

**Arkansas Library Association
Executive Board Retreat
Winthrop Rockefeller Institute
Petit Jean Mountain, Morrilton, AR
February 6-7, 2009**

Those present were: Jerrie Townsend, President; Connie Zimmer, Vice-President/President-elect; Jamie Melson, Secretary/Treasurer/Finance Comm. Chair; Debbie Hall, Past President/New Members RT Chair/Membership Comm. Chair; Barbara Martin, Executive Administrator; Ellen Johnson, ALA Councilor; Dwain Gordon, SELA Rep./Conference Comm. Chair; Jessie Burchfield, Special Libraries Div Chair; Kathy Davis, Reference & Instruction Services Div. Chair; Virginia Perschbacher, Public Relations Comm. Chair; Jim Robb, College and University Div. Chair/Constitution Comm. Chair; Eileen Burg, Two Year Colleges RT Chair; Frances Hager, Government Documents RT Chair; Ron Russ, Webmaster; Karen Russ, Centennial Planning Comm. Chair; Michael Strickland, Scholarship Comm. Chair; Britt Anne Murphy, Journal Associate Editor, Kim Hillison, ALPS Div. Chair; and Lynda Hampel, Administrative Assistant.

President Jerrie Townsend opened the board meeting at 3:05 p.m. She welcomed and thanked everyone for "making it up the hill". Saturday morning's meeting will begin at 8:30 a.m. At this time, Jerrie had everyone introduce themselves.

Jamie then passed around the roll call sheet and the minutes. Karen Russ moved with a second made by Jim Robb to approve the minutes as read. Motion passed.

Reports:

President: The Executive Comm. will meet tonight after dinner to look over the budget requests and program proposals for 2009. She then presented "President" Debbie Hall a plaque for serving in 2008 as ArLA President. A couple of announcements she made was that the Stuttgart Library will be re-opening this coming week after the tornado strike. She also passed out to everyone flyers about a genealogy workshop that she asked us to take back to our respective libraries for advertising.

Ellen Johnson, ALA Councilor: I have just returned from ALA's Midwinter Meeting in Denver. We had a good meeting, although our attendance (7,905 attendees and 2,315 exhibitors) was down by two to three thousand from the two previous Midwinters which were held in Seattle and Philadelphia. Reasons given for the drop in attendance were the comparatively sparse population of the Denver vicinity and the

difficult economic situation.

ALA is doing pretty well financially considering the difficult times, but is looking to cut costs where possible. As you probably well know, the flip side is that library attendance is up, as it tends to be in hard financial times. ALA President Jim Rettig said that he never would have dreamed that the question he would be asked most by the media is, "Is it true that with the economy down, library usage has gone up?" The answer, of course, is "yes."

ALA has released "Advocating in a Tough Economy Toolkit" to help library staff to advocate more effectively in their communities during these times (<http://www.ala.org/ala/issuesadvocacy/advocacy/advocacyuniveristy/toolkit/index.cfm>). As a side note, in 2010, Council meetings will end on Tuesday instead of Wednesday, which hopefully should be a help financially and time wise to the councilors and to the organizations that send them to the meetings (a move that had has been in the works for some time).

Although Midwinter is a working meeting, there were various speakers and special meetings, which I will address, along with some of the Council actions and other matters in my report to Arkansas Libraries.

I brought several things to pass around or to put out for people to take: news on the one-year stay for children's books from the anti-lead law, information on ALA news now available on Twitter, information on radio PSA's for National Library Week, several copies of the awards issue of "ALA Cognotes" (the conference newspaper), brochures from the two candidates for ALA president, Kent Oliver and Roberta Stevens, and information on the Freedom to Read Foundation and its 40th Anniversary Celebration to be held at Annual Conference this summer in Chicago.

Dwain Gordon, SELA Representative: Dwain pointed out that the Journal was rather thin this time and that it's time to renew your membership with SELA. They have been informed of the change in location of the 2010 joint conference.

Barbara Martin, Executive Administrator: Barbara handed out the financial report. Net income is at \$24,569.94; 3 CDs are at \$62,000; with \$96,688.86 in the bank. We actually had approx. \$3,000 more net income than in 2007 at this time. Hard copies of

the financial reports are available in the Executive Administrator's office as well as the ArLA Secretary/Treasurer's files.

Auditor quotes are as follows: a 1 year contract was \$14,000; a 2 year contract was for \$20,000. They found a person in Benton that will do a review audit for between \$3,000 and \$4,000. We will go with this person once tax season is over.

Jana Dixon, AASL Division: no report

Kim Hillison, ALPS Division: Infobits date---Nov 5, Alma has graciously agreed to host if the new Library (Danalene Porters) has not been refurbished from the Fire.

Kara Propes has taken her position as Chair-Elect.

Jim Robb, College & University Division: Spring meeting with ArkLink being finalized --- projected for mid-April at National Park Community College in Hot Springs. (Kay Talley, [CULD] and Dean Covington [ArkLink] Coordinator). We are finalizing our Academic Library survey (Round 2) and should be distributing it in the next week or so. The survey is a follow-up to the one conducted two years ago.

Public Libraries & Trustees Division: no report

Kathy Davis, Reference & Instruction Services Division: We are submitting 2 program proposals for the fall conference. Lance Dunlap will present information on how to create an online staff development program introducing Web 2.0 technologies. The second program will consist of a 3-4 person panel outlining the benefits of RISD and ArLA membership with a Q&A at the end.

Michael Klossner, Resource & Technical Services Division: no report

Jessie Burchfield, Special Libraries Division: Tentative plans to hold a spring meeting in April. Topic: Humane Treatment of the Mentally Ill Patron (at the law library). Working on updating list of Special Librarians in the state (originally compiled by Diane and Michael). We are also sending out a special flyer to those librarians inviting them to join ArLA.

Children's Services Roundtable: no report

Frances Hager, Government Documents Roundtable: no report

Dominique Hallett, Information Technology: no report

Debbie Hall, New Members Roundtable/Membership Committee:

New Members in 2008 = 135

Total Members in 2008 = 550

Members to Date in 2009 = 308

There are a few persons on the Board who have not renewed yet for 2009:

Debbie Hall

Dominique Hallett

Eileen Burg

Britt Anne Murphy

Jamie also interjected a reminder how important it is for all divisions, roundtables, committees, and subcommittee outside the immediate Board need to have their dues paid in order to work on those subcommittees.

Eileen Burg, Two Year Colleges Roundtable:

A survey was sent by email to the Community Colleges in Arkansas.

Questions asked are as follows:

1. Are you interested in continuing TYCRT?
2. What should be the purpose / function of TYCRT?
3. If you have not attended meetings, why not?
4. Are you interested in virtual meetings?
5. Would you feel better served by a blog or wiki as opposed to or in addition to meetings?
6. Would you get more encouragement/help to attend meetings if it took place at AATYC?

Responses

1. All but one response wanted to continue the roundtable. The lone dissenter wanted us to merge with another association.
2. All agree that 2 year colleges need a voice and peers to discuss common problems.
3. Not attending due to location, time, budget, lack of staffing, inability to find the meeting, conflicts with other group meetings at ArkLA conference, possibly schedule before or after ARKLink/CULD meetings.

4. yes or possibly
5. More in favor of a blog
6. Only one thought there might be a greater opportunity for expense sharing at AATYC.

Would also like to discuss Database tier pricing for small academic/public libraries.

Also the need for software to run virtual meetings for round table and executive board?

Barbie James, Awards Committee: no report

Karen Russ, Centennial Planning Committee:

Advertising requesting photos for the calendar has been published in various places outside the Association. A few members of the Arkansas Outdoor Photographers Club (commonly called AOPC) have volunteered to take photos of libraries around the state. More volunteers and historic photos from libraries would be appreciated. The article provided to the AOPC newsletter will be included in the next issue of *Arkansas Libraries* and is already on the Centennial Planning Committee webpage.

The Committee has begun determining who of our former officers have passed away and how to reach those who are still alive in order to interview them for their memories of serving with the Association. Permission forms are being reviewed to be sure the legal concerns are addressed for the interviewers and interviewees. Questions are being drawn up to keep the interviews moving, but we are hoping the person's memories will be enough to stimulate most conversation.

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

Dwain Gordon, Conference Committee:

2009 Conference theme is Arkansas Libraries: Partner with Change. Jerrie decided to change the theme to include "Arkansas" along with all the changes taking place in the world.

Those handling session topics from the different sectors of the Association are:

Jay Carter—Public Libraries

Jana Dixon—School Libraries

Amy Miller—Children's & YA Service

Kathie Buckman—Academic Libraries

Dwain also passed out the vendor/exhibitor forms for the conference. The forms will be available on the website and hard copies will be available in the Association office. Hard copies will also be on file with the minutes. Those forms include : Conference Program Proposal (deadline is Feb. 28); Arkansas Author Exhibit Table for \$100 (this is for independently published authors); Non-Library Vendors (clothing, jewelry, crafts, art/artists, beauty products, household items & services, and medical/social/educational organizations for \$150; Non-Profit Vendors & Arkansas Publishers for \$300 for one booth and an additional \$250 for additional booth space; and Vendor Exhibits are \$450 for one booth and an additional \$350 for additional space.

Motion was made by Debbie Hall with a second made by Kim Hillison to accept the \$100 category as a 4th category. Motion passed.

Meeting intermission was taken at 5:00 to resume on Sat. morning at 8:30 a.m.

Meeting resumed at 8:30 a.m.

Jim Robb, Constitution Committee: Jim will be going over the Association Constitution and Bylaws to make everyone aware of what we're supposed to be doing at the end of today's session. Jamie reviewed the current ArLA Policy & Procedures manual. Both discussions identified changes that need to be made so the documents will be "in sync."

Devona Pendergrass, Intellectual Freedom Committee: no report

Donna McDonald, Legislative Committee: no report

Ashley Burris, Membership Committee: no report

Connie Zimmer, Nominating Committee: Nothing to report at this point. This year the nominee for Vice-President/President-elect will come from the Public Library sector.

Virginia Perschbacher, Public Relations Committee:

Decide which body, ArLA Executive Board or ArLA Board, will review submitted license plate designs and select designs to be presented to the membership for a vote.

Authorize prize for winning design.

Determine type of prize and amount if a monetary prize.

Kathie Buckman, Publications Committee: no report

Michael Strickland, Scholarship Committee: Putting together a committee and starting to look at upcoming issues.

Dominique Hallett, Managing Editor/Arkansas Libraries: No report but Barbara informed everyone that we did buy the software that was needed to upgrade for the *Journal*.

Britt Anne Murphy, Associate Editor: Send in articles about what's going on around Arkansas.

Ron Russ, Webmaster: Updated and maintained website as usual. Created an Information Technology Discussion list for the IT Round Table. Also created a Scholarship Committee Mailing list. Web-hosted account is scheduled to be paid later this month.

Feel free to send any information for the website to webmaster@arlib.org.

Bob Razer, Archives: no report.

Unfinished Business: The Executive Comm. met after dinner on Friday night to go over the budget requests and 2009 program proposals from the different divisions, roundtables, and committees.

One thing not noted in the budget requests was the cost of printing the Journal. This need to be looked up and added. Jamie presented the budget requests to the Board based on the recommendations from the Executive Committee. Motion was made by Michael Strickland with a second by Karen Russ. Motion passed.

Requests were made by and for:

ALA Councilor—ALA Midwinter & ALA Annual Conferences		\$3,400
SELA Councilor—2009 SELA Board Meeting		\$1,738
AASL--	Projected income: \$12,600	
	Projected Expenses: \$7,362	\$1,200
ALPS --	Projected Income: \$29,069.26	
	Projected Expenses: \$27,950	
Reference & Instruction Services—Speaker		\$1,000
Special Libraries—Flyers		\$100

Gov. Doc. RT—Speaker & Gen. Roadshow	\$510
Awards Comm.—Arkansiana Awards--	\$3,500
Centennial Planning Comm.—startup costs	\$400
Intellectual Freedom Comm.—1/4 page ad in Freedom to Read--for 40 th anniversary	\$150
Legislative Comm.—ALA Legislative Day	\$1,000
Publications Comm.—Software Upgrade Adobe Indesign CS2 (\$199 + estimated shipping)	\$250
Public Relations Comm.—License plates and design award	\$800
Scholarship Comm.—Scholarship and fundraising expenses	\$2,000
Webmaster—Maintenance & Domains/Web hosting	\$620
<hr/> Total Requested	<hr/> \$16,688

Jamie then presented the proposed programs to the Board as approved by the Executive Committee. Motion was made by Dwain Gordon with a second made by Eileen Burg to approve the programs presented. Motion passed.

Programs approved were:

AASL Summer Conference---“Celebrate Arkansas in the Ozarks” to be held at The Ozark Folk Center, July 26-27, 2009

ALPS Spring Conference---“All Aboard with ALPS” to be held at the WRI on Petit Jean Mountain in Morrilton, May 11-13, 2009

InfoBits to be held on Nov. 5, tentative theme is The Changing Faces of Libraries

Along with all ALPS Executive Council Meeting Dates: January 9 @ UCA
March 6 @ UAMS
May 1 @ Petit Jean
July 10 @ El Dorado

Sept. 4 @ Garland Co.
Nov. 6 @ Faulkner Co./Conway

Special Libraries-- Spring meeting in April. Topic: Humane Treatment of the Mentally Ill Patron to be held at the law library.

New Business:

Eileen Burg brought up a possibility of conducting virtual meetings, etc. in order to save on time and gas for Board members. A special ad hoc committee was formed with Eileen, Virginia, Michael S. & Ron. They will bring a report back to the Board in April.

The meeting took a short recess at 9:35 a.m. so everyone could check out of their rooms. Meeting reconvened at 10:00. Jerrie then asked Jim to go through the constitution and bylaws for the Board.

Jim briefly went over the constitution first without reading it word for word for time. Afterwards, he went through the bylaws. It was discovered that section 2A of the bylaws might be incorrect. Jamie will research the past 4 years worth of minutes looking for a Board vote on 1st time members and paying their dues at conference and those dues carrying over into and through the next calendar year. She will also look for the vote allowing 1st time members joining for a set fee of \$30.

Jerrie then turned the meeting over to Jamie to go through the Policy & Procedures part of the ArLA manual.

A summary of suggested changes are as follows:

Chapter 1 – Manual copy is now online; revisions also need to be sent to Webmaster.

Mission Statement – Does brochure match policy & procedures? It was found to match.

Membership – Go to a calendar year? Right now the manual says March 31 is the deadline to join each year. (Reason for this used to be so members could be printed in the hard copy of the directory each year. This has been resolved with an online directory. Question is now to go to a calendar year for membership or not?

Affiliations – Councilors elected by the members of the Arkansas Library Association. Ron will change online.

Addresses – Add SELA address online

Executive Board – text correction

Executive Administration –

1.2. Add committee chairs; correct committee chairs in 2nd sentence

2.2. Spent instead of spend; _____? _____ instead of auditor

3.4. Membership directory—now published to the web

5. Legislation – take out? Put in Legislative Committee Chair

6.5. Publications – instead of newsletter change to journal

President #11 and #13 move to VP/President-Elect

Process for absentee ballots – Journal → deadline → how and when to request

Secretary/Treasurer

#5 – Copy of approved Executive Board minutes to Webmaster

#11 – In cooperation with...

#4 – Delete Executive Administrator

Past President

#3 – Chair New Members RT and Membership Committee

SELA Councilor

Division/Roundtable

#4 & #5 update

#8 delete

#4 delete 2nd paragraph

1st paragraph—each Division and Roundtable shall elect...

Division/Roundtable Officers

Reimbursement form needs to be updated.

Awards Committee

Minutes with change re: awards

Framed certificate needs to be changed to perpetual plaques

11. Planning guide in Association office needs to be deleted. This guide doesn't exist.

Membership

#5 Drop annually

Nomination and Publications

#4 Published and on the website

Wording needs to be changed to state "an" official publication

Public Relations

Booth at Literacy Festival

Jessie's question

April board?

Having no further business, Pres. Jerrie Townsend adjourned the meeting at 12:20 p.m.

Respectfully submitted,

Jamie Melson

ArLA Secretary/Treasurer