

WASHINGTON LIBRARY ASSOCIATION
Board Meeting
June 7-8, 2007

Dumas Bay Centre, Federal Way, WA

Reported by Nancy Slote, Secretary

Attending:

Punkey Adams, Walla Walla Rural Library, outgoing PNLA Representative
Jonathan Betz-Zall, Highline Community College, ALA Chapter Councillor
Katie Cargill, Eastern Washington University, PNLA Representative
Sally Chilson, Spokane Public Library, 2009 Conf. Chair
Heidi Chittim, Sno-Isle Libraries, WALE Chair
Kristy Coomes, Conference 2010 Site Selection Chair, Task Force on Organization Chair, Bylaws and Organization Chair
Jennifer Fenton, Sno-Isle Libraries, WALT Chair
Karin Ford, Ft. Vancouver Regional Library, 2008 Conf. Chair
Phil Heikkinen, Orcas Island Library, Strategic Planning Coordinator
Lisa Hill, King County Library System, Web Master
Priscilla Ice, Spokane County Library District, Treasurer
Elizabeth Iaukea, Washington State Library, IG Coordinator
Amy LaVare, Seattle Public Library, RIG Co-Chair
Tim Mallory, Timberland Regional Library, Vice-President/President Elect
Barbara Menne, iSchool, SRRT Chair
Angela Nolet, King County Library System, CAYAS Chair
Martha Parsons, Washington State Univ. Energy Library, President
Mary Ross, Continuing Education Coordinator
Robin Rousu, Washington Talking Book and Braille Library, outgoing RIG Chair
Rand Simmons, Washington State Library, Federal Relations Co-coordinator
Nancy Slote, Seattle Public Library, Secretary
Will Stuiwenga, Washington State Library, Member Services Chair
Deanna Sukkar, University of Washington and Seattle Public Library, outgoing iSchool Liaison
Margaret Thomas, Washington State University, Energy Library, *Aiki* Editor
Jan Walsh, Washington State Library, Awards Committee Chair
Mike Wessells, Timberland Regional Library, Intellectual Freedom Committee Chair
Gail Willis, Association Coordinator
Mary Wise, Central Washington University, *Aiki* Committee Chair
Jennifer Wiseman, King County Library System, Coordinator of Communications
Michael Wood, iSchool, NEXTGENWA Chair

President Martha Parsons called the meeting to order at 1:05 p.m.

Agenda

Add to New Business:

- Western Council of State Libraries (Mary Ross)
- Federal Legislative Day (Rand Simmons)

The agenda was accepted as adjusted.

Approval of the Minutes

Motion: To approve the minutes of the April 18, 2007 board meeting.

Moved: Punkey Adams

Seconded: Jennifer Wiseman

Approved

Treasurer's Report - Priscilla Ice

Priscilla gave an overview of WLA's budget and the reports which she generates for the board's review, which include: the Balance Sheet, Cash Disbursements Journal, Job Ledger Report, IG Allocations, IG Restricted Funds, and Budget Year-to-date figures. WLA maintains two separate budgets. The first is the General Fund, funded by institutional dues, which pays for most the Association's expenses. The second is the Legislative Action Fund, funded by personal dues, which pays for all activities related to lobbying and Library Day. The LAF will overspend in 2006-2007 by approximately \$3500. Although the Association has savings to cover these costs, the issue remains that revenues do not cover the costs of the LAF.

Motion: that budget adjustments be approved as follows:

- Transfer \$114.72 from Special Project: ALA Mid-winter to ADMIN: Miscellaneous to cover overage caused by purchase of banner
- Transfer \$750 from Special Project: ALA Mid-winter to PRINTING: General Operating to cover overage caused by extra printing for ALA mid-winter booth
- Transfer \$700 from TRAVEL General Board Expenses to TRAVEL: PNLA Representative to cover registration and travel for Katie Cargill in August, already spent and claimed.

Moved: Priscilla Ice

Seconded: Tim Mallory

Approved

Motion: That \$1800 be transferred from the PROF SERV: Accounting budget to the ADMIN: Office Equipment budget to cover the cost of a new treasurer laptop.

Moved: Priscilla Ice

Seconded: Jonathan Betz-Zall

Approved

Motion: To transfer \$400 from the *Alki* miscellaneous expenses line to the line for professional artists services in the WLA FY 2006-7 Budget, to cover layout costs for the July 2007 issue.

Moved: Priscilla Ice

Seconded: Jonathan Betz-Zall

Approved

OLD BUSINESS

Draft Budget FY 2007-8 - Priscilla Ice

The draft budget was developed by the Budget Committee (President, Vice-President, Treasurer, Association Coordinator, and IG Coordinator) in May. Priscilla reviewed the major changes, including:

General Budget

- Annual Conference budget - significant increase because all monies for the Joint Conference will be going through WLA
- New line item - database transition costs for conference registrations
- New line item - Association Coordinator transition costs
- ADA Accommodation - \$500 allocated as separate line item. See motion.

LAF Budget

- Expenses up & income down
- WCOG expenses more than doubled
- Membership down; did not call non-renewals as have done in previous years (2006 membership - 901; 2007 June 5 - 832)

Motion: That the association budget each year to cover reasonable accommodations requested by workshop or conference attendees and that the expense will be covered from the general budget rather than from the workshop or conference budget. Funds previously collected for this specific purpose were returned to the general fund by Board action in April 2006.

Moved: Priscilla Ice
Seconded: Jennifer Wiseman
Approved

It was agreed that a statement of WLA's practice re: ADA should be added to the Association's Financial Policies. It was agreed to review the wording of the Association's ADA notice (and to accept Katie Cargill's offer to have her sister review such wording).

Motion: WLA specifies that all workshops and conference advertisements will include an ADA compliance notice with a deadline for notification. All facilities used by WLA will meet ADA requirements for accessibility. The WLA office will make reasonable accommodations in response to each timely request.

Moved: Jonathan Betz-Zall
Seconded: Phil Heikkinen
Approved

Recording of Electronic Vote

Motion: That the Washington Library Association Board award a certificate of appreciation to Karen Goettling on her retirement for her on-going work to support libraries throughout the State of Washington, including the WILL conferences and the state-wide marketing initiative.

Moved: Carol Schuyler
Seconded: Martha Parsons
Approved

[Conference 2007](#) - Mike Cook

The Conference treasurer, Melissa McBurney, anticipates that the conference will make a slight profit. Conference evaluations (for the conference, as whole) have been collated and will be posted. Evaluations for individual programs will be reviewed by the sponsoring IGs.

[Conference 2008](#) - Karin Ford

The website has been launched, with pre-conference and program proposal forms as well as "Best Practices for Program Proposals." The tentative keynote speaker is Thomas Frank, author

of *What's the Matter with Kansas?* and the banquet speaker will be Stuart Robertshaw, aka "Dr. Humor."

Conference 2010 Site Selection - Kristy Coomes

Kristy summarized the issues which have been discussed at previous board meetings re: the difficulties in finding locations which meet the conference requirements. The three options are: Tacoma Sheraton, Lynnwood Convention Center, and possibly the Doubletree SeaTac. The Tacoma Sheraton meets the requirements while the Lynnwood Convention Center is not the best fit because the hotels are not within walking distance of the convention center. Kristy is still waiting for a bid from the Doubletree SeaTac, but she suspects that the hotel will not be interested because the conference will not have enough "guest" nights.

Motion: To authorize Kristy Coomes to accept a bid from the Doubletree SeaTac and if not, from the Tacoma Sheraton.

Moved: Jonathan Betz-Zall
Seconded: Phil Heikkinen
Approved

Kristy cautioned that WLA must think about a different structure for the conferences, particularly in relation to the tradeshow and vendors, and she suggested that the CE Survey elicit information about how the membership uses the vendors.

It was also agreed to begin to look at the 2011 conference, which traditionally would be in Central WA. Phil Heikkinen agreed to head the site selection.

WLA/Online Report - Jennifer Wiseman and Lisa Hill

Lisa announced her resignation as webmaster. The job is more time-consuming than anticipated, particularly with the difficulties surrounding the listserv, and Lisa believes that the position needs to be created as a part-time paid position. Lisa emphasized that finding a new ISP and listserv manager should be an immediate priority. In addition, the board must address the issue of the overall plan for the website. It has great potential, and during the last year, Lisa added two main features: registrations using SPORG and the mounting of CAYAS presentations.

The President reinstated the Website Task Force to create a plan and to hire a web manager. The listserv is now secure, and Jennifer Wiseman will do a broadcast e-mail to alert the membership. Jonathan Betz-Zall withdrew his motion to establish a temporary, restricted discussion group using Google or Yahoo Groups.

The meeting recessed at 3:30 p.m.

The meeting reconvened on June 8, 2007 at 2:55.

WALE 2007 Conference - Katie Cargill

Registration is now on-line on the WLA website.

[CE Assessment Project](#) - Mary Ross

Mary has been working with iSchool student Kara Fox to create the CE assessment tools. The on-line survey will be using Survey Monkey from the Washington State Library and will need WLA website and listserv report. A question was raised about the timing of the survey in

relation to a membership survey, but it was determined that the membership survey has not yet been planned, and that the CE survey is on track for the Fall.

[Washington Coalition against Censorship](#) - Nancy Slote

The Intellectual Freedom Committee and Intellectual Freedom IG recommend that WLA not appoint a representative to the WCAC board at this time.

Motion: That WLA ask WCAC to forward minutes of its meetings to the WLA Board, via the Intellectual Freedom Committee, so that WLA remains apprised of the work of WCAC; and that the IF Committee report on WCAC's activities at least yearly to the WLA board.

Moved: Nancy Slote
Seconded: Jonathan Betz-Zall
Approved

[Group Licensing for Online Meeting Access](#) - Chris Peters

There was general agreement that having online meeting access would be valuable for WLA, for increasing communication options amongst committees, IGs and taskforces. While there are a host of products, they all require different plug-ins, have varying capabilities and have wide cost differentials. One issue to consider is the difficulty, at times, in getting IT support for installing online meeting software, and that it would be useful to raise the issue with the Public Library Directors meeting in July (with TRIP making a presentation) as well as to have WSL offer a training to IT departments. As a trial, it was decided to accept the offer of WSL to let WLA use its Opal subscription. The Transition Task Force will use the software for its meeting at the end of June and report back to the board. It was noted that products will improve and that WLA should be prepared to add online meeting software and access costs as a permanent budget item.

Task Force on Organizational Structure - Kristy Coomes

The Task Force has transitioned into the Transition Task Force. The latter will continue to work on job descriptions, particularly the Coordinator of Communications.

[Task Force on Dues Structure](#) - Will Stuiwenga

Will has just accepted the position of Member Services Committee chair and Task Force on Dues Structure chair.

Task Force on WLA Office Transition - Tim Mallory

The Task Force will act quickly to collect critical pieces of information by June 15th:

1. Assessment from the Treasurer of finances related to administration;
2. Assessment from Association Coordinator of the association's data;
3. Assessment from Association Coordinator and Treasurer of archival material.

WLA has two reasonable options: to hire an Executive Director or hire an association management firm. Kristy will assemble information for an RFP for an association management firm by July 20. The intent of the Task Force is to present information to the board at the September Board meeting on: 1) Data migration; 2) Archival needs; 3) Budget. Elizabeth laukea, IG Coordinator, will be added to the membership of the Task Force.

[Aiki Task Force](#) - Jennifer Wiseman

As defined by the new [Alki Editorial Policy](#), *Alki's* purpose is: "...to communicate philosophical and substantive analyses of current and enduring issues for and about Washington libraries, personnel and advocates and to facilitate the exchange of research, opinion and information."

Editorial principles are:

- providing a fair, balanced, accurate and comprehensive account of events and issues;
- supporting the open exchange and expression of diverse viewpoints;
- encouraging publication of content about all matters of importance to libraries and librarians, regardless of geographic location;
- giving voice to the variety of institutional types and constituencies that exist within the library community; and
- statements of official WLA positions on any matters shall be clearly identified as such when published in *Alki*. The editor is free to analyze and interpret such matters as his or her judgment dictates, and such analysis and interpretation should appear over the editor's signature.

Motion: On behalf of the *Alki* Task Force, and with support from the *Alki* Editorial Committee, I move that the Washington Library Association approve the new *Alki* Editorial Policy.

Moved: Jennifer Wiseman
Seconded: Jonathan Betz-Zall
Approved

NEW BUSINESS

[Committee and Task Force Appointments](#) - Martha Parsons

Motion: To accept committee, task force and other appointments as follows:

COMMITTEES:

1. Awards - Jan Walsh
2. Budget - Tim Mallory
3. Elections - Robin Rousu
4. Federal Relations Coordinators - Rand Simmons & Kristie Kirkpatrick, Co-Chairs
5. Finance/Operations - Kim Hixson
6. Intellectual Freedom Committee- Mike Wessells
7. Legislative Planning - Mike Wirt & Martha Parsons, Co-Chairs
8. Legislative Day 2008 - Jennifer Wiseman
9. Member Services - Will Stuvenga
10. Nominations - Robin Rousu
11. Organizations Structure - Kristy Coomes
12. Scholarship - Jennifer Bisson
13. Conference 2008 - Karin Ford
14. Conference 2009 - Sally Chilson

TASK FORCES:

1. Alki Task Force - Jennifer Wiseman
2. Review of Structure and Functions - Kristy Coomes
3. Website Task Force - Jennifer Wiseman
4. Dues Structure - Will Stuvenga

OTHER

1. 2011 Conference Site Selection - Phil Heikkinen
2. *Alki* Intern - Michael Wood

Moved: Martha Parsons

Seconded: Nancy Slote
Approved

Legislative Planning Committee - Mike Wirt

The board noted the LPC's report of the 2007 session, which will be posted on the WLA and WSL web sites.

Strategic Planning - Phil Heikkinen

Phil will provide drafts of the strategic plan and ask members assigned to tasks to prioritize actions. The plan will be presented for approval at the September board meeting.

Adoption of Budget 2007-8 - Priscilla Ice

Even with adoption of the budget, further funds might be needed for the transition. Martha reminded the board that budget amendment requests can be made to the board throughout the year.

Motion: Move that the proposed budget for FY 2007-8 be accepted as presented.

Moved: Priscilla Ice

Seconded: Jennifer Wiseman

Approved

Western Council of State Libraries - Mary Ross

The Council is requesting that WLA become an Approved Provider in its Library Practitioner certificate program. It was agreed that this would be worth pursuing for 2008. Mary will get clarification of the meaning of the requirement for "a quantitative unit of measure...to record the extent of learner participation" and report to the September board meeting.

WALE Request to Establish Conference Attendance Grant for Employee of the Year - Elizabeth Laukea

Motion: That the recipient of the WALE Employee of the Year will also be granted a scholarship that would pay for the registration, travel expenses and lodging to the upcoming WALE Conference. Funds to come out of the restricted funds if available and to be used the same year as the award is given, provided that an award is given.

Moved: Elizabeth Laukea

Seconded: Phil Heikkinen

Approved

Motion to Create Temporary, Restricted Discussion List - Jonathan Betz-Zall

Jonathan withdrew his motion because of information given previously to the Board that the WLA list will be operational.

OTHER REPORTS

Federal Legislative Day - Rand Simmons

Kristie Kirkpatrick has been appointed as co-coordinator. Rand pointed out the value of having delegation members who are constituents of the legislators who are visited. He also raised the issue of having a larger delegation, to include the State Librarian and an LPC co-chair. A question arose concerning the process of appointing the delegation. Rand suggested a study

group to address these issues as well as the need for a legislative blog, as there are WLA members who cannot receive lobbying e-mails at work. Martha appointed Rand chair of a new Task Force on Federal Legislative Day.

SRRT

The IG has new officers.

WALT - Jennifer Fenton

The next meeting will be June 15th.

CAYAS - Angela Nolet

The IG is planning Fall workshops.

RIG - Amy La Vare

The IG hopes to have a new co-chair shortly.

WALE - Heidi Chittim

WALE would like to consider a pre-conference for the 2008 conference.

Alki Editorial Committee - Mary Wise

The new iSchool intern is Michael Wood.

NextGenWA - Michael Wood

The IG needs to write by-laws to be approved by the board.

WCOG - Patience Rogge

Report submitted. No discussion.

Awards - Jan Walsh

Report submitted. No discussion.,

ALA Chapter Councilor - Jonathan Betz-Zall.

Report submitted. No discussion.

GOOD OF THE ORDER

Future Meeting Dates:

Board meeting, September 7, 2007	Federal Way Regional Library
Board meeting, November 30, 2007	Federal Way Regional Library
Legislative Day, February 13, 2008	Olympia
Board meeting, February 14, 2008	Timberland Regional Library Service Center
Board meeting, April 16, 2008	2008 Conference, Vancouver
Retreat, June 5-7, 2008	Dumas Bay Retreat, Federal Way

[ALA Report to Council and Executive Board](#) will be posted to the WLA web site.

The meeting adjourned at 5:10 p.m.

Nancy Slote, Secretary

Martha Parsons, President

Date