Arkansas Library Association
Executive Board Meeting
Dec. 11, 2009
Laman Library, NLR, AR

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 Roundtable Chair/Membership Comm. Chair; Dwain Gordon, SELA Representative/Conference Comm. Chair; Jana Dixon, AASL Division Chair; Kim Hillison, ALPS Division Chair; Jim Robb, College & University Division Chair/Constitution Comm. Chair; Sarah Ernst, Public Libraries-Trustees Division Chair; Kathy Davis, Reference & Instruction Services Division Chair; Jessie Burchfield, Special Libraries Division Chair; Laura Speer, Children's Services Roundtable Chair; Frances Hager, Government Documents Roundtable Chair; Barbie James, Awards Comm. Chair; Karen Russ, Centennial Planning Comm. Chair; Devona Pendergrass, Intellectual Freedom Comm. Chair; Donna McDonald, Legislative Comm. Chair; Virginia Perschbacher, Public Relations Comm. Chair; Kathie Buckman, Publications Comm. Chair; Michael Strickland, Scholarship Comm. Chair; Britt Anne Murphy, Journal Associate Editor; Ron Russ, Webmaster; Barbara Martin, Executive Administrator. Guests were: Kara Propes and Shawn Pierce.

Meeting was called to order at 10:15 a.m. by President Jerrie Townsend. Karen Russ moved with a second from Kim Hillison to approve the minutes as presented. Motion passed.

President Townsend gave her final President's report for 2009. The Historical Genealogical Society sent a note thanking the Association for participating in the roadshow. Information for the next roadshow in March has been distributed and was discovered that Jerrie will be speaking at that one.

At the October meeting, the Board approved a resolution to support the Patriot Act was passed. Jerrie contacted the ALA offices with the resolution. Based on the information that the ALA office sent out, we faxed this resolution to the offices of the Arkansas senators and congressmen in Washington. We have heard from Congressman Boozman's office and Congressman Ross thanking us for contacting them and making our voice heard on the issue. Copies of these letters will be kept on file in the ArLA office.

We were contacted by Amigos, as was the State Library, to support a proposal for a master trainer institute. That has been completed and a copy will be kept in the ArLA office as well as a copy with today's minutes.

Reports:

ALA Councilor, Ellen Johnson:

Information only:

There is always news from ALA, but today I'll focus on two items –

1. Finances: Thanks to cost cutting measures taken in April, ALA was able to end the year with a balanced budget and small surplus. Indications are that the next couple of years will be difficult for libraries and for ALA; thus, ALA has already implemented additional spending reductions for 2010. ALA foresees a good financial future as the economy stabilizes and recovers.

2. Barbara Jones named new director of ALA's Office for Intellectual Freedom and Freedom to Read Foundation: Following the death last April of Judith Krug, longtime director of the OIF and FTRF, ALA has named Barbara Jones as new director. I had the personal opportunity to work with Barbara on ACRL's Intellectual Freedom Committee and can think of no one better qualified to carry on the work and the vision of Judith Krug.

In closing I would like to say thank you again for the opportunity to represent our association at ALA. Our association is definitely one to be proud of, and I know that Ron will have a great experience representing ArLA and will do an excellent job.

Ellen was given a resounding round of applause for a job well done this past few years. Her service on the Board and with the Association has been greatly appreciated.

SELA Representative/Conference Comm., Dwain Gordon:

Total of 253 librarians registered for conference. We had 54 exhibitors including authors, and ArLA stations. The conference went very smoothly and there were very few complaints. The food was excellent this year. Several of us have discussed a few items we want to adjust for next year.

The conference session proposal form was sent to the ARLA and SELA board via email and a few proposals have already been submitted. I will ask to have it posted on the ARLA website next month.

Most of the conference planning work will be conducted by email or phone. Conference Committee members must be members of the Arkansas Library Association or the Southeastern Library Association to serve on the committee. I hope all the Sub-Committees will be ready to get started after the first of the year. I posted the session proposal form to the SELA and ARLA list servs. A few ARLA and SELA people had

responded to the earlier invitation to serve on the Conference Sub-Committees. I have added them to this list.

ARLA/SELA 2010 Conference Sub-Committees

Conference Sub-Committees for Session Proposals:

Academic	Kaye Talley *, Brian Webb, Jessica Hudson
Special	Michael Strickland*, Melinda Matthews
Public	Ashley Parker*, Judy Mays
School	Devona Pendergrass*, Kay Bland, Shirley Fetherolf, Diane Hughes, Rachel Shankles
Youth Services	Laura Speer*
Technology	Heidi Vix*
Authors	Kevin Barron*, Lila Jefferson

Additional Sub-Committees:

Hospitality	Cheryl Leigh
Local Special Events	Bettye Kerns*
Exhibits	Linda Evans*

The Conference Oversight Committee will include: Dwain Gordon, Jerrie Townsend, Connie Zimmer, Shawn Pierce, Barbara Martin, Kathleen Imhoff, and Gordon Baker.

The SELA Conference Committee members are- Dwain Gordon * – Arkansas, Cheryl Leigh – North Carolina, Emily Bell – Mississippi, Brian Webb – Alabama, Melinda Matthews – Louisiana.

Ex-Officio Kathleen Imhoff – Kentucky Gordon Baker – Georgia

* indicates chair

Dwain Gordon moved to authorize Kevin Barron to offer up to 6 authors up to 2 nights hotel room at the Peabody plus meals while they are there. This is a starting point for him to work with. Kathie Buckman made a second to the motion. Motion passed.

Executive Administrator, Barbara Martin:

You would think that after the conference, things would really slow down for us. This is not the case. Reviewing and paying invoices from the conference, invoicing those that still owed and making notes for next year was the first project after conference.

In December we started working on getting everything updated on the website and gathering addresses for new board members and etc.

Connie Zimmer, our incoming president, sent us an updated membership letter for renewal. We then began the process of getting renewals out to past members and information to those on our mailing list that have attended conferences. The 1,800 piece membership mail out was completed this week. The process of stuffing envelopes, stamping and mailing is labor intensive.

We are already receiving renewals and a few have joined online. A number of librarians joined just before the conference as new members and will get next year free. They will be added into our membership data base. Keeping an updated data base is an ongoing process. Many members are entered into the online system as well as another data base that we maintain in file maker pro. We are keeping up two data bases because the online system is still not set up as it should be. Deleting names and changing addresses is much more complicated than it should be. The online system is a work in progress.

We will get the exhibitor letter for next years conference out as soon as the rates are approved. They should go out early so that vendors can plan for 2010. If nothing else, we will get a postcard out this month so that they can save the date.

I am still working on getting a contract signed for the ALPS meeting this spring. I have a letter to be signed with no details of rates and room assignments. The contracts for the 2010 ArLA/SELA Fall Conference have been signed except for the Convention Center Contract.

The financial report from conference is good. Attached are reports as well as some additional information on past years.

Checking account balance as of 11/24/09 was $109,657.57.

AASL Division, Jana Dixon: The AASL Summer 2010 Conference will be July 25-26, 2010 at Hendrix College in Conway, Arkansas. A budget request is attached. Our theme is “Librarians Weave Webs of Learning.” Cathy Toney is Conference Chair. Barbara also reported that she had received a letter from an attorney in Bryant stating that it is perfectly legal for anyone to donate to the Arkansas Library Association since it is a public charity under the Internal Revenue Code 501(c) (3). As a public charity, we

are authorized and empowered to receive contributions which further the purposes of the Association. In anticipation of receiving large donations, he said that we would need to report such contributions to the offices of the Arkansas Attorney General and the Secretary of State. As such we will be able to house the award money for the Arkansas Teen book award.

ALPS Division, Kim Hillison: no report

College & University Division, Jim Robb: no report

Public Libraries & Trustees Division, Sarah Ernst: The Public Libraries and Trustees Division met on 29 October 2009 in Room 203 at the Convention Center in Hot Springs.

The Public Libraries and Trustees Division met on 29 October 2009 in Room 203 at the Convention Center in Hot Springs, Arkansas. There were about 40 members in attendance. The first order of business was to elect a vice-chairman. Ashley Parker is the vice chairman. A group of about 7 people volunteered to serve on the Conference committee. The next order of business was to elect a secretary and that is David Eckert. Sarah Ernst will continue to serve as Division Chair.

Members signed up with their email addresses in order for communication to continue. This group voted to have a program for the 2010 Conference. Program suggestions were discussed and David Eckert agreed to chair the committee. Members serving with him will be Donna McDonald, Judy Mays, Eva White, Amy Gunn, and Sarah Ernst. This group hopes to have a meeting in the spring of 2010.

Reference & Instruction Services, Kathy Davis: The division achieved its three goals of 2009.

1. Program at the annual conference.
    a. Christine Peterson from Amigos presented on the digital collection management software, CONTENTdm
        i. In May all the libraries who subscribe to FirstSearch had access to the basic CONTENTdm at no extra charge.
        ii. The division thought there would be interest in learning more about the program since the libraries in Arkansas receive FirstSearch through Travelers.
2. Create a basket to support LEAF. This year our basket was made up of graphic novels, comics, and a guide to graphic novels.
3. We met our third goal by having a business meeting at the conference.
    a. We elected officers:
        i. I will become chair in January;

ii. David Sesser of Henderson State University is the Vice-Chair/Chair-elect;
iii. Jennie Ballinger of Fort Smith Public Library is the Secretary.
    1. The secretary position is new this year.

We discussed becoming more active by creating a support network with either a Wiki or Blog. We have created a blog at http://rtdivision.blogspot.com/. This will be a resource for the division. The goal is to keep library technical services staff and faculty up to date on technology and happenings that may affect them.

Special Libraries Division, Jessie Burchfield: Ten individuals have joined the Special Libraries Division Facebook Group.

Four libraries:

UALR Law Library
UAMS Library
Arkansas Supreme Court Library
ASMS (Diane Hughes)

Participated in sharing holiday hours.

Children's Services Roundtable, Laura Speer: Laura Speer reported that the Children's Roundtable had voted to change their name to Youth Services Roundtable. She then made a motion to reflect that with a second from Dwain Gordon to change the name of the Children's Services Roundtable to Youth Services Roundtable. Motion passed.

They are working on a possible pre-conference session in addition to the sessions they may plan during the conference.

Government Documents Roundtable, Frances Hager:

Information Technology Roundtable, Dominique Hallett: no report

New Members Roundtable, Debbie Hall: no report

Two-Year Colleges Roundtable, Eileen Burg: no report

Awards Committee, Barbie James: no report

Centennial Planning Committee, Karen Russ: no report

Conference Committee, Dwain Gordon: Combined report given with the SELA report.

Constitution Committee, Jim Robb: I have reviewed the various concerns that were raised (many thanks to all who responded). I understand the concern over term limits, my rationale for inclusion is that we are a small organization which needs to encourage member participation in leadership roles. Term limits is a way of encouraging the association to develop new leaders rather than rely on a cadre of those who have served in the past.

The final decision on the phrasing rests with the board, but I still recommend the limits. My recommended change to the manual is below:

Add the following under Affiliations in the ArLA Manual:

ALA Representative: ArLA will elect a representative (councilor) to ALA for the term recommended by ALA for chapter representatives (3 years a/o 1 Dec 09). The new representative's term will begin immediately following their election in compliance with ALA procedures. The ALA representative may be elected for a maximum of three (3) consecutive terms. Elections will be held at the ArLA annual conference during the last year of their term.

SELA Representative: ArLA will elect a representative to SELA for the term recommended by SELA for chapter representatives (4 years a/o 1 Dec 09). The new representative's term will begin on January 1 following their election in compliance with SELA procedures. The SELA representative may be elected for a maximum of three (3) consecutive terms. Elections will be held at the ArLA annual conference during the last year of their term.

Jessie Burchfield moved with a second from Dwain Gordon to table this discussion until the February board retreat. Motion passed.

Intellectual Freedom Committee, Devona Pendergrass: SELA and ArLA IFC committees will sponsor an Intellectual Freedom related event for the 2010 joint conference. In early January Michael and I will post a call for presenters to our respective listservs. Our committees will choose the most appropriate proposal and will then plan to make sure the event happens.

IFC presentation deadlines

Early January: Call for proposals

March 5, 2010: Deadline to submit proposals

March 26, 2010: Deadline for SELA and ArLA IFC committees to make their decisions

March 31, 2010: SELA will present our choice to the Conference Chair for approval.

Legislative Committee, Donna McDonald: We have not been able to nail down our spring visit to DC as yet. Details will follow.

Membership Committee, Debbie Hall: 541 members for 2009 totals which is one less than 2008.

Nominating Committee, Connie Zimmer: We had an election and the incoming Vice-President is here today and was so enthusiastic over her new position that she showed up a week early for the meeting.

Public Relations Committee, Virginia Perschbacher: After the conference and the license plate design was chosen, I called the Dept. of Motor Vehicles to talk with them about our new design and found that Kathie had been given incorrect information concerning license plate designs. Apparently in 2005 the legislation was changed and they are no longer allowing organizations to create designs for their own license plates. Organizations can have a special interest plate which consists of a decal with whatever phrase you wish to use. This phrase must be no bigger than ¾" high and 6 ½" long and replaces the The Natural State statement on the bottom of the license plate. In order to do that, we need 300 signatures or $3,000. And these signatures must commit to buying one of the plates. Arkansas is allowed to have a vanity license plate on the front of the vehicle. I have contacted someone concerning screen printing this design for a vanity plate and it would cost approx. $2.73 each. I think we need to pursue this avenue and have it ready for conference to sell.

Debbie Hall moved that the Association go forward with this idea with a second from Jessie Birchfield. Motion passed.

Publications Committee, Kathie Buckman: Announced the new journal managing editor, Laura Speer.

Scholarship Committee, Michael Strickland: no report but there are a lot of calendars leftover due to the error on the calendar company's part. We wound up with 200 instead of the 100 we ordered. The 2nd 100 will be pure profit to the Association's scholarship fund.

Managing Editor-Arkansas Libraries, Dominique Hallett: no report

Associate Editor, Britt Anne Murphy: no report

Webmaster, Ron Russ: April added post-conference information to the 2009 ArLA Conference Website as requested by speakers. The ArLA Membership form was update for 2010 and can now be found on the main page of the website. Information regarding dates for next year's board meetings are on the Calendar of Events page (minus the retreat since it was not known at the time of this report).

Any new chairs for divisions, roundtables or committees who want me to update information about their units for 2010, please email the information to rsruss@asub.edu.

Archives, Bob Razer: no report

Jerrie then thanked everyone for serving this year. Jerrie then presented the official gavel to

Debbie Hall then presented to Jerrie a gift as the incoming past president.

The Board broke for lunch which was provided for the outgoing and incoming Board members.

Leadership Exchange:

Those present were: Connie Zimmer, President; Shawn Pierce, Vice-President/President-elect; Jamie Melson, Secretary-Treasurer/Finance Comm. Chair; Jerrie Townsend, Past President/New Members Roundtable Chair/Membership Comm. Chair; Ron Russ, ALA Councilor/Webmaster; Dwain Gordon, SELA Representative/Conference Comm. Chair; Devona Pendergrass, AASL Division Chair/Intellectual Freedom Comm. Chair; Kara Propes, ALPS Division Chair; Kaye Talley, College & University Division Chair; Sarah Ernst, Public Libraries & Trustees Chair; Amber Wilson, Reference & Instruction Services Division Chair; Heidi Vix, Resources & Technical Services Division Chair; Michael Strickland, Special Libraries Division Chair; Laura Speer, Children's (Youth) Services Roundtable Chair/Managing Ed. Arkansas Libraries; Frances Hager, Government Documents Roundtable Chair; Barbie James, Awards Comm. Chair; Karen Russ, Centennial Planning Comm. Chair; Bill Parton, Constitution Comm. Chair; Donna McDonald, Legislative Comm. Chair; Virginia Perschbacher, Public Relations Comm. Chair; Kathie Buckman, Publications Comm. Chair; Diane Hughes, Scholarship Comm. Chair; Britt Anne Murphy, Associate Editor; Barbara Martin, Executive Administrator. Guest was Kim Hillison.

The second half of the meeting was opened at 12:35 p.m. by President Connie Zimmer.

Reports:

Secretary-Treasurer, Jamie Melson: Jamie presented Ron Russ's request for his ALA Midwinter expenses before going to conference. These are expenses he has already paid out. They are:

ALA Midwinter Costs - $1600.00 (Estimate based on cost of hotel, airfare, and Conference Registration that I have already encumbered or signed up for)
Airfare (Little Rock to Boston) – $280.40
Hotel Room - $730.00
Conference Registration - $165.00

Food & Incidentals - $424.60 (This may include items such as local travel, WiFI, mileage to and from airport, phone usage for business purposes, etc).

Motion was made by Diane Hughes with a second made by Dwain Gordon to approve these expenses. Motion passed.

President Connie Zimmer welcomed everyone present. She stated that she looked forward to working as the Association President this year. As a point of information, she informed everyone about Eva White's son. And Connie asked that everyone introduce themselves as they were called upon to give their report.

ALA Councilor, Ron Russ: Requesting budget for $3400.00 (details to be provided) for attendance at ALA Midwinter & ALA Annual.

Attended an online orientation webinar for new ALA Councilors. Have been forwarding information of interest from the ALA Council and ALA Chapter Relations mailing lists.

Just wanted to let people know that I have a new blog for the ALA Councilor. Hopefully it will grow over time. My goals are to use it to keep people informed about ALA happenings and Council proceedings as it applies to Arkansas. The web address is http://arkchapcouncilor.wordpress.com/. It is also linked off of the ArLA Website, underneath the ALA Councilor's position listing on the Organization page. Anyway, if you have any questions, please let me know.

SELA Representative, Dwain Gordon: no report

Executive Administrator, Barbara Martin: Barbara Martin presented two locations for the Board's decision for the February retreat, Lake Point Conference Center owned by Arkansas Tech. University in Russellville on Feb. 19-20 and Holiday Inn-Airport in Little Rock on Feb. 5-6. Ron Russ moved to use the Lake Point Conference Center with a second made by Michael Strickland for the February Board retreat. Motion passed.

AASL Division, Devona Pendergrass: no report

ALPS Division, Kara Propes: no report

College & University Division, Kaye Talley: no report

Public Libraries and Trustees Division, Sarah Ernst: no report

Reference & Instruction Services Division, Amber Wilson: no report

Resource & Technical Services Division, Heidi Vix: no report

Special Libraries Division, Michael Strickland: no report

Youth Services Roundtable, Laura Speer: no report

Government Documents Roundtable, Frances Hager: no report

Information Technology Roundtable, George Fowler: no report

New Members Roundtable, Jerrie Townsend: no report

Two-Year Colleges Roundtable, Tina Bradley: no report

Awards Committee, Barbie James: no report

Centennial Planning Committee, Karen Russ: no report

Conference Committee, Dwain Gordon: no report

Constitution Committee, Bill Parton: no report

Intellectual Freedom Committee, Devona Pendergrass: no report

Legislative Committee, Jerrie Townsend: no report

Membership Committee, Jerrie Townsend: no report

Nominating Committee, Shawn Pierce: no report

Public Relations Committee, Virginia Perschbacher: no report

Publications Committee, Kathie Buckman: no report

Scholarship Committee, Diane Hughes: Technically no report. I'm still building the scholarship committee. Some of last year's members have volunteered to stay on for this year which will provide some continuity. I'm also looking for a good cross-section on the committee and my goal is to promote the 2 ArLA scholarships and identify some creative ways to raise money for the scholarships.

Managing Editor-Arkansas Libraries, Laura Speer: Laura asked if anyone had any ideas/direction that they might have for the journal that she would like to talk with them. Jerrie Townsend moved with a second from Michael Strickland to allow Laura to purchase new software (InDesign) so she can proceed with the journal. Motion passed. (The disk to the former software program could not be found.) It was also discussed to purchase a new camera.

Associate Editor, Britt Anne Murphy: no report

Webmaster, Ron Russ: Please submit any information you might put on the website regarding your divisions, roundtables, or committee. Any links that might be useful to connect to other websites. A lot of what we do can't happen without you. The website is here to help the Association.

The Ebsco contract was drawn up in 2004. They asked the Association if we wanted to put the Arkansas Libraries journal in some of their databases. We are now wanting to put the journal on the website and we needed to look at the contract to see if we did so, if it would violate the contract with Ebsco in any manner. Ron read the contract and sees no reason why we shouldn't proceed with putting the journal online. He remembers discussing the contract, somewhat, at the time since he was Publications Comm. chair. It was decided at the time that it would be good exposure for the journal. There was also supposed to be some money made from it but we don't remember how much. We are also listed in Wilson. It is thought that Kay Bland signed the contract with Wilson. Making the journal available online on the website may be something that everyone, or the Publication Committee, wants to discuss in further detail at the retreat. To put it on the website for the public to look at, wouldn't need anything special. If it goes behind the password option then that might cost a little bit to be programmed. Kathie has been put in charge of heading up this project.

Archives, Bob Razer: Reminder--Any materials left from the previous year should be turned in to Bob for the archives.

Unfinished Business:

Virginia announced that the 2010 ARKLINK meeting will be held on April 16, hosted in Pine Bluff.

Karen announced that UALR Library will be undergoing a shelving project during the Christmas break and is asking that everyone please not refer any students to UALR for the next week or so since they're not sure how this and the dismantling of the computers is going to affect the public side.

Connie asked everyone to get out their calendars as she proceeded to announce the meeting dates for the ArLA Executive Board for 2010.

Meeting adjourned at 1:30 p.m.