



Arkansas Library Association

**Arkansas Library Association  
Executive Board Meeting  
Friday, April 19, 2019, 10:00 AM  
Laman Library, North Little Rock, AR**

**MINUTES**

- I. **Call to Order** – Jil’Lana Heard called the meeting to order at 10:03 AM.
- II. **Roll Call & Minutes** – The attendance sheet was circulated, and the minutes for the February 23, 2019 special meeting were read by Jessica Riedmueller. A draft of the minutes was made available in Dropbox prior to the meeting. Becky Fischer made a motion to approve the minutes. The motion was seconded by Susie Kirk and unanimously approved.
- III. **Budget** – Lynn Valetutti delivered the P & L Statement for January through February 2019 which shows that the association is moving in a positive direction despite significant losses in income compared with January – February 2018. Additionally, the Association taxes are due on May 15<sup>th</sup>, and it is expected that the short form will be submitted.
- IV. **ALA Councilor’s Report** – Lacy Wolfe reported that she will be attending the ALA conference in Washington, D.C., from June 20-25, 2019. She will send out an email soon to organize the Arkansas librarian dinner. ALA will host a virtual membership meeting on May 9; the link will be available online. The new President-Elect for 2020-2021 is Julius Jefferson.

Lacy also reported that PLA (Public Library Association) will celebrate its 75<sup>th</sup> anniversary in October. They have big plans for the celebration. More info can be found at <http://75years.pla.org/>.

The YALSA symposium will be held in Memphis, Nov. 1-3. The theme is “Show Up and Advocate: Supporting Teens in the Face of Adversity”

Finally, library card sign-up month is coming up in September. This year the *Toy Story 4* characters are honorary co-chairs.

**V. Committee Reports**

Awards – Philip Shackelford reported that the nominations are now open. The Google Form has been sent to the various listservs.

Digital Services Roundtable – Brenda Breezeel reported that she is working on the 2019 Un-Conference and is open to suggestions for topics. The Un-Conference will be held on July 19<sup>th</sup>.

Intellectual Freedom – Shenise McGhee is helping to update the ALA Intellectual Freedom Manual. Feedback is due by April 26<sup>th</sup> to make suggestions to the council.

Web Services – Ron Russ reported that he made adjustments to the website including putting conference information on the main page and adding a Strategic Plan link to the “About” menu. Ron

will be on vacation May 10-19; Lynn Valetutti will serve as backup during this time. Crystal Gates thanked Ron for his quick response to change requests.

Resources and Technical Services – Brian George reported that RTSD will sponsor a session on IPEDS at the ArLA conference.

ALPS – Dalene Schrier reported that Infobits will be held at the Garland County Library on 5/17 from 8 AM – 4 PM. The registration form is currently open.

Two Year Colleges Roundtable – Ron Russ reported that the roundtable held their meeting on April 5 as part of the ARKLink/CULD meetings. The roundtable will support a program on active learning in one-shot sessions based on the ACRL Framework and they will be co-sponsoring the OER discussion with CULD at the ArLA Conference.

Legislative – Courtney Fitzgerald reported that the elimination of IMLS is once again included in the President's Budget. ArLA has sent letters on the Federal level. HB1402, which proposed amendments to Special Elections laws, died in committee.

College and University Libraries – Jessica Riedmueller reported that CULD held their Spring meeting in conjunction with ARKLink and Two Year Colleges Roundtable on April 5<sup>th</sup> in Ft. Smith. These joint meetings will continue, which will increase the number of meetings held by CULD.

AASL – Jill Heard reports that multiple members of ArLA will be at the vendor booth at the AAIM conference.

Marketing – Susie Kirk reported that there will be short videos to promote the annual conference. The committee is also working to redesign the ArLA Brochure. Ron Russ will put these items on the website as they become available.

**VI. Annual Conference Update** – Crystal Gates reported that session proposals are due by April 20<sup>th</sup>. She and Carol Coffey will review the proposals immediately. Additionally, Crystal is working to get a vendor sponsor for dinner during the Susan Orlean talk scheduled for Saturday night. Other vendor/sponsor questions should be directed to John McGraw.

## **VII. Items of Business**

- a. Storage of ArLA Archives – Henderson has offered to add the ArLA archives to a special collection. Currently, there are boxes at the Laman Library and the Butler Center. Philip Shackelford asked if there is a records management policy for our archives. Becky Fischer noted that any policy would likely need to be added to the Bylaws. These questions brought up another discussion of ArLA's digital archives, as our Dropbox account is running out of space. Various alternatives were suggested including Google Drive. It was suggested that working files remain in Dropbox while older documents be moved to Google Drive. The association will need to determine a records management policy, as well as naming conventions for digital files.
- b. Strategic Plan – Dean Covington reported the progress of the strategic plan implementation, noting that some items have been completed and some will carry-over into 2020. He also strongly advocated that ArLA transition the Strategic Plan committee from an ad hoc to a permanent committee because the plan is meant to be maintained, updated, and implemented on a rolling three year schedule. Crystal Gates moved that the Strategic Planning committee be made permanent; Philip Shackelford

seconded. The motion was unanimously approved. The Bylaws committee will draw up official duties of the committee.

- c. Online Voting – Ron Russ has reviewed different options for online voting through Wild Apricot. As ArLA does not require members to select a group, there is nothing in Wild Apricot that indicates who is an active member of a certain division, committee, or roundtable. To send individual committee ballots would require an enormous amount of labor as each list would have to be created manually. The easiest way to handle the vote is for everyone to vote for everything. Crystal Gates asked if the form could be set up so that a voter would not be required to vote on every position. Votes for the Executive Committee would be required, but division, roundtable, and committee votes would not be required. There was additional discussion about the timing of the votes as nominations and bylaws changes need to be announced so many days prior to the annual meeting. More research is required on this issue.
- d. Arkansas Libraries Journal Restructure – Jill Heard read from the Board Report submitted by Britt Murphy requesting changes to the structure of the editorial board for the *Arkansas Libraries* journal. The current formal structure consists of a Managing Editor, an Associate Editor, and a Copy Editor. The suggested formal structure would consist of Managing Editor, Associate Editor for Public Libraries, Associate Editor for Academic/Special Libraries, Associate Editor for School Libraries, and Copy Editor. A motion was made by Philip Shackelford to restructure the *Arkansas Libraries* board as outlined, seconded by Ron Russ.  
Additional changes to the deadline for submissions were suggested. The new deadlines will be February 15<sup>th</sup> for the Spring issue, May 15<sup>th</sup> for the Summer issue, August 15<sup>th</sup> for the Fall issue, and November 15<sup>th</sup> for the Winter issue. In the case of a double Fall/Winter issue, the deadline will be October 15<sup>th</sup>.
- e. Future Conference Site – Crystal Gates brought forward the issue of choosing a future conference site for the 2020 ArLA Conference. There was conversation about the how a future-site committee would operate. At this time, the 2020 conference is the only future site being formally discussed. Crystal Gates made a motion to choose Ft. Smith conference site and to start contract negotiations, seconded by Susie Kirk, approved unanimously.  
After the site is chosen, the Missouri and Oklahoma library associations will be contacted to discuss the possibility of a joint conference future.  
It was suggested that a Future Site committee be created to investigate conference sites up to three years out in order to negotiate better rates, multi-year contracts, etc.

#### **VIII. Announcements**

Crystal Gates introduced the SELA State Representative as Emily Rozario.  
The next meeting will be held June 7, 2019 at 1:00 PM in Laman Library.

**IX. Adjournment** – Philip Shackelford moved that the meeting be adjourned.

Respectfully submitted,

Jessica Riedmueller