



**Arkansas Library Association
Executive Board Meeting
Friday, February 12, 2021, 9:00 AM
Virtual Meeting via Zoom**

Executive Board in attendance: Carol Coffey, Crystal Gates, Nithin Lakshmana, Emily Rozario, Ron Russ, President Philip Shackelford, Rachel Shankles, Lynn Valetutti, Jennifer Wann, Secretary Janice Weddle, Lacy Wolfe

- I. **Call to Order** – President Philip Shackelford called the meeting to order at 9:01 AM.
- II. **Roll Call & Minutes** – Attendance was recorded via presence on Zoom. Minutes of the 01/08/2021 meeting were distributed prior to the meeting. Janice Weddle noted that a formal vote is not necessary for approval of the minutes under Robert’s Rules. Minutes approved as distributed.
- III. **Financial Report** – Lynn Valetutti delivered the financial report. ArLA has \$88,158.91 in our checking account, \$40,681 in Edward Jones, \$39,550 of which is scholarship money and \$12,165 of which is LEAF funding. The operating cash balance is \$36,433.91. The profit & loss statement for 2020 prepared by the accountant has been uploaded to Dropbox. Questions were raised about whether the Board has approved an operating budget for 2021 and about individual line items in the 2021 proposed budget expenses posted to Dropbox, including the expenses to produce *Arkansas Libraries* in print. The need to establish a plan for moving forward was agreed upon. Membership dues dropped last year and have been slow to come in this year. The conference budget will be discussed in New Business.
- IV. **ALA Councilor’s Report** – Lacy Wolfe attended ALA Midwinter January 22-26. There was support for classifying library workers as a priority workforce for receiving the COVID-19 vaccine, though much of the advocacy work needs to be handled on a state-by-state basis. Lacy was able to share Arkansas’s template letter advocating for library workers with Council. The Forward Together initiative continues with the formation of a Forward Together Resolutions Working Group. Many other states have also opted to hold virtual state conferences in 2021. ALA Annual Conference will be held virtually June 23-29.
- V. **AAAL Report** – Crystal Gates delivered the report on behalf of Patty Hector. The Board for Advocates for All Arkansas Libraries (AAAL) have set their goals and initiatives for 2021, including working to change the law so that county libraries can select and offer employee benefits separately from the rest of county government. They have been having conversations with Impact Management Group about ways to move towards achieving that goal.
- VI. **Committee Reports**

Awards, Intellectual Freedom, Journal, Scholarship, Strategic Planning – No report

Bylaws – Janice Weddle reported that the committee’s members this year are Vanessa Adams, Becky Fischer, Brian George, John McGraw, and Jessica Riedmueller. The next committee meeting will be February 19.

Conference – Rachel Shankles reported the committee’s proposed conference budget, including registrations for members and non-members, Whova subscription, keynote speakers’ expenses, t-shirts, shipping, supplies for conference hub locations, etc. They have begun contacting potential keynote speakers. President Shackelford invited the committee to present their action item at this time, instead of in New Business. Questions were raised about the attendee and vendor registration numbers used to project income in the budget. It was stated that those numbers were high when compared with the actual number of registrations for the 2020 conference. Janice Weddle made a motion that the budget be returned to the Conference Committee for further editing; seconded by Crystal Gates. President Shackelford put the question to the Board. Janice Weddle raised a point of order, asking attendees who are not voting members of the Board to refrain from voting. Motion carried.

Emerging Leader – Rebecka Virden reported that the committee members this year are Lacy Wolfe, Allie Stevens, and Tonya Ryals. They expect to move forward with selecting a 2022 Emerging Leader this year.

Marketing – Susie Kirk reported that the committee is holding monthly meetings. Amanda Bashaw has joined the committee this year. They continue to promote the Pets of ArLA calendar, work with Membership Committee on the Member Spotlight project, and have a Twitter chat hour. The committee’s next meeting will be in March.

Membership – Tonya Ryals reported that the committee has begun a monthly Member Spotlight project to highlight the work of ArLA members. They will be resuming discussion about the institutional memberships this year. The committee’s first meeting will be February 16.

Nominating & Elections – Crystal Gates reported that the committee will hold their first meeting in February and that it is not too soon to begin considering nominations for next year.

Pandemic Response – Britt Murphy reported that the committee will host a program on March 12, near the one-year anniversary of the COVID-19 pandemic. They are also working on a survey for ArLA members to see how Arkansas libraries are faring currently.

Records Management – Brian George reported that the committee worked on setting their goals and objectives. They will work on establishing policies for Dropbox and work with Bylaws & Handbook Committee to add information about the committee to the Handbook.

Web Services – Ron Russ reported that Amanda Sexton will be maintaining the job listing site and the calendar of events pages on the website. The committee created a News Archive for announcements on the website.

VII. Community of Interest (CI) Reports

Membership Involvement – Becky Fischer reported the CI would like to establish a mentorship program, to be discussed under New Business.

Reference & Instruction – Shawna Thorup reported the CI is planning their annual Reference Exchange Day for Friday, May 21, 2021.

Social Media & Marketing – Susie Kirk reported the CI is holding monthly forums for CI members to gather and discuss topics of interest.

VIII. President’s Report – President Shackelford reported his intention to schedule a meeting for the leadership of different library associations and groups around Arkansas to explore opportunities for sharing information and collaborating. Darby Wallace will be leading a small group to enact the Presidential Initiatives approved 1/8/2021.

IX. Business Items

- a. **Consent Agenda** – Janice Weddle made a motion for the Board to adopt a consent agenda (or consent calendar) for future meetings. The consent agenda would allow the Board to vote on information-only committee and CI reports as a block. Ron Russ seconded. Motion carried.
- b. **ArLA Zoom Account** – Lynn Valetutti reported that the Board’s previously approved motion on 1/8/21 to purchase one business license at \$199.90/year was based on incorrect pricing information. The quoted price of \$199.90/year per license is only applicable to purchases of 10 licenses, for a total cost of \$1,999.00/year. Discussion about sharing log-in information for one user license as a potential option to meet ArLA’s needs. President Shackelford stated that this matter should be incorporated into budget discussions expected to occur via email. Janice Weddle raised a point of order that the Board should vote on this matter. President Shackelford made a motion that the discussion of the ArLA Zoom account be combined with the consideration of the overall operating budget; seconded by Carol Coffey. Motion carried.
- c. **Mentorship Program** – Becky Fischer presented a proposal from the Membership Involvement CI. Discussion was supportive of the proposal and questions of how the program would be administered were raised. It was recommended that the CI retain administrative responsibility for this program, which would require editing of the written proposal before the Board. Janice Weddle made a motion to postpone voting on the mentorship program until the March meeting; seconded by Crystal Gates. Motion carried.
- d. **Communities of Interest** – Four Community of Interest applications came before the Board. One application was withdrawn from consideration due to fewer than 15 active members on the application.
 - i. **College and University Libraries of Arkansas** – Crystal Gates made a motion to approve the CI; seconded by Janice Weddle. Motion carried.
 - ii. **Making Arkansas Libraries Accessible** – Crystal Gates made a motion to approve the CI; seconded by Carol Coffey. Motion carried.
 - iii. **Mental and Emotional Life of Library Workers** – Crystal Gates made a motion to approve the CI; seconded by Ron Russ. Motion carried.
- e. **“Care” Team** – President Shackelford asked the Board if there was an established way to send cards, etc. on behalf of ArLA. It was observed that this had previously been done by management, the Executive Administrator, or the Executive Committee of the Board.

Discussion about the need to assign this to an existing group within ArLA, since the Executive Board is now a working board. President Shackelford made a motion that this be added as a charge for the Membership Committee; seconded by Rachel Shankles. Motion carried.

- f. **History of ArLA** – President Shackelford noted that it has been 10 years since the last history of ArLA was written. Rachel Shankles made a motion that the Board reach out to Bob Razer and David Sesser about updating the official written history of ArLA; seconded by Janice Weddle. Motion carried.

- X. **Announcements** – President Shackelford announced that the next Lunch & Learn webinar on People Analytics will take place 2/24.

Patty Hector announced that AAAL would like to increase their involvement with ArLA. Questions were raised about the legality of this, as ArLA is restricted in the amount of lobbying it can fund due to its status as a 501(c)3. Discussion ensued that AAAL does not intend to combine funding with ArLA, due to those concerns. AAAL would like to establish a stronger liaison relationship with ArLA to share information.

Patty Hector announced that she had worked with the Office of Civil Rights to update and make her library website more accessible.

Janice Weddle reminded attendees that the structure of the Board has changed with this year's transition. Attendees who are not voting members of the Board should wait until they've been acknowledged by the chair to comment during the Board meeting or to hold their comments for the Public Comment portion of the meeting.

The next meeting will be held March 12, 2021 via Zoom at 9:00 AM.

- XI. **Public Comments**

- XII. **Adjournment** – Meeting adjourned at 10:20 AM.

- XIII. **Actions Taken via Email** – These are actions taken by the Board, outside of regularly scheduled meetings, due to exigent circumstances.

- a. **Conference Budget** – Rachel Shankles distributed an updated conference budget proposal to the Executive Board on 2/17. Whova offered a discounted price of \$3,419, but the offer was only good until the end of February. Concern about the transparency of the vote on the overall conference budget to ArLA members was expressed. Janice Weddle made a motion to divide the question of the conference budget, to vote separately on the subscription to Whova. Jennifer Wann seconded. Motion to divide the question was approved 2/23/2021. Rachel Shankles made a motion to subscribe to Whova for our annual conference at a cost of \$3,419 before 2/27/2021; seconded by Janice Weddle. Motion approved 2/24/2021.

Respectfully submitted,

Janice Weddle