding the MLA webinar – Better, Faster: An Introduction to Systematic Review Automation Tools

Attended NDLA Executive Board Meeting

NOVEMBER 2021

Section budget request for HSIS – no funds requested for 2022

DECEMBER 2021

December 6: Attended monthly NDLA Executive Board Meeting

JANUARY 2022

January 3: Attended monthly NDLA Executive Board Meeting

FEBRUARY 2022

February 7: Attended monthly NDLA Executive Board Meeting

MARCH 2022 – No activity

APRIL 2022

April 4: Attended monthly NDLA Executive Board Meeting

April 14: Sent email to HSIS members requesting ideas for professional development topics or presenters that could be included in our spring section meeting. This email also invited nominations for candidates to run for HSIS section chair elect in the fall election.

MAY 2022

May 23: Shared nomination for HSIS Chair Elect with the Nominations, Elections, and Voting Committee Chair

JUNE 2022

June 6: Attended monthly NDLA Executive Board Meeting

June 14: Sent email to HSIS members inviting attendance at the spring section meeting.

June 28: A brief HSIS spring business meeting held online via Zoom preceded a virtual professional development opportunity. A recorded presentation on the proper taxonomy and use of names for tribal nations, and an introduction to historical trauma as it has impacted indigenous peoples was shared. The

presentation was followed by an activity on best practices for research (searching strategies and tools) on these topics.

JULY 2022

July 11: Attended monthly NDLA Executive Board Meeting

AUGUST 2022

August 1: Attended monthly NDLA Executive Board Meeting

SEPTEMBER 2022

September 12: Attended monthly NDLA Executive Board Meeting

September 22: Received notification of new Google email account for HSIS chair. Set up password and verified access.

Relocated HSIS files from old Google account to new official HSIS Google Drive space.

Kerrienne Boetcher

President-Elect

September 15, 2022

Annual Report

Elected to position via special election in February 2022

Meetings/Events:

- March 4th, 2022 - President-Elect Orientation with President Martin
- March 7th, 2022 – Executive Board Meeting
- April 4th, 2022 – Executive Board Meeting
- May 2nd, 2022 – Executive Board Meeting
- June 6th, 2022 – Executive Board Meeting
- June 23rd, 2022 to June 28th, 2022 – Attended ALA in Washington, D.C.
- July 11th, 2022 – Executive Board Meeting
- August 1st, 2022 – Executive Board Meeting
- September 12th, 2022 – Executive Board Meeting

Vendor Planning/Conference:

- Started working on local arrangements for the Conference in November/December 2021
- Met with Joey Mahnke (Clarion Hotel), Will Martin, and Rita Ennen at the Clarion Hotel on May 20, 2022 for an update/tour of the conference venue
- Attended the Conference Planning Meetings on July 19th, and August 16th,
- Met via phone with Visit Minot on July 27th.
- Met with Janet Anderson and Randi Monley about the Opening Reception on July 15th and August 24th.
- Met in person with the Clarion again on September 2nd.

I look forward to serving as NDLA President in the upcoming year.

MPLA Representative Report

Randi Monley

September 20, 2022

I continue to worry about the lack of involvement from North Dakota librarians in the Mountain Plains Library Association. North Dakota currently has 34 members and 1 institutional membership. The next MPLA conference will be in Norman, Oklahoma March 8-10, 2023. The Leadership Institute will continue again after a hiatus due to Covid May 7-12, 2023 at the YMCA of the Rockies in Estes Park, Colorado.

- Sent out dues reminders to NDLA members who had not yet paid their MPLA dues
- Attended MPLA Board Meetings via Zoom
- Submitted an article to the Good Stuff on Benefits of MPLA Membership
- Submitted and solicited news for MPLA newsletters
- Posted various job openings on the MPLA Job line
- Attended Conference Planning Meetings for NDLA, publicity
- Attended MPLA Tri-Conference in Missoula, Montana in August.

Respectfully submitted,

Randi Monley MPLA Representative



Public Library Chair Report

September 19, 2022

Andrea Placher

- Attended NDLA Conference in 2021
- Created the NDLA Public Library Section Facebook Group
 - Started off hot, trailed off as the year went along. Not much participation
 - Currently sitting at 47 members
 - Posted conversation starters
 - Posted free library resources
 - Posted grant opportunities
 - Posted leadership opportunities
 - Posted scholarship opportunities
- Sent emails and posted for Public Library Chair Elect



**Web Editor's Report
Annual Report 2022**

**Joshua Pikka
Web Editor
9/22/2022**

The year 2021-2022 has been a very busy year for the Web Editor and the Website committee.

At the 2021 NDLA Annual Conference, the website committee was informed that NDLA wanted to change their website around from being hosted by Starchapter to a new one. The last season saw a committee setup to explore different membership hosting websites with other members of NDLA. After testing other platforms, it was decided that NDLA would move to Wild Apricot.

In late 2021 the web editor did a lot of copy and pasting from the Star Chapter site to the new Wild Apricot site. As well as a lot of saving documents and moving them over to the new website. Although the executive board gave the website committee until the time of conference registration to launch the new website, the website committee was very happy to be able to launch the website with near 100% functionality on day one. Of course there have been hiccups on the way, but the website committee was very happy at the speed that it showed in re-creating our entire website. If the new website looks better than it has in the past, then it is because of the work of Shannon Yarborough and the website committee along with Kristen Borysewicz, who helped choose the design of the pages and helped design individual pages. At different stages of this process the website theme was approved by the NDLA Executive committee. NDLA President Will Martin was also helpful through different stages, especially in turning over the DNS records to the new site. The changing over of the new website was a difficult process and the web editor would like to thank all involved for their help and their patience as we worked through issues. A website is never considered to be finished, and the Website Committee is still working hard on keeping the website up to date.

The membership side of the website was changed over by Membership Chair Nicole Eckroth. The Web Editor would like to thank Nicole for her excellent work in doing this. Unfortunately, Nicole had to step down as membership chair shortly before the website launched, causing some minor hiccups with those who renewed their memberships via starchapter after the database had been exported. The Web Editor worked with the Treasurer and Finance Chair to try to correct the two databases.

The promotion of the 2022 NDLA Annual Conference was another highlight of the year. While certain resignations and shakeups of the NDLA Executive Board did cause some confusion throughout the conference planning conference, the registration for the Conference and the Vendor Registration for the conference all went very well. The web editor worked with President Elect Kerrienne Boetcher on setting up the vendor registration, and with Past President Rita Ennen and Paul Amberg for Conference Registration. Of course, the changing to the new Wild Apricot system did make things a little more challenging in the first year of the new system, everything seemed to go off without too many problems. The web editor and Paul Amberg were able to construct the registration without too many “hiccups” on our end.

Time was also spent this year with President Will Martin as he assisted many others in establishing a @ndla.info email address for many who hold offices in NDLA. Time was also spent in transferring files that were held personally to the Google drive associated with these emails. Going forward the Web Editor will try to help with the easy transition from one office holder to the next when it comes to email addresses and other things such as electronic documents.

The website committee meets monthly to talk about website issues, and in the past several months a committee was formed to revise and add to our policies on the issues relating to electronic communication. Both of these committees will continue to meet in the next year.

As we look forward to the 2022-2023 year the Web Editor is looking forward to a quieter year where NDLA can improve it’s website and make association business run more smoothly. It has been hinted that the EDI committee would like to work with the Website Committee in the future about website accessibility. This work may be integral to the website committee’s work in 2023 . Work has started and will continue with the Bylaws and Policy committee with tweaking the Website Policy to better codify policies related to communication. Further revisions of the Web Site Policy is ongoing in the Website Committee as well.