

**Arkansas Library Association
Executive Board Meeting
Friday, August 19, 2016 (1:00pm)
Laman Library, North Little Rock, AR**

Minutes taken by: Nicole Stroud, ArLA Secretary

The meeting was called to order by President Judy Calhoun at 1:02 p .m.

Present:

Executive committee: Judy Calhoun, President; David Eckert, President-Elect; Nicole Stroud, Secretary; ALA Councilor, Lacy Wolfe

Executive administrator: Lynda Hampel

Division chairs: Lisa Holiman, ALPS; Johnice Dominick, Public Libraries/Trustees; Rebecka Virden (in place of Pamela Meridith), Reference Services; Janice Weddle, Special Libraries

Round Table chairs: Frances Hager, Government Documents; Carol Coffey, Information Technology; Jay Strickland, Two Year Colleges; Brett Williams, Youth Services

Committee Chairs: Amber Gregory, Awards; Dwain Gordon, Future Conference Site; Lauren Drittler, Constitution; Ashley Graves, Emerging Leaders; John Paul Myrick, Intellectual Freedom; Britt Anne Murphy, Journal Editor; Ashley Burris, LEAF (ad hoc); Carol Hanan, Membership/New Members; Cassandra Barnett, Public Relations; Debbie Hall, Scholarship; Ron Russ, Web Services

Visitors: N/A

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Committee Chairs: Shawn Manis, Conference; Dwain Gordon, Future Conference Site; Lauren Drittler, Constitution; Ashley Graves, Emerging Leaders; Anna Bates (in place of John Paul Myrick), Intellectual Freedom; Britt Anne Murphy, Journal Editor; Heather Hays, Journal Assistant Editor; Hadi Dudley, Legislative; Carol Hanan, Membership/New Members; Debbie Hall, Scholarship; Ron Russ, Web Services

Visitors: N/A

Previous Minutes

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Executive Board Reports

President's Report / Executive Committee Minutes

Judy's report was sent out via email in advance. She reported that ALPS & ArASL conferences both went very well this year.

ALA Councilor Report

At ALA Annual in Orlando this year, two resolutions were deferred until midwinter. Lacy read a portion of the proposed resolution against gun violence. She noted that there were concerns at ALA that there could be backlash from the NRA or other like minded groups/individuals. Lacy said that the resolution will be updated prior to being re-presented at ALA Midwinter. She will email the updated version to the board when it becomes available. She welcomes feedback regarding this resolution at any time. Lacy also mentioned a resolution regarding communications that would affect state chapters.

Executive Administrator Report

Lynda submitted her report via email, prior to today's meeting. No questions. She passed the new conference logo stamp around; it will be used to validate parking at conference.

Financial Report

No report.

Awards Committee

Amber Gregory stated that information regarding nominating for this years' awards is available on the ArLA website. She encouraged all to submit nominations of worthy individuals. She also asked for ideas in getting an awards nomination request out to other ArLA members.

PR Committee

Cassandra Barnett mentioned that it has been discussed several times whether the PR committee will be either dissolved or joined with the marketing committee. Judy noted that the board has approved the dissolution/joining, but that it can't be finalized until a meeting of the full membership, which will occur at our annual conference in November. At that point, we hope that the membership will approve language moving future committee creation/dissolution to the ArLA manual. This would allow the board to establish/sunset committees as needed going forward.

LEAF/Scholarship report

Ashley Burris and Debbie Hall met this morning. They discussed how to distribute the LEAF funds, particularly considering the miscommunication over whether previous basket auctions funds were intended for LEAF or for Scholarship. The LEAF/Scholarship committees propose moving \$2,370.60 from LEAF to Scholarship, leaving LEAF an even \$10,000. From this conference forward, they propose to continue the basket auction, and to split proceeds 50/50. Ashley noted that in the past, the scholarship committee did not raise enough to cover their own scholarships. This meant that funds had to come out of the ArLA general fund. LEAF/Scholarship feel that the basket auction split will give scholarship a way of covering their own scholarships going forward.

Debbie noted that Scholarship has raised \$920 so far this year. Ashley proposed that LEAF continue to be responsible for basket auction costs (i.e., tables/tablecloths/booth space/etc.) Ashley will serve as the basket auction chair.

As a reminder, LEAF funds any type of emergency library need. Most commonly, LEAF funds are used for natural disasters. They have also been used for advocacy needs. Ashley is working on an

application process so that LEAF funds can be quickly and easily applied for.

Debbie reminded the board that we have reduced from two annual scholarships to just one. We are, as of this year, alternating between the ArLA Annual Scholarship and the ArLA School Library Media Specialist Scholarship. This will cost \$1,500 per year instead of \$3,000.

The scholarship fund currently has \$30,000. The money is no longer in a CD; instead, it's in a fund balance. The goal is to eventually perpetuate scholarship funds through interest. Anything above \$1,500 raised by scholarship each year will be moved to an interest-generating fund. Lynda Hampel pointed out that we don't actually have the \$30,000 in the scholarship fund right now. We have been using scholarship funds for general operating expenses to help us get out of our bind this year. We are working to repay scholarship, and we hope that conference revenues will help us toward this goal. We have \$53,000 cash on hand right now.

Last year, Dan Fetherolf donated \$5,000 in memory of his wife. His original intention was to donate to the scholarship fund, but he was asked for permission to use the donation for a conference speaker instead. He agreed to this, and he also indicated that he wanted to donate \$5,000 a year for the next ten years for scholarships. Judy has been trying to contact him to follow up, but his address has changed. Cassandra Barnett noted that Mr. Fetherolf's wife was a school librarian, so she may be able to get updated contact information.

JP Myrick moved to:

- 1) accept the recommendation of LEAF/ Scholarship to move \$2,370 from LEAF to Scholarship, leaving \$10,000 in the LEAF fund; and
- 2) split basket auction proceeds 50/50 between LEAF and Scholarship going forward.

Janice Weddle seconded. Approved unanimously.

Cassandra encouraged the scholarship committee to investigate possibility of legacy donations. Debbie Hall mentioned that Phyllis Burkett, who is also on scholarship committee, is working on this.

E-voting

David Eckert shared information about Survey Monkey costs. There are four different plans. The free version doesn't do enough. The next tier is "select," costs \$26/mo or \$228/yr. Select allows up to 1,000 survey responses. The next tier is "gold," which allows unlimited responses for \$300. The top tier, "platinum," exceeds our needs. If we purchase a Survey Monkey account, anyone in ArLA (any committee/division/roundtable/etc) will be able to use the account for e-voting or surveys.

David proposed purchasing the "select" plan at the yearly rate. We need to be prepared for elections this fall, so now is the time to act. Ashley Parker Graves asked if we can ensure that there will only be one vote per person, and also that all voters are ArLA members. David stated that each member would get an email with a special link, which can only be opened once. Lynda shared that the new 2017 membership form requires a valid email address members to be able to vote.

Johnice Dominick moved that we purchase the Select Survey Monkey plan for \$228/yr, JP Myrick seconded. Unanimously approved.

Conference committee

Johnice Dominick, conference vendor chair, spoke on behalf of Shawn Manis. This year's conference is entirely at the Little Rock Marriott, similar to last year's Rural & Small Libraries conference. The

conference committee is currently planning the welcome reception, and the schedule is in draft format.

Rebecka Virden shared that there will be three keynote speakers: Marilyn Johnson from New York, author of *This Book is Overdue* and several other titles; Marcy Morolla, Director of the ALA Office of Library Advocacy, who is involved with the Library Transforms initiative and who will talk about the importance of advocacy; and Dr. Julie Todaro, ALA President, who is the dean of Austin Community College in Austin, TX.

There will be 6 sessions per hour, with choices for each library type during each slot. Presenters will be notified by the end of this month what speaking date/time they have been assigned. Saturday's preconference topic is "Libraries as Safe Places." An officer from the AR Dept of Emergency will talk about working with local law enforcement to make libraries safe. A second preconference will be led by Tina Murdock from UCA, who will speak about active shooter situations in libraries. The preconference cost is \$40, and there are 40 attendee spots. The AR Library Leadership Institute (ALL-In) will also meet on Saturday, although they are not connected with conference.

Shawn Manis: thank you note

Judy read Shawn's note, expressing thanks for ArLA board members' donations after his apartment fire.

Constitution update

No update at this time. The full membership will vote on the proposed bylaws revisions in November.

NEW BUSINESS

Manual revision

Lauren Drittler's constitution committee is tasked with moving things that were taken out of the bylaws to the manual. Judy encouraged all committee/division/round table chairs to look at the manual and make sure all duties pertaining to their committee/division/round table are listed and are correct. Judy would like a draft of the new manual to be available at our next board meeting. Changes to the manual can be voted on at a regular board meeting; it does not require a vote of the full membership.

Refund policy

The newly proposed refund policy is available in Dropbox. We have not previously had a refund policy regarding conference registrations. There was a request for an ArASL conference registration refund due to a medical appointment. Judy read the proposed policy aloud. In summary: 1) a written request must be submitted 30 days prior to the conference, 2) refunds are subject to a \$25 cancellation fee, and 3) hardship cases may be considered by the executive committee. After some discussion, two weeks written notice was deemed sufficient. Lynda noted that two weeks gives enough time to revise the numbers we submit to the hotel for meals. The new policy will go in the manual, and it will be posted on conference registration paperwork going forward.

Debbie Hall moved to accept the policy amended to two weeks written notice, and JP Myrick seconded. Approved unanimously.

ArLA booth at conference

Judy Calhoun and Lynda Hampel will be contacting board members to line up volunteers for the ArLA booth at conference. Please consider volunteering or sending staff to volunteer.

Changeover meeting

Judy proposed holding the changeover meeting at the close of conference on Tuesday. This is the annual meeting that outgoing and incoming board members both attend. Currently, ALA Councilor is the only position that takes over as soon as conference is over. Judy asked why this is the case. Cassandra Barnett asked that if we hold the changeover meeting during conference, that it be a formal board meeting in which the bylaws, rules of order, and other pertinent orientation information is presented. She noted that ArLA's recent problems may be due to a lack of formal training during the changeover. Ron noted that an orientation to the ArLA manual has been a part of previous changeover meetings. Judy suggested introducing Dropbox during the changeover meeting.

David noted that holding changeover during conference may be difficult this year, because the new bylaws will be voted on at conference, and the new manual can't be voted on until the new bylaws are approved. After some discussion, it was proposed to hold the formal changeover meeting in December, with an informal new board member orientation at conference. Dwain Gordon noted that it's important for new people to know who their predecessor is, in case they have questions.

Financials

A two page budget spreadsheet was passed out (SEE ATTACHED). Anything in red is over budget, but over budget doesn't mean over spending. In several cases, more revenue was brought in than we originally anticipated, so while we exceeded our anticipated budget amount, the "amount remaining" is still more than our expense. So far this fiscal year, we have made \$8,425.78 (see page 2). The red numbers will help us see what budgets need to be adjusted for next year. Judy's goal is for each committee to submit budget requests well before the end of the year, so that the overall budget can be finalized before the end of the calendar year. Our fiscal year is Jan. 1- Dec. 31.

Lynda reported that we have \$53,703.66 in the bank right now. We have one CD in the amount of \$25,794.21. This CD just came up for a 6 month renewal, so it won't come up for renewal again until February 2017. Our bottom line, including the CD, is \$79,602. The scholarship fund balance is \$28,784.01. It will only take moving about \$3,000 to get the scholarship fund back to where it should be. We hope to be able to do this after our annual conference. Lynda will put today's financial spreadsheet in Dropbox, in a new folder called "financials."

Conference T-shirts

We are using a company called Custom Ink for conference shirts. People will order their own shirts for approximately \$20, and \$10 of each shirt goes back to ArLA. We will advertise that buying shirts benefits our organization. ArLA pays a setup fee to Custom Ink, but there is no minimum t-shirt order. Custom Ink determines when the cut off date is for ordering shirts.

Anyone who has their t-shirt on at conference when they visit the ArLA booth will receive an extra raffle ticket for the grand prize. The prize this year is a full conference registration, including hotel, for 2017.

Executive Administrator Evaluation

Please send any feedback to the Executive Committee. Twenty-two of twenty-nine board members completed the evaluation. Judy will send the results to board members who are not here today.

Correspondence / Announcements

The letter to Daniel Fetherolf was previously discussed. A letter was also sent to Bob Razer thanking him for the \$350 donation that covered AR Libraries mailing expense this quarter.

Next board meeting

Our next meeting is set for two weeks prior to conference. Judy asked if this is needed. Traditionally the board only meets at conference, so it was decided to cancel the Oct. 21 board meeting. We will meet twice during conference. First, on Sunday, Oct. 13 (10am, Manning Room @ Mariott), next on Tuesday, Oct. 15 (time tbd, likely 12:00p or 1:00p). The conference schedule details are still being finalized.

David Eckert is happy for committee chairs to continue serving in their current positions. He asked that anyone who can't serve or doesn't want to serve in 2017 to please let him know. A few positions are term limited; please contact David if you know that you're slated to roll off this year.

The December board meeting will be Friday, Dec. 9, 10am at the Laman Library in North Little Rock.

Thanks

Ron thanked Britt for her help recruiting Dean Covington to run for Vice President. Judy complimented Britt on the latest AR Libraries issue and Karen Russ on her journal article.

JP Myrick moved to adjourn, Johnice Dominick seconded. Approved unanimously.

ONLINE VOTING:

September 2016:

#1 A motion was made for a LEAF donation of \$1000 to Randolph County Library.

Motion made by: Shawn Manis

Seconded: Ron Russ

Motion carried. See attached voting tally.

#2 The Scholarship Committee recommended naming the scholarship derived from donated monies from Dan Fetherolf the "Shirley Fetherolf School Media Scholarship," and to use \$2,000 of it annually.

Motion made by: Ron Russ

Seconded: Johnice Dominick

Motion carried. See attached voting tally.