

**ArLA Executive Board Meeting
Leadership Exchange
Dec. 8, 2006**

Those present were: Diane Hughes, President; Ashley Burris, Vice-President/President-elect; Jamie Melson, Secretary/Treasurer; Art Lichtenstein, Past President; Barbara Martin, Executive Administrator; Ellen Johnson, ALA Councilor/SELA Rep.; Connie Zimmer, AASL Div. Chair; Brenda Van Dusen, ALPS Div. Chair; Lisa Johnson, Public Libraries Div. Chair; Dominique Hallett, Ref. Services Div. Chair/Publications Comm. Chair; Shawn Pierce, Special Libraries Div. Chair; Regina Cortez, Trustees Div. Chair; Loretta Edwards, Information Technology RT Chair; Karen Russ, Gov. Documents RT Chair; Bob Razer, Archives; Barbie James, Constitution Comm. Chair; Dave Burdick, Legislative Comm. Chair; Kaye Talley, Scholarship Comm. Chair; Britt Anne Murphy, Journal Associate Editor; Ron Russ, Webmaster. Guests were: Kathie Buckman, Jim Robb, Jennifer Davis, Kristie Boucher, and JoAn Ingersol.

The meeting was called to order at 10:10 a.m. by President Diane Hughes.

The minutes were reported as approved via e-mail on Nov. 13, 2006, with a motion made by Karen Russ and a second by Regina Cortez. Motion passed with enough online votes.

Reports:

President: President Hughes gave her final report as president as well as her report of the Executive Committee.

ALA Councilor---Ellen Johnson:

1. As your councilor to the American Library Association, I represent our state chapter/association at ALA's Midwinter Meeting and Annual Conference each year.
2. ALA's next meeting will be January 19-24, 2007, in Seattle. Although "Early Bird" registration is over, "Advance" registration goes through December 6, and is \$ 160 for personal members, as opposed to \$ 185 for on-site registration. Annual conference will be June 21-27, 2007 in Washington, D.C.
3. It has meant a lot to me to represent the Arkansas Library Association at ALA, and I look forward to continuing to do so over the next three years.

SELA Representative---Ellen Johnson:

1. For any newcomers who aren't familiar with SELA, it is our regional library association, the Southeastern Library Association. SELA is made up of library associations across the Southeast, and has a joint conference with one of the member associations every other year. On the alternate years, when it is not involved in a joint conference, SELA sponsors a leadership conference, usually in the Atlanta area.
2. The Arkansas Library Association is considering having a joint conference with SELA in 2010, and Barbara Martin has been looking into the matter. The 2008 conference will be held with the Kentucky Library Association.

3. I have thoroughly enjoyed representing the Arkansas Library Association as SELA's representative for the past four years. The Arkansas Library Association's new representative to SELA will be Dwain Gordon.

Executive Administrator---Barbara Martin:

1. Get your 2007 notebooks and inserts.
2. Freedom to Read Foundation—we have been billed for our annual “membership” and we will send them a check for \$200.
3. We will also look into what happened to the “donation” to the Washington office too.
4. Barbara asked if we would like to renew our membership in the state chamber of commerce. Fee is \$200, everyone agreed that we should renew.
5. Barbara then went over the finance report as well as the profit and loss statements. Expenses for the 2006 conference were up a bit because of the location but warned us that our expenses will be up even more since we will be in Hot Springs in 2007 and have rented the entire convention center.
6. She reported, too, that she is still working on gathering information for the combined SELA conference.

AASL---Connie Zimmer: Jeanna Cook, Vice-Chair of AASL, has secured Mt. Magazine State Park as the site of our annual summer conference on July 29th and 30th. A pre-conference will be held on the 29th also. The AASL tentative budget was submitted at conference. It has been a pleasure serving on the board.

College & University---Linda Creibaum, presented by Kathie Buckman: *CULD held our 2006 Spring Meeting on the Campus of Harding University, Searcy, on April 28. Attendees updated our part of the ArLA Six Year Plan and heard reports from attendees. At that meeting, a committee was organized to formulate and administer a survey on the status of academic librarians. Committee members, headed by Britt Murphy, have met both virtually and in person and have almost completed the survey form and proposed a list of people to which they plan to send it.*

CULD sponsored an ArLA conference panel discussion: Publish or Perish: Librarians on the Firing Line. We also offered two baskets for the silent auction.

At our business meeting, held at the Conference, we elected officers for the coming year: Karin Medin (UALR) vice-chair and Jerrie Townsend (Phillips Community College) secretary. Kathie Buckman (Henderson State) will move from Vice-Chair to Chair of CULD.

(ALPS) Paraprofessionals---Brenda Van Dusen: The ALPS Executive Council met Nov. 3rd at Phillips Community College of the University of Arkansas. Ruthie Pride, Regional Representative of Region VII, East Central was our hostess and provided lunch.

InfoBits was held Nov. 9th, 2006 at the Bob Herzfeld Memorial Library in Benton. JoAn Ingersol, ALPS Chair 2007, was our hostess. A warm welcome was given by Julie Hart,

Library Director. There was a very good turn out with 58 registered and 57 in attendance. The program evaluations were very good. There was a lot of first time attendees who had never attended ALPS or an ArLA event before.

Our Regional Rep. for Region VII Central resigned and Trish Miller from Remington College has agreed to replace her.

I would like to submit a revised budget request. There is a decrease in our budget request due to some changes in the Income portion of the report.

It has been a privilege to serve on the Board this year.

Public Libraries---Lisa Johnson: no report

Reference Services---Dominique Hallett:

Resource & Technical Services---Deb Kulczak: Incoming chair Myron Flugstad will not be able to attend the Leadership Exchange. I will see to it that he gets my copy of the ArLA manual, as well as the other RTSD documents I have. It has been a pleasure working with you all this past year!

Special Libraries---Shawn Pierce:

Trustees---Regina Cortez: no report from the trustees side but a footnote here: she has been accepted as an Emerging Leader.

Information Technology---Loretta Edwards:

A review on the SKYPE presentation sponsored by the IT Roundtable at ArLA Fall Conference was submitted to the journal. The information for the IT Roundtable link on the ArLA web site has been submitted and updated for 2007.

Elaine Contant, Chair-Elect and I will be contacting members who selected the Information Technology Roundtable as an interest group after the first of the year to identify those who would like to participate in the Technical Support List. We are looking at 5 areas of expertise that members can participate in; hardware, software, web development, web based resources, and database management. Once this list is refined, we will be asking all interested parties to sign up for one or more of these areas to support. This list will be kept at the Executive Administrators office for her use and possibly for other members to call upon in times of need.

I will be working on a database of ArLA members who do workshops and presentations. This was a suggestion made at the Leadership Retreat we attended back in February. I volunteered to collect and assemble this information in a database for use within the association. As soon as I have something ready, even if it only has a few entries, I will send this on to Barbara Martin.

Children's Services---Connie Olson: no report

Two-Year Colleges---Virginia Perschbacher: no report

Government Documents---Karen Russ:

New Members---Art Lichtenstein: no report

Awards---Sandy Olson: no report

Conference---Dwain Gordon: no report except that he sent out the survey results.

Constitution---Barbie James: no report

Executive---Diane Hughes: already given

Finance---Jamie Melson: reminded everyone about the budget requests and the Barbara and I are still working on the budget.

Intellectual Freedom---Bettye Kerns: no report

Legislative---Dave Burdick: will be attending Legislative Day in Washington in May.

Membership---Karen Richardson: no report

Nominating---Ashley Burris: official election was made at the annual fall conference.

Publications---Dominique Hallett:
ARLA Website Development Status

Forum

Finished:

Installed base forum.

Installed attachment mod which can be used to attach pdf, word etc. documents with posts. This may or may not be used and can be disabled.

Installed X-Data mod which can be used to setup the various extra fields needed for the ARLA membership form.

Setup base fields as per the ARLA registration form.

In progress:

Setting up user name to be a combination as: first name "." last name. For example: John.Smith Pulling out the registration screen and login information from the forum to be used across the site.

Yet to be done:

Interfacing with Pay Pal to accept credit card payments. (Are we still wanting to do this?)

Web Site

Finished:

Installed PHP packages to enable easy database to XML conversion.

Setup basic model that will retrieve data from the database and convert it to XML which will then be translated by XSL files.

Setup model for form handling.

These models will be modified to be used across the site.

In progress:

Setting up base header and menu options which can later be styled by April.

Yet to be done:

Implementing the model across the site to display the various pages.

Setting up base XSL files for April to modify with the appropriate CSS styles.
Database

Finished:

Setup base model for the members to be stored in the database. Scrubbed members XSL file to be imported into the MYSQL database.

In progress:

Importing member database into a temporary new MYSQL database format.

Yet to be done:

Setting up remaining database tables will be done as the corresponding page is completed.

Need from ARLA

Pay Pal account information:

You can register a business account on Pay Pal. It's fast and easy. I'll need the login and password to setup for credit card payments.

Progress Schedule

Project completion is currently still on schedule for January.

Once project is complete the site will still need to be styled and laid out by April. To help

with this I will be handing pages to April as I complete them.

After giving her report, she then turned it over to Ron Russ to explain the Paypal idea for the new ArLA website in allowing ArLA members to pay membership fees online in a safe and secure manner.

Ron explained the fees involved with using Paypal. There was much discussion on this topic and how it works. The new website will officially launch on Feb. 1. Paypal charges a per transaction fee of 2.9% plus 30 cents. Dominique moved with a second from Karen Russ to go ahead and set up a Paypal account for the coming year to see how well it works. Some discussion followed. Motion passed.

Public Relations---Amanda Moore: no report

Scholarship---Kaye Talley: no report

Arkansas Libraries---Alexis Linoski:

Hi Diane and Ashley,

Well, I have news. I have accepted a position at the University of Texas at Arlington and will be moving at the end of December. I have truly enjoyed editing Arkansas Libraries and am going to do my best to get the Winter issue ready to go before I leave. However, that means my 2 year term will end a year early. I have a recommendation though that comes with a bit of change in how it's been set. I'm recommending that Britt Murphy be Managing Editor and continue doing what she is doing (and doing wonderfully) without the responsibility for layout. I'll say the most challenging piece of this is the layout and learning the software, especially if graphic design and layout is not your strong suit. I'm recommending that future recruitment be for layout and design people, preferably two. For someone who is intimately familiar with the software (or two someones) layout will not be a much a challenge as is as it has been for me at times. Also someone with this kind of experience and creativioty could contribute vastly to the layout and design of the journal which will help propel it to more "professional" status. This will also free up one editor to focus on content and in taking it to that once a year peer reviewed edition. I believe there is room in the budget for an additional user for the Adobe InDesign Program to allow two people to do designing and then merge into one document. My apologies for the short notice. Please let me jnow what I can do to help out during the tranisition.

Regards,
Alexis

Dominique and her publications committee has been tasked to search for a graphic designer for the journal and get back to the board as quickly as possible.

Associate Journal Editor---Britt Anne Murphy: She is not wanting to take on the managing editor's position at this time since she is expecting another baby.

Website---Ron Russ: April Sheppard has added pictures and conference reports to the

conference website. I have added a link to the navigation bar for a membership page. It includes the ArLA promotional brochure, the membership form, and some information about the organization. I have updated the 'arlaboard' mailing list to include the new board members. There may be some people that still need to be added to the list, so please let me know and I'll add you to the list. Please let me know what your preferred email address is for contact purposes. Sometimes, we have a mix-up and the mailing lists don't work correctly, if that is the case. I'll send a sheet around during the leadership transfer of power.

Archivist---Bob Razer: Bob reminded everyone that if anyone has any materials from the 2006 term to give to him for archival purposes. He also *recommended giving \$2,000 to AAPL from LEAF funds to help pay Martha Perry who serves as AAPL's lobbyist.*

Unfinished Business:

President Diane Hughes is turning over the leftovers of the exploratory committee in looking into turning our dues into a fiscal term instead of a calendar term, as well as the six-year plans.

She also recommended a 10% pay raise for Barbara which would raise her salary to \$18,150. Art Lichtenstein moved that the new salary for 2007 for Barbara be set at an even \$20,000. Karen Russ seconded the motion. Motion passed. Barbara thanked the board for their show of confidence.

Barbara brought up the fact that we need to be thinking about where we want to go for the 2008 ArLA Conference. We have proposals both from Hot Springs and Rogers. Rogers is looking good for us financially. We would be staying at the Embassy Suites in Rogers.

With no further business brought to the board's attention, President Diane Hughes officially turned the gavel over to Ashley Burris. Ashley then presented Diane with a plaque for outgoing president. Ashley then adjourned the meeting at 11:25 a.m. for a 15 minute break.

President Ashley Burris called the meeting to order at 11:40 a.m. She thanked all those that had taken an office for 2007. Those present were: Kaye Talley, Awards Comm. Chair; Kathie Buckman, CULD Div. Chair; Ellen Johnson, ALA Councilor; Britt Anne Murphy, Associate Journal Editor; Jim Robb, Two-Year Colleges RT Chair; Kristie Boucher, Public Libraries Div. Chair; Jennifer Davis, Reference Services Div. Chair; Barbie James, Constitution Comm. Chair; Sarah Ziegenbein, Gov. Documents RT Chair; Dominique Hallett, Publications Comm. Chair; Shawn Pierce, Special Libraries Div. Chair; Loretta Edwards, Information Technology RT Chair; JoAn Ingersol, ALPS Div. Chair; Ron Russ, Webmaster. Guests were Art Lichtenstein, Brenda Van Dusen, and Karen Russ.

President Burris asked what everyone's opinion was of holding another retreat in February. Everyone agreed that it was a good time for everyone to get together to discuss issues and ideas. Barbara will find us a place and it will be announced through e-mail.

The February meeting is scheduled for Friday, Feb. 2, 2007.

A dues committee will be formed to look into the fiscal vs. calendar idea.

She addressed the 6-year plans and the fact that some had been turned in but there were still a couple that needed to be turned in.

Jim Robb was elected as the Roundtable voting member on the board.

Ashley read through her list of open officer positions. Diane Hughes volunteered to take on the New Members committee. That leaves the following positions still open: Children's Services Roundtable, Membership Committee, Public Relations Committee, and Scholarship Committee.

Having no further business, Ashley adjourned the meeting at 12:45 p.m.