

Arkansas Library Association

Executive Board Meeting

Laman Library

August 1, 2008

Those present were: Debbie Hall, President; Jerrie Townsend, Vice-President/President-Elect/Nomination Comm. Chair; Jamie Melson, Secretary/Treasurer; Ashley Burris, Past President; Ellen Johnson, ALA Councilor; Dwain Gordon, SELA Representative; Jim Robb, College and University Div. Chair/Constitution Comm. Chair; Ron Russ, Reference And Instruction Services Div. Chair/Webmaster; Carol Hanan, Government Documents Roundtable Chair; Kaye Talley, Awards Comm. Chair; Karen Russ, Centennial Planning Comm. Chair; Kathie Buckman, Publications Comm. Chair; Michael Strickland, Scholarship Comm. Chair; and Lynda Hampel, Administrative Assistant.

Debbie Hall called the meeting to order at 10:05. The minutes of the last meeting were handed out to everyone to read over. Jim Robb moved with a second from Dwain Gordon to accept the minutes as presented. Motion passed. The roll call sheet was passed around.

With a motion from Karen Russ to approve the electronic minutes as corrected, Ron Russ seconded. Motion passed on Thursday, Oct. 2, 2008.

Debbie Hall, President's Report/Executive Comm. Report: Executive committee met with several ALPS leaders, Lynaire, Kim, and Brenda, to discuss concerns and issues. This was a great meeting and I think the Executive Committee should plan on meeting with leaders of each division, roundtable, and committee.

I phoned Dave Burdick at the Pine Bluff/Jefferson County Library letting him know he had the support of the Association and offered any help if needed.

Ellen Johnson, ALA Councilor: Report on the American Library Association Annual Conference held June 26-July 3, 2008, in Anaheim, California. The convention center was within the Disney theme park district, and the weather was great, so the conference had a holiday feel even though numerous sessions and meetings were in progress. Attendance was a little over 22,000, which was down from 2007 in Washington, D.C. (28,228) and up from 2006 in New Orleans (16,784).

Loriene Roy completed her term as president, and Jim Rettig was inaugurated as ALA's new president.

Among various resolutions passed by Council was one recommending a minimum entry level salary (1) for librarians of \$41,680 that is adjusted annually according to the cost of living index, and (2) for all library workers of at least \$13 per hour minimum wage to be adjusted annually in accord with Federal poverty guidelines. Of course these figures can only act as guides.

Another resolution that passed easily was one that supported funding for cataloging and bibliographic control at the Library of Congress.

All resolutions are available on the ALA website.

ALA's new, redesigned website is expected to be launched in September. the preview site is <http://staging.ala.org/home.cfm>.

This year's Scholarship Bash was held in Disneyland Park and Disney's California Adventure, with more than 4,000 in attendance.

A more detailed report will appear in "Arkansas Libraries," and more information about the conference is also available on the ALA website.

Dwain Gordon, SELA Representative: I will develop a teaser sheet of advertising highlights for the SELA librarians who may be from out of state.

Barbara Martin, Executive Administrator/Lynda Hampel, Administrative Assistant: Lynda Handed out the financial report in Barbara's absence. And certain changes to the conference schedule were discussed concerning some of the Division meetings. End of July balance was \$28,734.61.

Jeanna Cook, AASL Division: The 2008 summer conference was held on Sunday, July 27 and Monday, July 28 at the Inn of the Ozarks in Eureka Springs. The conference was a success with approximately 135 attendees. There were also several authors in attendance including, Roland Smith, J.B. Cheaney, Richard Mason, Gwendolyn Hook, and Darleen Bailey Beard.

Jeanna Cook was the AASL delegate at the ALA conference in Anaheim, California in June.

Lynaire Hartsell, ALPS Division: The ALPS Council had its regular meeting on July 11 at UA Fayetteville. ALPS officers had a very informative meeting with ArLA Officers at Hendrix in Conway on July 25.

Jim Robb, College & University Division: no report

Kristie Boucher, Public Libraries/Trustees Division: no report

Ron Russ, Reference & Instruction Services Division: Kathy Davis is working on putting a basket for the fall conference. We've added a list of RISD programs for the fall conference to our division webpage as well as helpful reference and library instruction links. The links section might be expanded in the future. We're also continuing to add handouts to our best handouts webpage.

Tracy Farmer, Resources & Technical Services Division: no report turned in

Diane Hughes, Special Libraries Division: no report

Sarah McClure, Children's Services Roundtable: no report

Carol Hanan, Government Documents Roundtable: On June 12th the Government Documents Roundtable, along with the Arkansas Documents Consortium and the Five States Consortium, hosted a seminar by Steve *Beleu* from the Oklahoma Department of Libraries. Mr. *Beleu* presented on "e-Government Resources for Libraries" and "Online Federal Legal Resources". There were nineteen attendees from three different states.

Elaine Contant, Information Technology Roundtable: no report

Ashley Burris, New Members Roundtable: no report

Eileen Burg, Two Year Colleges Roundtable: no report

Kaye Talley, Awards Comm.: There were two paraprofessional nominations held over from last year and we have had one new nomination. Discussion was held as to whether or not there was a time limit on retirement for the Frances P. Neal award. It was decided that there is no time limit.

Karen Russ, Centennial Planning Comm.: We are still brainstorming for events to recognize the centennial throughout the year as well as part of the annual conference. I am aiming to enlarge the committee in the near future so I welcome recommendations for new members. I would particularly like some people with interest or experience in fund raising.

I did speak to some companies while in Anaheim and have some following up to do in relation to possible underwriting.

Judy Casey, Conference Comm.: Conference presenters have been contacted with the times their presentations are scheduled. The program has been placed on the association web site (thanks to Ron and April). Work has started on the formal program (Barbara Martin and helpers). Barbara's office has been working to get hotel rooms for speakers.

The Committee failed to place a time for division meetings on the schedule. There is a time for Round Table discussions on Monday morning. Please give some time if this is sufficient for the Divisions. If not, since would you poll the Division Chairs at the Board Meeting on a time that would work for them? I understand there may be one or two groups that wish to meet at a different time.

Jim Robb, Constitution Comm.: The proposed constitution changes made it to the journal in time for publication.

Devonna Pendergrass, Intellectual Freedom Comm.: no report

Donna McDonald, Legislative Comm.: Mr. Nicholas Spillios and Donna McDonald presented the program "A Library Board's Practical Guide to Self-Evaluation" at the Education of Trustees Program Sunday June 29, 2008 at the American Library Association Annual Meeting. This presentation was based on the publication by Mr. Spillios and Mrs. McDonald. Key Trustee Competencies essential to board performance were identified and discussed. An overview of the evaluation tool was discussed. The complete guide to board evaluation is available at the ALTA website at ALA.

Ashley Burris, Membership Comm.: no report

Jerrie Townsend, Nominating Comm.:

Nominee for Vice-President/President Elect

Connie W. Zimmer

- Associate Professor of Secondary Education, School of Education, Arkansas Tech University
- M.S., Library Science, Western Kentucky University
- B.A., Library Science, Western Kentucky University
- Memberships include American Library Association, American Association of School Librarians, Arkansas Library Association, Arkansas Association of Teacher Educators, National Education Association, Arkansas Education Association
- Past Chair, Arkansas Association of School Librarians
- Committee Service, Arkansas Library Association – Intellectual Freedom Committee, Education Committee
- Conference Presenter and Publications Author

Nominee for Secretary/Treasurer

Jamie Melson

- Cataloger, Central Arkansas Library System, 29 years with CALS
 - Secretary, Arkansas Library Association, 2005-Present
 - Past Chair twice, ArLA Paraprofessional Roundtable/Division
 - 2001 Paraprofessional of the Year
 - Membership includes American Library Association
 - Member of the LSSIRT/ALA
 - Member of Arkansas Library Association
 - Member, ALPS Executive Council
 - Committee Service, Arkansas Library Association – Awards Committee, Scholarship Committee, Membership Committee
 - Conference Presenter for ALPS
-

Both candidates have agreed to serve.

Discussion was held on Jamie running for a 3rd term. This particular 2 year position is not covered in the constitution or bylaws. It was decided to apply the 3 term rule to this position for now.

Erin Waller, Public Relations Comm.: no report

Kathie Buckman, Publications Comm.: A Publications Comm. Member Mike Rogers created coupons to be given to vendors at the ArLA conference exhibits. The coupons are called “crazy cash” and each vendor will be eligible for a free ¼ page ad (or \$50 off a larger ad) to be placed in Arkansas Libraries. (Coupon was printed on the back of her report and will be placed in the permanent file.)

No submissions for Arkansas libraries license plates have been received...yet! Kathie turned in an article she found, too, on the library license plates in New York. (This article is on file as well.)

Michael Strickland, Scholarship Comm.: 1. The Scholarship Committee recommends that Executive Board revise and update the 2009 Scholarship Guidelines language to require that recipients attend American Library Association accredited schools. Applicants who fail to meet these criteria will not be considered.

Scholarship Committee met on June 6, 2008 at Bennigan’s Restaurant. In a vote, the scholarship committee voted to recommend changing the language and criteria of the current scholarship guidelines to reflect the guidelines requiring attendance at an ALA-accredited institution. The Scholarship Committee also voted to ask the Executive Board to create a new scholarship in conjunction with the Arkansas Association of School Librarians for students seeking to become school librarians in Arkansas. The

Scholarship Committee also approved selling several fundraising items at the upcoming ArLA Conference.

2. The Scholarship Committee proposes that the Executive Board in coordination with the Arkansas Association of School Librarians create a new scholarship for school librarians as soon as possible.

Traditionally ArLA Scholarship recipients had to attend ALA accredited programs to be eligible for the scholarship. School librarians in Arkansas are not required to attend an ALA accredited program to become eligible to be a school librarian in Arkansas. The goal of the Scholarship Committee is to support those students who are attending ALA accredited programs and want to serve as librarians in Arkansas along with supporting those who want to become school librarians. The solution seems to be having two scholarships: one that supports students attending ALA accredited programs and one that supports students who seek to become school librarians in Arkansas and who meet all the required criteria.

PROPOSED

Arkansas Library Association

Scholarship: Statement of Policy for 2009

The Arkansas Library Association invites applications *for its annual scholarship* for graduate study in librarianship. *To be eligible for the scholarship, applicants must meet the following conditions:*

1. Applicants must be a legal resident of Arkansas and hold or be completing work toward a bachelor's degree from an accredited college or university *and be a non-library school graduate.*
2. Applicants must *be currently accepted and enrolled in* an American Library Association accredited program leading to a master's degree in library science. *An applicant who is a current graduate student must submit to the ArLA Scholarship Committee an official transcript from an ALA accredited library school. An applicant just beginning their program of study must submit proof of enrollment in an ALA accredited library school.*

3. Applications will be considered from persons already employed in libraries *provided that they have been accepted and are currently enrolled in an ALA accredited program in library science.*

4. *To apply for the scholarship, applicants must submit an ArLA Scholarship application form, a letter of application, a resume, and at least three letters of reference from individuals qualified to address the academic and professional potential of the candidate.*

5. The basis of selection of recipients shall be: 1) applicant's interest in librarianship as a profession, 2) academic record, 3) references. Awards are made without regard to race, sex, age, religion, or ethnic background.

6. Recipients must: 1) be a legal resident of the State of Arkansas, *and 2) must within one year of completing their graduate program, accept or maintain professional employment in a library or in a library related position in Arkansas, and 3) after accepting or maintaining such employment, continue to work in a library or in a library related position in Arkansas for at least one year, and 4) maintain membership in the Arkansas Library Association during the one year period of required employment in a library or library related position in Arkansas.*

7. Recipients will be required to sign a promissory note agreeing to repay the *Arkansas Library Association* the amount of the scholarship unless the conditions set out herein are completed. *Upon graduation and employment, recipients must provide the Arkansas Library Association with an official transcript showing the completion of their prescribed course of graduate studies and an official letter from their workplace verifying their employment in a library or library related position in Arkansas.*

8. The Scholarship Committee of the *Arkansas Library Association* reserves the right to make no award.

9. *ArLA Scholarship* application forms may be obtained from Michael Strickland, Scholarship Chair, Arkansas State Library, One Capitol Mall, Little Rock, AR 72201; or online *at the Arkansas Library Association website* (<http://www.arlib.org>); or by calling 501-682-2864.

*A completed ArLA Scholarship application form, a letter of application from the applicant, an official transcript, a resume and three letters of reference must be received by the ArLA Scholarship Committee postmarked no later than **September 1, 2008** to be eligible for consideration.*

Motion was made by Jim Robb and a second by Dwain Gordon to accept the above proposed change to the Scholarship Statement of Policy for 2009. Motion passed.

The Scholarship Committee proposes that the Executive Board of the Arkansas Library Association create a scholarship in connection with the Arkansas Association of School Librarians whose primary focus will be providing scholarship assistance to persons interested in becoming a school librarian in the State of Arkansas. This scholarship should be created as soon as possible. The guidelines for the new scholarship will be created by the Arkansas Association of School Librarians in consultation with the ArLA Scholarship Committee and the ArLA Executive Board.

Bob Razer, Archives: On behalf of Bob, Debbie reported that as an Association we have to register with the Secretary of State's office as a nonprofit. To do so, we need to certify copies of incorporation papers. These papers for the Association cannot be found anywhere. Barbara checked with the Pulaski County Clerk's office because that long ago, those papers would have been filed with that office and they have no record of incorporation. Debbie then talked with Bob to see if he knew of anything and he knew nothing about it and Debbie then did some research on it. There is no record anywhere of the Association ever having been *incorporated*. Records may be searched in Sebastian County to see if the papers were filed there. But at this point, we can't find anything that shows that the Association is incorporated. Lynda reported that she had spoken with the Secretary State's office about filing and the paperwork is due today but the lady in the office didn't state that it was a dire thing if the papers weren't filed in time. Lynda will be talking with that office again today.

Dominique Hallett, Journal Editor: no report

Britt Anne Murphy, Associate Journal Editor: no report

Ron Russ, Webmaster: April Sheppard has the Annual Conference website up and running. Go to <http://www.arlib.org/2008conference.htm> to see all of the up-to-date conference information. Ron Russ wrote an article for Arkansas Libraries on how to use the new features of the ArLA Website.

Unfinished Business:

Bond is with CNA Surety covering ArLA, ALPS, AASL, CULD

Liability Insurance - \$744.00 with U.S. Liability

New Business:

- Audit – The Association has not had an audit in years – this should have been done between Jennifer and Barbara. A full audit is very expensive but we could have a sample audit or a review. Do we want to do this? I have every confidence in Barbara and this was raised because of the lack of an audit in years past.

A full audit would cost thousands of dollars. It was decided to allow Barbara to get an idea of each type of audit and costs for the October board meeting. Everyone agreed that it would be a good idea to do some kind of audit.

- Raise for Barbara - Her current salary is \$20,000. The Executive Committee proposes a \$5,000 increase bringing her salary to \$25,000 – a \$2,500 increase for 2008 and 2009. Her salary was last increased in December 2006. Take effect January 2009.

Motion was made by Ashley Burriss and a second by Ellen Johnson to increase Barbara's salary. Motion passed.

- Pre-Paid VISA's in \$250 to \$300 amounts for Divisions and Roundtables programs/conferences. After meeting with ALPS and discussing conference planning costs, we told them that Barbara can order supplies for them so the cost is directly from their ArLA budget instead of someone's personal account and then reimbursed. It was brought to our attention that sometimes supplies needed to be bought from Wal-Mart, Office Depot, or other local stores and that Barbara should not have to run all over for these kinds of purchases. By having pre-paid VISA's, the cost would be limited and the division/roundtable would still have some discretionary funds for their needs.

There was no discussion on this idea.

- A Past President's Advisory Council (Committee) – With more people taking the role of President-Elect having no prior board experience, this would be a good way to keep the history of the Association in perspective. This would be voluntary to all Past Presidents.

There was no discussion on this idea.

- Reinforce the need for divisions and roundtables to present not only their budgets but also plans for meetings in the upcoming year. This is mainly for the Board to pay attention and approve them. If the budgets would be presented in October the board would have time to look over them and approve at the December meeting.

There was some discussion about when the budgets could be/should be turned in. It was thought that perhaps the end of October would be a good deadline for budget requests to give the Executive Comm. time to look over the requests and then present the requests to the board as a whole at the December meeting.

- Motion was made by Ashley Burriss and seconded by Jim Robb to move the interest from the checking? account into the scholarship account. Balance in the scholarship CD now stands at \$29,000. Motion passed.

Motion to adjourn the meeting was made by Ashley Burriss and seconded by Ron Russ. Motion passed. Meeting adjourned at 11:30 a.m.