

WASHINGTON LIBRARY ASSOCIATION

Board Meeting
January 12, 2007

Scheduled for Federal Way Regional Library;
Held via Conference Call due to Inclement Weather

Reported by Nancy Slote, Gail Willis and Carol Schuyler

Attending:

Lisa Adams, Richland Public Library, 2007 Conference Committee
Punkey Adams, Walla Walla Rural Library, PNLA Representative
Anne Bingham, University Prep Academy, IG Coordinator
Katie Cargill, Eastern Washington University, WALE Chair
Kristy Coomes, Conference 2010 Site Selection Chair
Priscilla Ice, Spokane County Library District, Treasurer
Tim Mallory, Timberland Regional Library, Coordinator for Strategic Planning
Carolynne Myall, Eastern Washington University, President
Martha Parsons, WSU Energy Library, VP/President Elect
Mary Ross, Seattle Public Library, CE Coordinator
Carol Schuyler, Kitsap County Regional Library, WLFFTA Representative
Nancy Slote, King County Library System, Secretary, IFIG Co-Chair
Margaret Thomas, WSU Energy Library, *Alki* Editor
Gail Willis, Association Coordinator
Mary Wise, Central Washington University, *Alki* Committee Chair
Jennifer Wiseman, King County Library System, Coordinator of Communications

President Carolynne Myall called the meeting to order at 11:05 am.

Agenda

The agenda was accepted.

Approval of the Minutes

Motion: Move to approve the minutes of the September 29, 2006 board meeting, as amended.

- Page 5: Under CE travel grants. Change "preference was to be given to those who had not previously attended a specific conference" to "preference was to be given to those who had not previously applied for a specific conference."
- Page 6: Under WALT. Change "WALT will have a table at ALA Mid-Winter" to "WALT will host a reception at ALA Mid-Winter."

Moved: Tim Mallory

Seconded: Carol Schuyler

Approved unanimously

Priscilla asked for clarification of the discount memberships offered to those attended the WALE Conference. Gail Willis indicated that a process was in place to identify those attendees and to offer the discount.

Treasurer's Report

A new financial statement dated January 10th will be posted to the board restricted site, which reflects changes to the WALE Conference bank balance. The IG Restricted Fund balances have a 2nd sheet with IG expenditures. The process is underway to obtain an Association credit card.

Strategic Plan

Tim suggested the current plan, with its extensive revisions, is no longer an accurate blueprint for the activities of the Association. The focus of the upcoming Spring Retreat will be to create a new plan.

Anne Bingham clarified that mentoring of first time attendees at the WLA Conference will be addressed in time for the 2007 Conference in April.

Tim applauded the substantive work of the CE Coordinator (Mary Ross) and Web Master (Lisa Hill).

OLD BUSINESS

Record of Electronic Votes since September 29, 2006 Board Meeting

To accept WALT's scholarship proposal for five scholarships @ \$300 to be funded from WALT restricted funds. (Moved Mary Ross; seconded Carol Schuyler; passed)

To agree to WLA's co-sponsorship of the ALA Advocacy Institute. (Moved: Jonathan Betz-Zall; seconded Mary Ross; passed)

To agree to enter WLA into a non-exclusive agreement with EBSCO Publishing Library to make the full text of *Alki* available through its Information Science & Technology database. (Moved Jennifer Wiseman; seconded Tim Mallory; passed)

To approve the LPC Priorities for the 2007 Session. (Moved Carolynne Myall; seconded Mary Ross; passed)

Motion: To accept the four electronic votes as consent agenda.

Moved: Punkey Adams

Seconded: Jennifer Wiseman

Approved unanimously

Conference 2006

Association Treasurer Priscilla Ice reported that the profit for the 2006 conference increased to \$18,602.75 due to the receipt of \$2500.00 from Gale Publishers.

Conference 2007

Motion: To approve the transfer of \$2000 to the Conference 2007 budget for airline costs for the keynote speaker.

Moved: Punkey Adams

Seconded: Carol Schuyler

Approved unanimously

Gail congratulated the Conference 2007 Committee for its web site and the responsiveness of the Conference web master in tweaking the site as needed.

Conference 2007 is working on re-contacting exhibitors with returned mailings.

Conference 2008

Motion: that WLA adopt [2008 OLA/WLA Joint Conference Policy](#).

Moved: Priscilla Ice

Seconded: Punkey Adams

Approved unanimously

Priscilla asked for a discussion of point #16, which lists 5 authorized check signers and no requirement for two signatures on checks. It was clarified that Katie Cargill, the Conference Treasurer, would be the primary signer, and the additional signers would serve as back-up signers, if necessary. It was also agreed that appropriate controls would be established with the requirement of two signatures on all vouchers with at least one signature to be a conference chair, and that no checks would be written without a signed voucher.

Motion: that WLA approve the [2008 Joint OLA/WLA Conference Proposed Budget](#).

Moved: Punkey Adams

Seconded: Tim Mallory

Approved unanimously

Motion: that the 2008 Joint conference committee members representing WLA be reimbursed for travel expenses according to WLA policy if the conference does not provide that reimbursement. Reimbursements are to be made in a timely way by the association treasurer, logged by the conference treasurer and deducted from WLA's portion of the conference profits in the final report.

Moved: Priscilla Ice

Seconded: Carol Schuyler

Approved unanimously

Motion: to do an advisory vote to accept the tentative conference theme: "Sharing More Than a Border"

Moved: Martha Parsons

Seconded: Mary Ross

Approved unanimously

[CE Travel Grant Proposal](#)

Mary Ross clarified that the CE Travel grants are separate from WALT grants from WALT restricted funds.

Motion: That the WLA approved the addition of up to \$1500 per year in its budget, for the purpose of funding one or more Travel Grants for individual WLA members, with the criteria, application process, review and funding recommendations to be the responsibility of the WLA CE Council.

Moved: Mary Ross

Seconded: Punkey Adams

Approved unanimously

NEW BUSINESS

[Aiki Budget Request](#)

Motion: Move \$1000 from the printing line item to graphic artist's services line in the *Aiki* budget.

Moved: Tim Mallory

Seconded: Carol Schuyler

Approved.

Aiki Task Force - Carolynne Myall

Carolynne discussed the background for the appointment of an *Aiki* Task Force with the charge to:

- 1) Identify the appropriate role and mission of *Aiki* in the Washington Library Association first, and then in the wider library community.

- 2) Identify the role of the *Alki* Committee in developing *Alki's* policies, themes, issues, etc. and in connecting *Alki* to the WLA Board.
- 3) Examine governance, chain of responsibility, and legal responsibility for *Alki*.
- 4) Propose a broad editorial policy for *Alki*, suitable for a state library association journal that is available on many sites of the Internet.

She appointed the following members to the Task Force: Jennifer Wiseman, chair; Neel Parikh, Martha Parsons, V. Louise Saylor, John Sheller, Margaret Thomas, Mary Wise.

Motion: To authorize travel expenses for the *Alki* Task Force for face-to-face meetings, as needed.

Moved: Carolynne Myall

Seconded: Jennifer Wiseman

Approved unanimously

Noon - Secretary Nancy Slote, Anne Bingham and Punkey Adams had to be excused from the meeting/call.

Continuation of meeting minutes beginning 12:00 taken by Gail Willis, Association Coordinator and Carol Schuyler, WLFETA Representative to the Board.

Continuation of **New Business**

Conference 2009 Chair Appointments - Carolynne Myall

Motion: to appoint Sally Chilson, Spokane Public Library to be Conference 2009 chair and to be confirmed as Voting Board Member on the 2007 Election Ballot; to appoint Rayette Sterling, Spokane Public Library, to serve as Conference 2007 Program Chair (non-board voting position).

Moved: Carolynne Myall

Seconded: Priscilla Ice

Approved unanimously.

Proposal regarding selection of Directed Field Work Student to assist with 2007 Continuing Education Assessment

Mary Ross discussed the need for a bi-annual CE Assessment Process. Assessments were previously made in 2003 & 2005. It is time for another. She proposes an expanded assessment pulling in more stakeholders eg. UW I-School & Washington State Library and a more rigorous appraisal of needs. To further that she proposes recruitment & selection of a Directed Field Work Student from the I-School. A motion was made to support that selection.

Motion: to approve reimbursement of Conference 2007 expenses up to \$650.00 for a Directed Field Work student working on the 2007 CE Assessment dependent upon selection of that student, and of project progress by the time of Conference 2007.

Moved: Mary Ross

Seconded: Carol Schuyler

Approved unanimously

Conference 2010 Site Selection

Kristy Coomes, Site Selection Committee Chair for Conference 2010 discussed parts of a recent discussion with Kate Porter of Conference Solutions (formerly Ewe Me & Co.). Kate has negotiated the contracts for Conference 2008 and WALE Conferences 2006 & 2007. Because of time constraints only some of the recommendations from a recent conference call between Kristy, Kate and Gail Willis were discussed at this meeting. More issues will be addressed electronically or at the 9 March 2007 meeting.

The board had requested that we consider the greater Seattle area again as a conference site. Kate raised the major issue of the amount of space needed by our conference in comparison to the room block we fill in any hotel. In the Seattle area in particular hotels would not anticipate any profit from us and therefore would not negotiate for free meeting room space. It is possible that the municipally-owned Meydenbauer Center would negotiate. Kate is exploring that and a new conference site in Lynnwood.

In the interim Kate has urged that the board consider ways to increase our vendor participation and the rates we charge for booth space. She quoted average booth rates from \$600-1200 charged by other organizations in this region. She suggests that an assessment be made of who our vendors are; who we might not be attracting and what other factors could enhance the vendor experience and increase our profitability from that segment of conference revenue.

Kristy asked for a motion to give her authority to negotiate a consulting contract with Kate to bring back to the voting board.

Motion: to give Kristy Coomes authority to negotiate a consulting agreement with Kate Porter/Conference Solutions to explore ways to increase number of vendors and exhibit booth rates.

Moved: Priscilla Ice

Seconded: Jennifer Wiseman

Passed: unanimously

Kristy will include Lynn Red, who has served for a long time as Conference Exhibits Chair, in the discussion and planning for this process.

Federal Legislative Day 2007 - Carolynne Myall

Carolynne Myall announced the appointments of Rand Simmons (delegation lead), Kristie Kirkpatrick, Marilyn Mitchell, Brian Soneda and Mike Wirt to represent the WLA at National Legislative Day in Washington D.C. Funds to reimburse their travel expense have been previously budgeted.

WALE Conference 2007 - Katie Cargill

Katie Cargill, WALE IG chair, presented a [draft budget](#) prepared by herself and Conference Chair Georgette Rogers, Liberty Lake Municipal Library for WALE Conference 2007

Martha Parsons asked why the budget showed only two conference attendance grants. More may be awarded using WALE IG restricted funds.

Motion: to accept the draft WALE Conference 2007 budget, to approve the establishment of a Conference 2007 bank account and to approve the transfer of \$4000.00 in seed money.

Moved: Priscilla Ice

Second: Carol Schuyler

Approved unanimously

Priscilla will transfer the funds as soon as the WALE Conference 2006 books close and new signature cards are signed for the 2007 conference.

Report of Nominations Committee/Slate of Officers Nominated for Election in 2007

Gail and Carolynne announced the slate of candidates for Election 2007 forwarded by Chris Livingston, Chair, for the Nominations Committee. The slate as it was accepted by voice vote of the board is:

Vice-President/President Elect: Tim Mallory, Timberland Regional Library

Treasurer: Priscilla Ice, Spokane County Library District

Coordinator Conference 2009: Sally Chilson, Spokane Public Library (as approved this at this board meeting)

Coordinator of Strategic Planning: Will Stuvenga, Washington State Library
Phil Heikkinen, Orcas Island Public Library

PNLA Representative: Katie Cargill, Eastern Washington University Libraries
Susan Madden, King County Library System, retired

The board thanks Chris and her committee for recruiting an outstanding slate.

OTHER WRITTEN REPORTS SUBMITTED TO THE BOARD

[President](#) - Carolynne Myall
[Vice-President/President Elect](#) - Martha Parsons
[Coordinator of Communications](#) - Jennifer Wiseman
[Finance Committee](#) - Kim Hixson
[Statewide Library Marketing Committee](#) - Carol Schuyler
[Washington Coalition for Open Government](#) - Patience Rogge
[WLFETA](#) - Carol Schuyler
[Federal Relations Committee](#) - Jan Walsh and Rand Simmons
[Legislative Planning Committee](#) - Mike Wirt
[Awards Committee](#) - Jan Walsh
[WALT](#) - Jess Chandler
[IFIG](#) - Nancy Slote and Elena Bianco
[RIG](#) - Robin Rousu

Carolynne thanked everyone for their participation in this meeting. The meeting was adjourned at 12:15 p.m.

Approved (date): _____

Nancy Slote, Secretary

Carolynne Myall, President