

Washington Library Association

Planning Session/Board Meeting

May 31-June 1, 2001

Dumas Bay Retreat Center

Minutes (As amended 9/14/01)

Members present May 31:

Carol Gill Schuyler, President

John Sheller, Vice President/President-Elect

Karen Highum, Secretary

Monica Weyhe, Treasurer

Laura Boyes, Coordinator of Strategic Planning

Merri Hartse, 2001 Conference Coordinator

Gail Willis, Association Coordinator

Patience Rogge, Grassroots! IG

Jerene Battisti, CAYAS Chair

Cheryl McCulloch, outgoing IG Coordinator

Cecilia McGowan, incoming IG Coordinator

Angelina Benedetti, Coordinator of Continuing Education

Kay Vyhnaneck, incoming PNLA representative

Mary Campbell, outgoing PNLA representative

Mary Wise, TSIG Co-chair

Anne Heller, TSIG Co-chair

Camile Wilson, WALE Chair

Martha Parsons, Webmaster

Jinny Burns, IFIG Chair

Lisa Adams, outgoing WALE Chair

Lynne King, WALE Co-Chair-Elect

Dolly Richendrfer, Coordinator of Communications

Susan Madden, ALA Councilor

Members present June 1:

Carol Gill Schuyler, President

John Sheller, Vice President/President-Elect

Karen Highum, Secretary

Monica Weyhe, Treasurer

Laura Boyes, Coordinator of Strategic Planning

Merri Hartse, 2001 Conference Coordinator

Gail Willis, Association Coordinator

Patience Rogge, Grassroots! IG

Jerene Battisti, CAYAS Chair

Cheryl McCulloch, outgoing IG Coordinator

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Angelina Benedetti, Coordinator of Continuing Education

Kay Vyhnaneck, incoming PNLA representative

Mary Campbell, outgoing PNLA representative

Mary Wise, TSIG Co-chair

Anne Heller, TSIG Co-chair

Camile Wilson, WALE Chair

Martha Parsons, Webmaster

Jinny Burns, ITIG Chair

Lisa Adams, outgoing WALE Chair

Lynne King, WALE Co-Chair-Elect

Dolly Richendrfer, Coordinator of Communications

Kristy Coomes, 2003 Conference co-Coordinator

Cameron Johnson, ALKI Assistant Editor

Taylor Stoneback, WALE Co-Chair-Elect
Mary Mackintosh, Link Assistant Editor
Kati Irons, CDIG Co-chair
Sally Nash, MAST IG Chair
Cher Ravagni, IF Committee Chair
Lynne Zeiher, 2003 Conference co-Coordinator
Cathy Brownell, Link Editor
David Menard, RIG Co-chair
Ginny Rabago, Membership Committee Chair
Susan D. Madden, ALA Councilor

President Carol Gill Schuyler called the meeting to order at 1:15 p.m.

Members of the board introduced themselves.

Approval of the minutes of the April 4, 2001 Board Meeting: Karen Highum

The minutes were approved as distributed.

Treasurer's Report: Monica Weyhe

Monica distributed the draft 2001-2002 Budget Proposal and Balance Sheet as of June 1, 2001. Monica reported that she is transferring the books from Peach Tree to the Quick Books system. She moved \$127,000 from an account that earned no interest to one that earns almost 3% interest and opened a money market account that earns more interest.

Monica reported that the proposed budget is same as current year or reflects the actual expenditure from this year. It includes the proposed Association Coordinator's salary increase and 5% retirement contribution as of May 1, 2001. There is an increase in the photocopy rental, postage, and money for the biennial audit. Cathy Brownell asked if there was money for Pagemaker. The Board decided that there was money for Link to buy Pagemaker software. Dolly Richendrfer asked about startup money for the PLA booth and to redesign the logo. Seed money for PLA booth was confirmed in principal pending a budget request for actual dollar amount.

MOTION: Move to approve the draft 2001-2002 Budget Proposal as distributed

Move: Susan K. Madden

Seconded: Kay Vyhnanek

Passed unanimously.

OLD BUSINESS

Financial Policy Revision: Carol Gill Schuyler

Carol Gill Schuyler distributed the revised Financial Policy that was based on recommendations from the auditor.

MOTION: Move to accept the Financial Policy as revised April 2001.

Move: John Sheller

Seconded: Monica Weyhe

Passed unanimously.

Update on Conference Manual: Kristy Coomes

Kristy reported that she is almost done. She is working on the equipment section and the checklist. She has gone through ten years of conference information to create the manual. She wants to go over the manual with some of the people who have just planned a conference.

Recommendations for Booth at PLA 2004: Dolly Richendrfer

Dolly Richendrfer reported that the Public Relations Committee has a lot to plan:

- needs to obtain a special tax I.D.
- would like \$20,000 as seed money
- wants ideas of merchandise to sell
- needs a secured storage site
- how to transport the merchandise

Cher Ravagni volunteered to store merchandise in her storage area if material from the Washington Coalition Against Censorship could participate in the booth. She lives close to the Convention Center. Carol Gill Schuyler asked that the PR Committee contact other states to see how they did a booth at PLA. Carol will contact PLA to double check the offer of a “free” booth from PLA and to determine what that really encompassed (are there other incidental costs). The PLA Conference will be held February 24-28, 2004.

Adopt/Approve Actions taken on 1999-2001 Strategic Plan: Carol Gill Schuyler

MOTION: Move to approve the actions taken on the 1999-2001 Strategic Plan
Moved: Dolly Richendrfer
Seconded: Laura Boyes
Passed unanimously.

Report on 2001 Conference: Merri Hartse

Merri Hartse distributed a report on the final registration, exhibitors and donations:

- 439 total registrations,
- 113 pre-conference registrations,
- 56 exhibitors
- \$11,550 monetary donations
- major in-kind donations: T-1 line and internet service, 5 Boxlight LCD projectors, Internet Café from the Washington State Library, printing services from the Spokane Public Library

The books have not cleared yet, but a \$10,000-13,000 profit is projected. The conference committee reported that they enjoyed the experience and would put on a conference again. Merri also distributed results of the 2001 WLA Conference Evaluation Survey.

Final Report of the Intellectual Freedom Task Force: Laura Boyes

Laura Boyes distributed the final report.

WLA Archival Schedule for Financial Records: Kristy Coomes

Kristy Coomes distributed the WLA Archival Schedule.

MOTION: Move to approve the WLA Archival Schedule for Financial Records as presented.
Moved: Monica Weyhe
Seconded: Angie Benedetti
Passed unanimously.

NEW BUSINESS

Interest Group Representative Appointment

MOTION: Move to appoint Cecilia McGowan as Interest Group Representative
Moved: John Sheller
Seconded: Angie Benedetti
Passed unanimously.

Resignation of 2002 Conference Co-Coordinator

James K. Phelps, 2002 Conference Co-Coordinator, sent a letter of resignation to Carol. He indicated that staff at Fort Vancouver Regional Library would continue to help with the conference. Kristy Coomes has agreed to take over the position as co-coordinator.

MOTION: Move to accept James K. Phelps' resignation as 2002 Conference Co-Coordinator.
Moved: Monica Weyhe
Seconded: Cecilia McGowan
Passed unanimously.

MOTION: Move to appoint Kristy Coomes as 2002 Conference Co-Coordinator.
Moved: John Sheller
Seconded: Laura Boyes
Passed unanimously.

Remove lid from ADA Fund

Currently there is a \$4,000 lid on how much WLA can collect for ADA accommodations.

MOTION: Move to lift the ceiling from the ADA fund
Moved: Monica Weyhe
Seconded: Kristy Coomes
Passed unanimously.

Appointment of Site Selection Task Force for joint 2004 Conference with PNLA

Carol Gill Schuyler asked for volunteers to work on the task force to pick a site for the 2004 joint conference to be held in Western Washington. Mary Campbell and Patience Rogge volunteered. Suggestions for other task force members should be sent to Carol.

Confirmation of Date for Legislative Day 2002: January 30, 2002

January 30, 2002 as the date of Legislative Day has been finalized.

Approve revised contract for Association Coordinator

Carol Gill Schuyler reported that the Association Coordinator's salary will be raised to \$33,112 for .8 FTE as of May 1, 2001, and that a tax-deferred retirement contribution be funded at 5% of her salary. The May, June, July salary increase will be used as seed money for an IRA.

MOTION: Move to fund a 5% retirement contribution for the Washington Library Association Coordinator, using a vehicle such as a "simple IRA".
Moved: John Sheller
Seconded: Kay Vyhnnek
Passed unanimously.

Accept Appointment of Mary Mackintosh as Assistant Editor of Link

Shelley Voie has resigned as Assistant Editor of Link.

MOTION: Move to appoint Mary Mackintosh as assistant Link editor.

Moved: Dolly Richendrfer

Seconded: Angie Benedetti

Passed unanimously.

Proposal for Shared Under-writing of CE Projects: Angelina Benedetti

Angie Benedetti reported that CAYAS is sponsoring workshops by Patrick Jones on November 1 and 2, one on west side and one on east side of the state. King County Library System has offered to underwrite \$3,000 for 70 slots of the 150 available at the west side event at the Bellevue Library. This will allow us to reduce the cost for WLA members to \$65.

MOTION: Move to accept the King County Library System proposal to support the CAYAS workshop.

Moved: Kristy Coomes

Seconded: Patience Rogge

Passed unanimously.

Carol Gill Schuyler asked that the Membership Committee report at the September Board meeting on whether institutional memberships should include member rate for one staff member to go to conference or workshop.

Board Input on Nominations Committee

Carol Gill Schuyler asked for volunteers to serve on the Nominations Committee and for suggested names. Mary Campbell, Brian Soneda, and Merri Hartse volunteered. Some more possibilities suggested were: Jim Grayson and Cindy Cunningham.

Announce Board Meeting Dates for 2001-2002

- September 14, 2001
- November 16, 2001
- January 31, 2002 (Timberland Regional Library—day after Legislative Day)
- April 17, 2002 (2002 Conference)

Gail Willis will contact the Burien Public Library and the Federal Way Regional Library as possible sites.

Friends of Library Book Sales

Carol Gill Schuyler reported that the State Auditor would be sending letters to all libraries telling them that they must sell their surplus materials at fair market value (including to Friends groups) or throw away the material.

MOTION: Move that the WLA Board instruct the legislative liaison and the Legislative Planning Committee to explore the possibility of proposing legislation to mitigate the State Auditor's ruling on the donation of surplus library materials to Friends of the Libraries groups for the purpose of Friend's book sales.

Moved: Patience Rogge

Seconded: John Sheller

Passed unanimously.

Officer Reports

President: Carol Gill Schuyler will represent WLA this year at many events.

Coordinator of Continuing Education: Angie Benedetti reported that there were three CAYAS programs in the last year and a Friends Forum. The CE Coordinator will also be pre-conference chair at the 2002 Conference and will use the \$10,000 CE money as seed money for pre-conference events. She and Diane Cowles are pursuing a pre-conference on diversity. She is also working on updating the CE application to include offering clock-hours and learning objectives.

Coordinator of Communications: Dolly Richendrfer reported that Mary Kelly wants Public Relations representation on the Legislative Committee (Mary from the west side and Dolly from the east side). They will be publicizing the Intellectual Freedom Statement. She suggested that we have a program on effective Boards.

WLFTA Chair: Patience Rogge reported that WLFTA has a new steering committee, with Bonnie Taylor as Chair.

Grassroots! IG: Patience Rogge reported that the group is small, but is planning a program for conference. Is hoping to plan an event in the fall for legislators and/or local council members.

2002 Conference Co-Coordinator: Kristy Coomes said that she had been to a meeting on session layout for the conference. Local arrangement people are still needed. Dennis Lehane and Lisa Scottoline (mystery authors) are scheduled to appear courtesy of their publishers.

2003 Conference Co-Coordinator: Lynne Zeiher reported that she has visited the Yakima site. The contracts for the convention center and for the hotel have been revised. The conference will be held 4/9-4/12/2003.

WALE Chair: Camile Wilson reported that the attendance was down for the 2000 conference in Richland but the conference still made a \$3000 profit, numbers are down for membership, they hosted a session at the 2001 WLA Conference, and elected new officers. The 2001 Conference: 2001, a Library Odyssey, will be held Oct.4-6 at the Best Western Lakeway Inn in Bellingham. Pat Wagner will be the keynote speaker and Jo Dereske will also give a presentation. There are four scholarships to attend the conference. Check the WALE webpage (<http://www.wla.org/wale/scholar.html>) for more information.

Awards Committee Outgoing Chair: Kati Irons gave Gail a notebook on what she learned as chair of the Awards Committee, so that the next chair can use the information.

TSIG Co-chair: Anne Heller reported that TSIG sponsored five programs at the 2001 conference. However, attendance was low. She distributed the annual report of TSIG.

Outgoing IG Coordinator: Cheryl McCulloch reported that the ILL interest group disbanded, but that the interest groups with low members have survived with some increased interest in them. She went to 2002 Conference planning meetings to get information for the new IG Coordinator. Reminded the conference planners that the interest groups need meeting times that don't conflict with programs.

MAST Chair: Sally Nash reported that the interest group sponsored a pre-conference and one conference program with standing room only crowd. Nine people attended the IG business meeting, so they were able to elect a chair and chair-elect. They volunteered to help John Sheller set up a job fair at the next conference. She distributed the annual report of MAST (Managers, Administrators, Supervisors, and Trainers).

CAYAS Chair: Jerene Battisti reported that CAYAS sponsored six sessions at the 2001 conference and announced that they are looking for an author to be at the 2002 Conference breakfast.

IF Committee Chair: Cher Ravagni reported that the Committee is working on the Intellectual Freedom handbook, which includes the IF statement. She will have a draft for the November Board meeting.

RIG Chair: David Menard reported that RIG sponsored four programs at the conference and collaborated on another. The interest group has grown in membership, but leadership hasn't changed. They will try to do more at the next conference to get more people involved, including tee shirts.

Link Editor: Cathy Brownell announced that Mary Mackintosh would be the new assistant Link Editor.

ALKI Editorial Committee: Cameron Johnson announced that they are looking for articles from diverse sources, the theme of the November issue is Care and feeding of libraries (libraries as workplaces), and the March issue will be about diversity.

Webmaster: Martha Parsons announced that four interest groups have webpages and would like the rest to do something, even if it isn't well developed. She will help the IG chairs with the Webpage. The conference proposal form is located on the website. She went to an ALA meeting for chapter newsletter editors.

She also announced that ALA is sponsoring a special ALA Membership for support staff of \$59 per year for three years, if you are a first-time member.

ALA Councilor: Susan B. Madden reported that she would be going to the ALA conference in San Francisco. The issues being discussed include CIPA and post masters degree curriculum and the accreditation process.

Adoption of Draft Strategic Plan for 2001-2003

Postponed until the September Board meeting.

Good of the Order

Gail Willis reminded everyone to come to the discussion/brainstorming planning session at 7:00 p.m. She also distributed a statistical report on membership (877 members) and a comparison report for the last seven years.

Agenda items identified for September Board meeting:

1. Adoption of Draft Strategic Plan for 2001-2003—Carol Gill Schuyler
2. Institutional Memberships—Membership Committee
3. 2004 PLA Conference Booth Task Force

Agenda items identified for November Board meeting:

1. Draft Intellectual Freedom handbook—Cher Ravagni

The meeting was adjourned at 4:40 p.m.

Approved (date): _____

Karen Highum, Secretary

Carol Gill Schuyler, President