

Arkansas Library Association

Leadership Exchange

Laman Library

December 5, 2008

Those present were: Jerrie Townsend, Vice-President/President-elect; Jamie Melson, Secretary/Treasurer; Barbara Martin, Executive Administrator; Ellen Johnson, ALA Councilor; Dwain Gordon, SELA Representative; Jeana Cook, AASL Div. Chair; Jim Robb, College and University Div. Chair/Constitution Comm. Chair; Lynaire Hartsell, ALPS Div. Chair; Ron Russ, Ref. & Instruction Services Div. Chair/Webmaster; Diane Hughes, Special Libraries Div. Chair; Carol Hanan, Gov. Documents RoundTable Chair; Elaine Contant, Information Tech. RoundTable Chair; Kaye Talley, Awards Comm. Chair; Karen Russ, Centennial Planning Comm. Chair; Donna McDonald, Legislative Comm. Chair; Kathie Buckman, Publications Comm. Chair; Michael Strickland, Scholarship Comm. Chair; Britt Anne Murphy, Journal Associate Editor. Guests were: Jana Dixon, Barbie James, Kay Bland, Kim Hillison, Kathy Davis, Jessie Burchfield, Frances Hager, Loretta Edwards, Brenda Van Dusen and Lynda Hampel, Administrative Assistant.

Jerrie Townsend in Pres. Debbie Hall's absence opened the final 2008 board meeting at 10:10 a.m.

Diane Hughes moved with a second from Jim Robb to approve the minutes as corrected. Motion passed.

Reports:

Ellen Johnson, ALA Councilor: ALA is gearing up for the Midwinter Meeting, to be held January 23-28, 2009, in Denver, Colorado. This is the annual working meeting (mostly committee meetings, etc.), although there will be some programs, activities, and, as ever, the huge hall of exhibits. I am looking forward to again representing the Arkansas Library Association on Council and at the conference in general.

Dwain Gordon, SELA Representative: There has been discussion with the 2009 SELA President concerning whether SELA should meet with ArLA in 2010. There has been discussion with the current SELA board to vote on Arkansas or Florida. There were 8 votes for ARK and 0 for FL. Concern with the SELA President was because of the placement of the 2010 state conference.

On the local front was the fact that the Rogers Embassy Suites has changed some of the conditions of our contract of meeting with them. The big change in the contract was the cost of the audio visual equipment. It would now cost us \$10,000 extra on the contract. We are now thinking if we really want to go to Rogers. Barbara and Dwain have visited with the Peabody and looked over their facilities along with the Statehouse Convention Center facilities. We can use the Statehouse hall and the meeting rooms for free and have agreed to provide the rental of the Clinton Library for a reception. Our prior contract proposal with the Peabody required \$50,000 in food but are now only requiring \$25,000 in food cost. The question is now do we want to change from Rogers to Little Rock and are we willing to cancel our contract with Rogers which might cost us a little bit to break the contract. Would this group support being in the Peabody if it is financially prudent for the Association?

Barbara stated at this point that she hasn't even asked what it might cost us to break the contract with Rogers. The 2008 conference there cost us \$5,000 for the AV equipment which we had problems with all the time and they would not let us plug in any of our own equipment without charging us \$150 for each plug in. We can use that fact to help break our contract and use the fact that if we think we can afford it, that they might not charge us as much if we book for a different year. That's one reason that the Convention Bureau in Little Rock threw in the \$3,000 for the rental of the Clinton Library to help offset that.

Discussion was held on the cost between the convention center in Rogers and at the Statehouse Convention Center. The food and beverage will cost us a little bit more at the Peabody than the Embassy Suites in Rogers. Another concern that was addressed was the fact that with the Peabody we can bring our own equipment and we won't be charged to just plug it in. Assistance to get the equipment to work will be easy to work with at the Peabody. The Peabody will be totally wireless within 2 years and the Convention Center is already completely wireless.

Discussion was also held on what attendance might be if the conference is held in Little Rock. Probability of meeting in Little Rock for the first time in a few years and using the Clinton Library as a drawing card, we will most likely have a bigger attendance along with even more attendees with SELA.

Barbara's recommendation is that since we really don't know what it's going to cost us to get out of the Rogers contract and to get a feel of things and let the Executive Comm. make a decision. We need to explore moving that conference.

Lynaire Hartsell moved to explore/authorize the Executive Committee in moving the 2010 fall conference from Rogers to Little Rock. Ron Russ seconded the motion.

Barbara Martin, Executive Administrator: Lynda Hampel, administrative assistant, handed out the finance report to the board. Barbara Martin explained the new look and why it looks like it does and how much more helpful it's going to be both to her and the board. She has a new accountant that has been working with her on how to use QuickBooks properly and easily. Barbara also thanked the State Library for the \$4,000 that was given to the Association to help offset some of the cost of the AV equipment in Rogers. Carolyn Ashcraft has already agreed to provide an AV person for the 2009 conference, if it's possible. Net income is \$27,827.00. Checking account balance is \$96,793.06 before receiving the December bank statement.

Jim Robb moved with a second from Ellen Johnson to accept the financial report. Motion passed.

Dwain Gordon moved with a second from Diane Hughes to move the checking account interest, \$1,546.96, to the scholarship account. Motion passed.

Jeanna Cook, AASL Division: Devona Pendergrass, AASL Conference Chair has made final arrangements for the Summer Conference to be held at the Ozark Folk Center State Park in Mountain View, AR. on July 26 & 27, 2009. She is working on securing speakers at this time. Information should be ready for the web site and distribution by Christmas or shortly after. Devona will be turning in the agenda for Board approval. An agreed upon/finalized contract should be sent to Barbara this week to be signed.

Lynaire Hartsell, ALPS Division: Goals for 2009:

1. Increase membership
2. Develop a better relationship with the ArLA Executive Board
3. Increase networking opportunities with libraries around the state
4. Develop and hold regional training sessions (ALPS's 9 regions)
5. Complete our procedure manual

Event:

InfoBits was held November 6 at UA Monticello, with 25 in attendance and good participation in the sessions.

Officers for 2009:

Chair - Kim Hillison

Chair-Elect - Kara Propes

Past Chair - Lynaire Hartsell

Secretary - Melanie Allen

Treasurer - Elaine Contant

Jim Robb, College & University Division: Meeting with ArkLink in the spring and trying not to meet at the same time this time as the ArLA Board meeting. Working on

updating the academic libraries survey and setting up a blog or a users group for the division to see if the communication channel can be opened up a little more broadly.

Kristie Boucher, Public Libraries & Trustees Division: no report

Ron Russ, Reference & Instruction Services Division: The following officers have been elected for 2009: Kathy Davis, Chair, Michael Strickland, Vice-Chair, Chair-elect, and Amber Castor, Secretary. We presented three programs at the 2008 ArLA Annual Conference and they were well-attended.

Tracy Farmer, Resource & Technical Services Division: no report

Diane Hughes, Special Libraries Division: no report

Sarah McClure, Children's Services Roundtable: no report – no one is slated to fill this position for 2009 and Kaye Talley stated that she knew of someone that might be interested in this position on the academic side of the house.

Carol Hanan, Government Documents Roundtable: Carol reported that Frances Hager will be the new chair.

Elaine Contant, Information Technology: Elaine reported that Dominique Hallett would be the new chair.

Ashley Burris, New Members Roundtable: no report – Lynda volunteered that she would get the numbers for us as to how many new members we actually added to the membership for 2008. Barbara stated that membership for 2008 was still down from 2007 though.

Eileen Burg, Two Year Colleges Roundtable: no report

Kaye Talley, Awards Committee: no report

Karen Russ, Centennial Planning Committee: Recent calls for additional committee members have been responded to. We now have 12 people and everyone has taken on at least one project.

Advertising requesting photos for the calendar is starting to be published in various places, including *Arkansas Libraries* and the ArLA website.

The committee, in conjunction with classes in secondary and higher ed programs, are hoping to interview past association officers to create a "memory" file for the Archives. Lists of past officers have been created (and will be shared with the webmaster for inclusion on the website as well) so we can begin determining who is still alive and would be willing to be interviewed in the next 18 months.

Several projects are on hold until the date and location of the 2011 conference is confirmed.

Judy Casey, Conference Committee: no report – Judy sent word that she would be sending some files to the new conference committee chair. One concern that was mentioned that more than once there was not someone to introduce speakers. And discussion was held again about the A/V problems.

Jim Robb, Constitution Committee:

Proposed Change to ArLA Manual to come in line with the new constitution changes approved at the 2008 fall conference: Executive Committee

Manual now states “Administration of the affairs of the Association is vested in the Executive Board is outlined in the Constitution.

Add: The Executive Board consists of both elected and appointed members. The elected members are the organization officers, the ALA and SELA representatives, and the elected chairs of the various divisions and roundtables. The appointed members of the Board are the chairs of various standing committees plus any ad hoc committee chairs the Executive Board chooses to grant voting rights.

Elected representatives are seated on the Executive Board effective 1 January of each year. Appointed members of the Executive Board are seated upon approval by the elected members. The approval vote will be conducted at the December meeting of the Executive Board each year by the outgoing Executive Board, and the appointed members will be seated effective 1 January of the following year.

The President may submit requests to fill committee chair vacancies for approval by the elected members of the Executive Board at any time.

Motion was made by Jim Robb with a second by Diane Hughes to accept the Constitution Committee’s recommendation. Motion passed.

Devona Pendergrass, Intellectual Freedom Committee: no official report but Barbara added that she had paid \$200 to the Freedom to Read account.

Donna McDonald, Legislative Committee: no report

Ashley Burriss, Membership Committee: no report

Jerrie Townsend, Nominating Committee: Nothing to add -- held elections at the fall conference. Connie Zimmer was elected the new Vice-President/President-elect and Jamie Melson as secretary/treasurer.

Kathie Buckman, Publications Committee: Michael Rogers handed out \$50 off coupons to all the vendors at the conference for an ad in the journal. Kathie asked if she is supposed to look for people to serve on this committee or if Jerrie is to look for people. It was decided that it was a joint effort to recruit members. She then talked about the license plate contest. We now have approx. 15 or 20 designs submitted. At the conference, Erin Waller was supposed to have made a poster at the registration table advertising the contest. It was also suggested that the contest be advertised in the journal as well. Kathie will forward all the submissions she has right now to Jerrie so the Executive Committee to pick 3 or 5 for the full membership to vote on it at conference. A monetary prize was talked about for the winning designer. A deadline of May 1 was set for all submissions. She will get with Erin and Virginia about getting something in the journal about the contest.

Erin Waller, Public Relations Committee: no report

Michael Strickland, Scholarship Committee:

Had a very successful fundraiser at the conference to raise funds for the scholarship fund. He thanked Debbie Hall for the Dewey Dangles, Lynaire Hartsell for the LC Lifters and Jamie Melson for the calendars. And speaking of which, he has a few calendars left which he brought with him today. Goals for 2009: To create a second funded scholarship for school librarians and to maintain funding for ALA accredited school scholarship.

Accomplishments for 2008: Awarded a single scholarship, increased participation to include representatives of various types of libraries statewide, conducted a very successful fundraiser at the ArLA annual conference, revised scholarship guidelines language and established goal of establishing a scholarship for school librarians in conjunction with AASL.

On-going projects (include any dates already set): Continue to raise funding for ArLA Scholarship, establish school librarian scholarship.

Suggestions for 2009 (goals, activities, and budget): Host a reception/fundraiser honoring current and former ArLA scholarship winners.

Seek sponsorships and improve marketing of scholarship to Association and the public.

Another idea for fundraising was making sure everyone knew they can make memorials to the scholarship fund or honorariums. It was also asked if a line could be added to the online membership form to add a scholarship donation like the paper account. All donations to the scholarship account are tax deductible and acknowledgements are sent to those that contribute to the fund. And until a line is added to the online

registration form, Lynda said that we could just email her how much is our dues and how much is scholarship donation.

Dominique Hallett, Managing Editor/Arkansas Libraries: no report

Britt Anne Murphy, Associate Editor: She just turned in her articles for the winter issue. The fall issues have just been received this week. The fall issue was late in getting out because the printer received it late.

Ron Russ, Webmaster: We have been updating and maintaining the website as usual.

As we update the website to reflect the new board, please send me new contact information, in order to facilitate a seamless transition. Information can be sent to rsruss@asub.edu or webmaster@arlib.org.

Bob Razer, Archives: no official report but Jamie reminded all outgoing officers to please turn in any records not necessary for the incoming chair to the archives.

Unfinished Business: Budget requests for 2009 need to be turned in to Jamie and/or Jerrie by Dec. 15th for consideration and board approval at the next board meeting on Friday, Feb. 6. Barbara also pointed out that due to the economy, the other associations she works for that there is an attrition to conference attendance. Each conference that is scheduled, the contracts require a certain number of room reservations required and when those are not met then we still have to pay the hotel for that attrition. So everyone should be thinking conservatively this year.

New Business: President-elect Jerrie Townsend presented her list of 2009 committee chairs for Board approval. Jerrie Townsend moved with a second made by Jim Robb. Motion passed.

It was noted at this time that any changes/corrections needed for the printed/web copy of the 2009 officers list handed out by Lynda and Barbara would need to be turned in to Lynda and Ron.

Dwain stated that they are looking for people to serve on the subcommittees of the conference committee by asking someone from the major areas like universities/academic, school libraries, etc. to work in putting programs together.

Having no further business, Diane Hughes moved with a second made by Jim Robb to adjourn the 2008 Executive Board meeting. Motion passed. Meeting adjourned at 11:40 p.m. Lunch was provided by the Association for all outgoing and incoming officers and visitors.

An impromptu meeting was held during lunch with the ALPS officers over some financial matters. Notes were not taken or recorded since the Board was not in session.

The Leadership Exchange took place as soon as lunch was over.

Those present were: Jerrie Townsend, President; Jamie Melson, Secretary/Treasurer; Barbara Martin, Executive Administrator; Ellen Johnson, ALA Councilor; Dwain Gordon, SELA Representative; Jana Dixon, AASL Division Chair; Kim Hillison, ALPS Division Chair; Jim Robb, College & Universities Division Chair; Kathy Davis, Reference & Instruction Services Division Chair; Jessie Burchfield, Special Libraries Division Chair; Frances Hager, Government Documents Roundtable Chair; Barbie James, Awards Committee Chair; Karen Russ, Centennial Planning Committee Chair; Donna McDonald, Legislative Committee Chair; Virginia Perschbacher, Public Relations Committee Chair; Michael Strickland, Scholarship Committee Chair; and Britt Anne Murphy, Associate Editor. Visitors were Kaye Talley, Lynaire Hartsell, Elaine Contant, Loretta Edwards, Brenda Van Dusen and Lynda Hampel, Administrative Assistant.

President Jerrie Townsend opened the second half of the meeting at 1:00. She welcomed and thanked all of her 2009 officers for agreeing to serve.

Reports:

Ellen Johnson, ALA Councilor: nothing further to add from earlier report

Dwain Gordon, SELA Representative: nothing further to add from earlier report

Barbara Martin, Executive Administrator: As a result of a discussion with ALPS, any invoices that are to be paid need to be sent to Jamie for approval and then those will be forwarded to Barbara for payment.

Barbara told and explained about the Board retreat and what all is included and not included by ArLA. Dates are Fri., Feb. 6, and Sat., Feb. 7, at the Rockefeller Institute on Petit Jean. Breakfast will be heavy continental and will be a working breakfast. Dinner on Friday night will be chicken fajita buffet. Reservations can now be made and the web address is www.uawri.org. Call them and tell them that you are with the Association so you can get the special room rate.

Jerrie would like to make this a working retreat and go through the constitution, by-laws, and the policy and procedure manual and how the Association works. We are going to try to get back to the basics. If anyone has any question as to how something is supposed to work, please email Jerrie, Barbara, or Jamie so those questions or items can be put on the agenda for discussion.

January 23rd will be the deadline for program proposals and agendas for all divisions, roundtables, and committees for 2009 for Board approval/vote at the Feb. Board meeting.

Dates for the 2009 year's meetings will be Feb 6 & 7, April 3, June 5, Aug. 7, October 25 at the conference, and Dec. 11, Leadership Exchange. And go ahead and email to Barbara the dates for everyone else's meeting dates so she can print those out for everyone.

At this point, Jerrie had everyone to introduce themselves.

Jana Dixon, AASL Division: no report

Kim Hillison, ALPS Division: no report

Jim Robb, College & University Division: no report

Public Libraries & Trustees Division: no report – open slot

Kathy Davis, Reference & Instruction Services Division: no report

Michael Klossner, Resource & Technical Services Division: no report

Jessie Burchfield, Special Libraries: no report

Children's Services Roundtable: no report – open slot

Frances Hager, Governments Documents Roundtable: Already working on a program for the fall conference.

Dominique Hallett, Information Technology Roundtable: no report

Debbie Hall, New Members Roundtable: no report

Eileen Burg, Two Year Colleges: no report, Jerrie stated that this roundtable is working on canvassing their members to see where and what direction they would like to see this roundtable go or if they even want to continue as a roundtable.

Barbie James, Awards Committee: no report

Karen Russ, Centennial Planning Committee: nothing further to add

Dwain Gordon, Conference Committee:

We will be at Hot Springs for the conference for 2009 which has a huge convention center that we really need to work on filling up. The subcommittee chairs right now are

Jana Dixon for the School Library arena, Nancy Arn for the Public Library arena, Kathy Davis for the Academic Library arena.

Booth fee structure proposal is as follows:

\$450 for standard library vendors

\$300 for non-profit library vendors

\$150 for non-profit groups, i.e. Red Cross, Heart Association, single authors, non-library vendors such as jewelry vendors, makeup and lotion vendors, etc.(a publishing house that publishes more than one author would not qualify for this rate).

Donna McDonald moved to accept the fee structure. Jim Robb made a second. Motion passed.

Other ideas for the exhibit area are: A possible authors alley and a possible artists alley. Kim Hillison will act as the artist contact from Hot Springs.

And another idea was to sell an exhibits only pass with a limited timeframe if we are going to have the author alley and an artist alley to allow more people in.

Debbie Hall will act as the Hospitality Chair at the conference.

Jamie Melson moved with a second from Michael Strickland to accept the theme that was proposed by Jerrie for the 2009 conference, Libraries 411: The Answer Please. Motion passed.

Dwain also mentioned that sponsorships are always needed to help raise funds for the conference and if there is someone that is amenable to soliciting donations, please let Jerrie know about any possible donors or if you know of someone that would like to work on this.

Jim Robb, Constitution Committee: nothing further to add

Devona Pendergrass, Intellectual Freedom Committee: no report

Donna McDonald, Legislative Committee: no report

Debbie Hall, Membership Committee: no report – Jerrie reminded all of us that we are all on the membership committee to get people to join or renew their memberships.

Connie Zimmer, Nominating Committee: no report

Virginia Perschbacher, Public Relations Committee: no report

Kathie Buckman, Publications Committee: no report

Michael Strickland, Scholarship Committee: no report – reminded everyone again of the leftover calendars he had with him. (Footnote here: he sold them all before leaving the meeting today.)

Dominique Hallett, Managing Editor/Arkansas Libraries: no report

Britt Anne Murphy, Associate Editor: next journal deadline is Jan. 15. Always needing articles.

Ron Russ, Webmaster: As we update the website to reflect the new board, please send me new contact information, in order to facilitate a seamless transition. Information can be sent to rsruss@asub.edu or webmaster@arlib.org.

Bob Razer, Archives: no report

Unfinished Business:

- We (the Arkansas Library Association) are now incorporated.
- Discussion was held about new ArLA membership brochures.
- Lynda had information concerning the audit we expressed interest in back in August 2008. A full-blown audit would start out at \$5,000. Most everyone she talked to suggested that we really didn't need an audit. One person suggested that for an organization like us that we have a financial procedures done rather than an audit. Discussion was held on different ways of doing it and the pros and cons of a full-blown audit versus a non full-blown.
- Kathie Buckman moved to conduct a random sampling audit every two years beginning with the years 2007 and 2008 and every time the treasurer is changed out. Barbie James seconded the motion. Motion passed.

New Business:

- Jerrie Townsend recommended that the Centennial Committee Chair, Karen Russ, be given board voting rights per the newly amended constitution. Jim Robb made a second to the recommendation/motion. Motion passed.
- President Jerrie Townsend reminded everyone about cc'ing messages to her so she can stay on top of things or feel free to call her.

Meeting was adjourned.