

**Arkansas Library Association  
Executive Board Meeting  
Laman Library, NLR, AR  
April 3, 2006**

President Diane Hughes called the meeting to order at 10:10 a.m. She welcomed everyone to the meeting as well as a Happy National Library week this week. She then recognized and officially welcomed the guests that were present. Those present were: Diane Hughes, President; Ashley Burris, President-Elect & Nominating Committee Chair; Jamie Melson, Secretary/Treasurer/Finance Committee Chair; Barbara Martin, Executive Administrator; Ellen Johnson, ALA Councilor/SELA Councilor; Connie Zimmer, AASL Division Chair; Linda Creibaum, College and University Division Chair; Brenda Van Dusen, ALPS/Paraprofessional Division Chair; Lisa Johnson, Public Libraries Division Chair; Dominique Hallett, Reference Services Division Chair & Publications Committee Chair; Deb Kulczak, Resources & Technical Services Division Chair; Shawn Pierce, Special Libraries Division Chair; Virginia Perschbacher, Two-Year Colleges Roundtable Chair; Karen Russ, Government Documents Roundtable Chair; Bob Razer, Archivist; Dwain Gordon, Conference Committee Chair; Barbie James, Constitution Committee Chair; Karen Richardson, Membership Committee Chair; and Ron Russ, Webmaster. Guests were JoAn Ingersoll, ALPS Division Vice-Chair and Donna Daniels, Conference Exhibits Committee Chair.

**President's Report:**

1) President Hughes reported on the great retreat that was held back in February. A lot of business was taken care of and a good time was had by all. Everyone really enjoyed the facilitator, Judy Lively, on Friday evening and Saturday morning too.

2) *President Hughes explained Bob Razer's recommendation concerning archives not meeting the Constitution's definition of "committee" and needing to be regarded in the same manner as webmaster. The roles of webmaster and archivist are both one person "assignments" not committees, divisions, or officers, but rather a position appointed by the President to perform a particular duty. President Hughes said the change would be made making the position of archivist similar to webmaster instead of a being regarded as a committee.*

3) The SELA President has contacted Pres. Hughes about the fact that the states that make up SELA no longer are required to pay state chapter dues.

4) Pres. Hughes went over some of the major points that was covered and adopted by the Board at the February retreat and meeting. All of these major points were covered in a handout. (See handout at the end of the minutes.)

5) Pres. Hughes went with Barbara Martin and Dwain Gordon to the Arlington Hotel in Hot Springs to look it over as a possible 2007 conference site.

6) Pres. Hughes has registered for the ALA conference in June and will be attending an Orientation for Chapter Leaders workshop as well.

7) Michael Dowling, ALA *Director of the ALA Chapter Relations Office and International Relations Office*, has contacted us about sponsoring in name only the Advocacy Workshop that will be held at SELA this coming weekend, April 5-7. This will be discussed further under New Business.

8) Pres. Hughes has contacted Arkansas Tech. University, the University of Central Arkansas and South Arkansas University about starting up student ArLA chapters on their campuses. Due to the fact that most of their library media graduate students do not live on campus, it would be difficult to organize a chapter.

9) She has also contacted Carolyn Ashcraft at the State Library about writing a grant for ArLA promotional materials.

#### **Reports:**

**SELA Councilor-----Ellen Johnson:** The Southeastern Library Association (SELA) joint conference with the Tennessee Library Association is to be held April 5-7, 2006 at the Hilton Memphis. The Charles E. Beard Scholarship, sponsored by the Georgia Library Association, annually benefits an individual enrolled in a graduate library program. She then passed out some forms pertinent to SELA.

**ALA Councilor-----Ellen Johnson:** The ALA Councilor passed around copies of the American Library Association's strategic plan, "ALA Ahead to 2010".

**Executive Administrator-----Barbara Martin:** Barbara handed out the financial comparisons from 2005 to 2006 and a more detailed profit and loss statement for 2006 so far. She has also been working with the Conference Committee.

**AASL Division-----Connie Zimmer:** Ramona Abernathy has continued to work on the summer annual conference at DeGray Lake Lodge. The Registration form has been submitted to the Webmaster to post. The conference is on one day this year instead of being split over two days. The registration fee is \$50.00 and rooms at the lodge are \$60.00 plus tax.

**ALPS Division-----Brenda Van Dusen:** ALPS Executive Council met 3/3/06 at National Park Community College. They were welcomed by Mary Farris, Library Director. Mary was very enthusiastic to have the group meet on her campus. I proposed an amendment to ALPS by laws to add to the standing committee a finance committee. Attached is a copy of that proposal. It was approved by the executive council on 3/28/06 by email vote and I emailed the proposed amendment to Barbie James Constitution Chair on 3/29/06. With the approval of ArLA this will be voted on by ALPS Division at the business meeting of the fall ArLA conference.

A suggestion was made to ALPS Executive Council last fall to add a LSSRT position to ALPS executive council. Kareen reported that she had brought it to someone on ArLA board's attention last fall and had heard nothing back. The council voted to add an ad hoc position for a representative of LSSRT to ALPS Executive Council. This position will not be a voting member. ALPS can not provide funding for this position at this time due to the fact that ALPS funding goes toward the spring conference and fall InfoBits program. ALPS chair appointed Sandy Olson to this position. We will help out when funds allow.

ALPS will sponsor an InfoBits program on Nov. 9<sup>th</sup>, 2006. JoAn Ingersol, ALPS chair-elect will host the program at **Bob Herzfeld Memorial Library** in Benton. One of the workshop sessions that we have at the spring conference "Who Moved My Cheese" will be presented at fall InfoBits and we are working on getting a presenter for this event. We hope to have the brochure to hand out at our spring conference in May.

#### **Additional Comments:**

The Spring Conference plans are being finalized and registrations are a little behind. Due to getting the brochures out late we have extended our registration from April 1<sup>st</sup> to April 10<sup>th</sup>, 2006. I will call a special meeting of this year's conference committee in June after the conference to review and hopefully determine what procedures worked for us and which didn't.

Proposed Amendment to ALPS bylaws 3/16/06

Proposed Amendment to ALPS bylaws; Article VII: Committees; Section 1; Standing Committees:

- 1 Addition of Finance Committee:
  - 1 Treasurer will chair finance committee.
  - 2 Required members: Chair, Past Chair and Chair Elect
  - 3 Committee chair may appoint members as chair feels needed. Committee members must be Association members.
  
- 2 Committee Responsibility:
  - 3 ALPS Spring Conference Fees
  - 4 Infobits Fees
  - 5 Budget to be submitted to ArLA
  - 6 Other Financial responsibilities of ALPS Division as needed.

Proposed revision of Chair Duties; Article IV: Section 2: **CHAIR**

#5. The Chair shall serve as a standing member of the Finance Committee and submit the annual budget request to the ArLA Executive Board at the ArLA Conference business meeting.

Remove # 8 from Chair duties.

Proposed revision of Treasurers Duties Article IV: Section 2: **Treasurer**

# 5. The Treasurer with the concurrence of the Finance Committee will take the figures from the previous year's activities and compile a budget for the next year.

#5 shall become #6. If the office of the Treasurer becomes vacant, the Council shall appoint a division member to serve the remainder of the term.

**College & University Division-----Linda Creibaum:** CULD will have its annual Spring Meeting from 10 am - 4 pm, Friday, April 28, 2006 at Harding University, Searcy Arkansas. Registration \$15, includes lunch. The agenda will include:

- Update the CULD portion of the Arkansas Library Association 6 Year Plan
- Reports from attendees regarding their respective libraries

\*\*Please make registration checks or purchase orders payable to ArLA or Arkansas Library Association and send to: Barbara Martin

**Public Libraries-----Lisa Johnson:** They have held a conference planning meeting.

**Reference Services-----Dominique Hallett:** Dominique (chair) and Jennifer (vice-chair) met in March to discuss the sessions we wanted to present at the ArLA Conference. Jennifer Davis will be presenting a session titled "Answering Reference Questions". The other session will be on Fair Use. We are currently looking for people to present this session.

Baskets were also discussed. We plan to have 2 baskets from the Reference Division, tentatively one with a mystery theme and the other with a knitting theme.

**Resource & Technical Services-----Deb Kulczak:** The Division Vice Chair for this year is Myron Flugstad of Arkansas State University. Together we have been planning programs for the annual conference, and we have submitted two proposals to the Conference Committee. One program deals with the future of technical services in a rapidly changing technological environment, and it would explore possible directions that the integrated library system can take. The other is an acquisitions "best practices" forum on dealing with vendors and for sharing innovative strategies to make the money in holdings budgets go as far as possible. Both are envisioned as panel discussions, and should these proposals be accepted, we would still welcome any suggestions for panelists.

We would also like to explore the idea of establishing an electronic discussion list for technical services librarians in Arkansas. Our thought is that it would be a more comfortable forum for asking questions and networking than AUTOCAT or other national lists, since we are all in very different situations—some are at big institutions, and some are at small, and some of us are very specialized while others are generalists with technical services responsibilities constituting just one part of the job. The first step would be to contact our technical services colleagues around the state to gauge interest, and to this end, it would be helpful if we could obtain a list of the RTSD membership.

**Special Libraries-----Shawn Pierce:** no report.

**Trustees-----Regina Cortez:** no report

**Information Technology Roundtable-----Loretta Edwards:** no report

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

**Government Documents Roundtable-----Karen Russ:** The Federal Reserve Bank of St. Louis has agreed to present at conference on their Liber8, the portal that links to economic information from the Federal Reserve System, government agencies, and international economic data sources.

Additional Comments:

The Round Table is still awaiting an up-to-date list of members necessary for a vote on the proposed name change.

**Two-Year Colleges-----Virginia Perschbacher:** Thanks to Ron Russ, the TYCRT Listserv has been re-activated.

A questionnaire asking for information about the two year college libraries' collections, budget, staff, building area and services was e-mailed to the 22 two-year college libraries. Responses have been received from 11 libraries so far. A reminder has been sent to the 11 that have not yet replied.

Members of the TYCRT and Sally Hawks of the Arkansas State Library are planning a program for the AATYC meeting in Oct. 2006. The topic will be on electronic databases and will be aimed at college administrators and faculty. AATYC = Arkansas Association of Two Year Colleges.

**New Members-----Art Lichtenstein:** no report

**Awards Committee-----Sandy Olson:** no report

**Conference Committee-----Dwain Gordon/Louise Schaper:** Barbara Martin and I visited the Radisson in Fayetteville and we are pleased with the hotel and the UofA Continuing Education Center. Program suggestions have been coming in and we have plenty of them. At this time we have 53 program ideas that have been submitted. A list of fees for conference registration is being submitted to the Board as well as a list of fees for exhibitor booths. Dwain will ask the awards committee to consider either contacting the award winners or at least contacting award winners' co-workers and/or director or supervisor to see if there are any family members or close friends or co-workers that need to be invited to the awards luncheon.

**Constitution Committee-----Barbie James:** Discussed with the Board the possible need for a diversity statement. Board agreed that one was needed. Karen Russ moved with a second from Brenda Van Dusen that we create and publish a diversity statement. Motion passed. The Constitution Committee will draft a statement to bring to the Board for discussion and a vote in June.

**Executive Committee-----Diane Hughes:** already reported.

**Finance Committee-----Jamie Melson/Barbara Martin:** already reported.

**Intellectual Freedom Committee-----Bettye Kerns:** I have been working on the programs that the IFC will have at Conference.

So far those are:

1. Panel of those involved in the Fayetteville School Book Challenges—Cassandra Barnett
2. Program on School Library Media Selection Policies—how to develop or update—Margaret Amps
3. Program on Libraries and the Law—Bettye Kerns and Bettina Brownstein

I am attending a workshop put on by AmLA this week which will give more information for the last program.

**Legislative Committee-----Dave Burdick:** no report

**Membership Committee-----Karen Richardson:** For January thru March 2006 we have the following:

- 339 Paid Members
- 34 New Members (did not pay in 2004 or 2005)
- 31 School Members
- 74 Academic Members
- 140 Public Members
- 37 Paraprofessionals
- 18 Resource and Technology
- 23 Information Technology
- 39 Trustees

**Nominating Committee-----Ashley Burriss:** no report

**Publications Committee-----Dominique Hallett:** deferred to Unfinished Business portion of the agenda.

**Public Relations Committee-----Amanda Moore:** no report

**Scholarship Committee-----Kaye Talley:** no report

### Arkansas Libraries:

**Managing Editor-----Alexis Linoski:** no report

**Associate Editor-----Britt Anne Murphy:** no report

**Archivist-----Bob Razer:** no report

**Webmaster-----Ron Russ:** Updated the following pages: Jobline, Calendar of Events, Text Only, Other Library Conferences, Updates to ArLA Manual, Executive Board Minutes, and any news information submitted to the Webmaster. Created a link for the College & University Spring Meeting (under Activities), ArLA 1994 Six-Year Plan (under governance), a new version of the ArLA Template Information Form in Microsoft Word (listed on the Forms page), and new Website Deadlines (off of the main page and the Publications page). Made modifications to AASL Website, TYCRT Website, Public Libraries Division Website, Information Technology Webpage, and Intellectual Freedom Webpage.

**Additional Comments:**

We can still use information from the various units of the organization. All of the units are listed on the Organization page. If you don't have an active link next to your unit, then I did not receive any information from you in 2006. Your links will be activated once I receive your information.

**Unfinished Business:**

**Task Force on ArLA Six-Year Plan:** President Hughes has contacted Carolyn Ashcraft at the State Library about serving on this task force or, at least, designate someone from the State Library since the former plan points out the State Library. Pres. Diane will ask Art Lichtenstein to chair this task force and Dave Burdick as Legislative Committee Chair to serve on this committee as well as all Division Chairs.

**ArLA Logo Designs:** Dominique Hallett passed around several new ArLA logo designs. April Sheppard from ASU-Jonesboro drew them up. The Board narrowed it down to 2 designs for everyone to vote on. The 2 designs will be published on the website with a chance for everyone to vote on the one they like the most.

**New Business:**

**Set Exhibitor Booth Fee:** Dwain Gordon recommended that we keep the rates as the same in 2005 at \$400 per booth and \$350 per additional booth space. Ellen Johnson moved and Dominique Hallett seconded. Some discussion followed. Motion passed. On a footnote here, CSA has agreed to help pay for the chocolate bar.

**Set Conference Registration Fees:** Dwain then presented a recommendation for the conference registration fees. Dominique moved that we accept the fees as recommended by the conference chair, Karen Russ seconded. Motion passed. Fees were set as follows:

**Tentative Registration fees for ArLA 2006**  
**ArLA Member \*    Non-Member**

Basic Registration			
Early due Sept 8		\$100	\$140
On Site		\$120	\$160
One Day Registration			
Early due Sept 8		\$65	\$95
On Site		\$85	\$115
<b>All Inclusive Conference Registration</b>		\$150	\$190
(includes registration and all events below)			

\* Kansas, Oklahoma, and Missouri librarians who are members of their state library association may register at the ArLA member rates.

**Meals and Receptions Options:**

Sunday all conference	
Chocolate dessert reception	sponsor
Monday all conference	
Breakfast with the vendors	sponsor
Monday Luncheon	\$30
Monday Blair Library reception	sponsor
Tuesday all conference Amigos Breakfast (RSVP with AMIGOS required)	sponsor

**Selection of 2007 Conference Site:** President Diane recommended that we draw up a spec. sheet of all 3 hotels that are available in the central Arkansas area. Dwain told about the visits to the Embassy Suites which wants to charge us \$12,000 for the meeting rooms alone. Room rate was \$129. The Arlington would charge us \$91 per room with the meeting rooms being free except there would be a charge for wireless connections. Karen Russ moved and Linda Creibaum seconded to look into the Embassy Suites/Conference Center in Hot Springs if affordable and dates are available but if that does not happen then go ahead and sign the contract with The Doubletree in LR. Motion passed.

**LEAF Donations:** Bob Razer recommended that we donate \$1,000 to the Barton Library/El Dorado via Nancy Arn. Ashley Burris moved, Brenda Van Dusen seconded. Motion passed. Diane also passed along Nancy's thanks to the Board for the card that was sent to her as well as the phone calls she received.

**Diversity Statement:** By the end of the meeting, Barbie had already drawn up a diversity statement so she went ahead and presented it to the Board for approval so it could be included in a new ArLA brochure. Brenda Van Dusen moved, Ashley Burris seconded to accept the statement as presented by Barbie. Motion passed. The following is now the official diversity statement of the Arkansas Library Association.

"Diversity is a fundamental value of the Association and its members, and is reflected in its commitment to recruiting people of color and people with disabilities to the profession and to the promotion and development of library collections and services for all people.

The Association endorses opportunities for the professional development and education of all library staff members and trustees; it promotes continuous, lifelong learning for all people through library and information services of every type.

The Association advocates funding and policies that support libraries as great democratic institutions, serving people of every age, income level, location, ethnicity, or physical ability, and providing the full range of information resources needed to live, learn, govern, and work."

**ArLA Name Support Only for the Advocacy Institute:** Diane asked the Board if they would mind lending support in name only as a co-sponsor, as requested by the ALA President, to the Advocacy Institute being conducted as a workshop in conjunction with the SELA Conference on Friday, April 7, 2006. Ellen Johnson moved, Karen Russ seconded to co-sponsor the American Library Association Advocacy Institute in name only. Motion passed.

**Online Directory:** Due to the late hour, President Diane postponed discussing the online directory until the next Board meeting in June.

**Adjournment:** Brenda Van Dusen moved with Deb Kulczak seconding to adjourn the meeting. Motion passed. Meeting adjourned at 12:45.

Respectfully submitted,  
Jamie Melson  
Secretary/Treasurer

President Hughes' Handout:

## **ArLA's Mission – How to Implement It**

(An outline of items discussed at the February 2006 ArLA Board retreat)

1. To Further Professional Development
  - A. Workshops and Resource Sharing
  - B. Annual Conference
  - C. Journal
  - D. Newsletter
  
2. To Foster Communication and Corporation
  - A. Journal
  - B. Newsletter
  - C. Webpage
  - D. Listservs
  - E. Dialog between Divisions
  - F. Documentation and consistent Use of "ArLA"
  
3. Increase Visibility
  - A. State Chamber of Commerce Membership
  - B. Volunteer to Present/Speak at meetings about ArLA
  - C. Exhibits and displays at other conferences
  
4. Serve as an Advocate
  - A. Legislative Work
  - B. Intellectual Freedom Committee Working - (Templates & Manual)
  - C. For each Other