

Washington Library Association

Board Meeting
September 14, 2001
Burien Library/KCLS
Minutes

Members present:

Carol Gill Schuyler, President
John Sheller, Vice President/President-Elect
Karen Highum, Secretary
Monica Weyhe, Treasurer
Laura Boyes, Coordinator of Strategic Planning
Gail Willis, Association Coordinator
Camile Wilson, WALE Chair
Martha Parsons, Webmaster
Cathy Brownell, Link Editor
Cameron Johnson, ALKI Assistant Editor
Ginny Rabago, Membership Committee Chair
Lynne Zeiher, Conference 2003 Co-Chair

President Carol Gill Schuyler called the meeting to order at 10:15 a.m.

Members of the Board introduced themselves. There was not a quorum of Board members present, so motions will be voted on electronically.

Approval of the minutes of the May 31-June 1, 2001 Planning Retreat/Board Meeting: Karen Highum

The minutes were approved as amended.

Treasurer's Report: Monica Weyhe

Monica reported that she has spent time learning the Quick Books system, paying bills, doing payroll, and learning how things are done. She is finalizing the setup for Gail's IRA. She will send out a treasurer's report when the budget is done. She is also preparing for the biennial audit.

OLD BUSINESS

Adoption of Budget for Fiscal Year 2001-2002: Monica Weyhe

Monica distributed the WLA 2001-2002 Draft Budget Proposal as of September 14, 2001. Interest Group Chairs were reminded that they need to keep track of their finances, to double check against WLA's figures.

MOTION: Move to adopt the 2001-2002 Budget Proposal.

Move: John Sheller

Seconded: Lynne Zeiher

Passed unanimously.

Adoption of Strategic Plan: Laura Boyes

Laura distributed the 9/4/01 Draft for the Strategic Plan 2001-2003 with incorporated comments and suggestions made by members after e-list distribution of the plan following the Board Retreat. Carol Gill Schuyler wants to take time at each Board meeting to look at the status of the plan and adjust it as needed. Martha Parsons will put in on the WLA website.

MOTION: Move to adopt the 2001-2003 Strategic Plan as amended.

Move: Monica Weyhe

Seconded: John Sheller

Passed unanimously

Recommendations for Booth at PLA 2004: Carol Gill Schuyler

Carol reported that she contacted the PLA Coordinator and she guaranteed that we would have a booth at no cost because we are the hosting library association. They have no restrictions about what we can sell. The review and vote on a more detailed request for funds from the PR Committee has been tabled until the November 16th meeting.

NEW BUSINESS

Recommended Changes in Benefits of Institutional Dues: Ginny Rabago

Ginny reported that the Membership Committee recommends a change in benefits of institutional dues. John Sheller asked if we should also include labels for workshops and job postings as a benefit of institutional membership. After discussion it was decided that he would work on wording to take to members at the next conference.

MOTION: Membership Committee recommends that institutional members be allowed to send one staff member to each WLA conference and workshop at member rates and allowed one subscriber to the WLA e-list. This requires a change in by-laws, requires a vote of membership.
Move: Lynne Zeiher
Seconded: John Sheller
Amended by: Martha Parsons
Passed unanimously.

Appointment of Patty Ayala as Co-Coordinator Joint Conference 2004 with PNLA: Carol Gill Schuyler

Carol announced that members would vote Patty Ayala for Co-Coordinator of the 2004 Joint Conference with PNLA on in Spring 2002.

Request for funding for Meet & Greet Event before Legislative Day 2002: Gail Willis

Gail distributed request from Grassroots! IG for \$500 to fund a mixer to be held the night before Library Legislative Day to enable Friends and Trustees to get together and exchange ideas. The Board requested that the Grassroots! IG report on whether they were able to secure any outside donations to help fund the event.

MOTION: Move to support the Grassroots request for up to \$500 to fund a meet and greet event before Legislative Day 2002.
Move: John Sheller
Seconded: Lynne Zeiher
Passed unanimously.

State Auditor and Friends Book sales: Carol Gill Schuyler

Carol reported that Steve Duncan brought State Auditor Brian Sonntag to the Public Library Directors Meeting. Mr. Sonntag was asked about the restrictions on Friends' book sales. He said that the Auditor's office would handle it on a case-by-case basis when it becomes a problem for libraries. Libraries should contact his office for resolution.

Review Possible Need for further Task Forces Emanating from the Strategic Plan: Carol Gill Schuyler

Carol will be creating new task forces to work on strategy/tactics from the 2001-2003 Strategic Plan and asked everyone to think of people to participate in the new task forces:

1. Create liaisons with ACRL and CCLAMS
2. Update Workshop on Workshops packet
3. Offer free memberships to selected Association presidents
4. Increase public awareness of value of libraries

John Sheller indicated that he was concerned about the effect of I-747 on library budgets and asked if the WLA Board had done anything to support the No on I-747 campaign. John will post a message to the WLA e-list urging individuals to consider contributing to the No on I-747 campaign.

MOTION: Move to WLA contribute \$500 from our reserve fund to support the “No on I-747” campaign.

Move: John Sheller

Seconded: Monica Weyhe

Passed unanimously.

Migration of e-lists from Yahoo to new Telebyte site: Martha Parsons

Martha reported that she moved the WLA website to Telebyte, an Internet provider in Silverdale. The cost is less and they provide one free e-list and extra lists each have a one-time fee of \$35. She will move the main e-list from Yahoo to Telebyte, but would appreciate volunteers to help make the switch.

Official Statistics 8/1/2001: Gail Willis

Gail distributed membership statistics: comparison of the last seven years and official figures for this year, including a sort by status and interest groups.

Officer Reports

President: Carol Gill Schuyler reported that she went to the iSchool convocation at UW, the ALA Chapter relations orientation program at Summer ALA Conference, Public Library Directors retreat in July, Washington Library Trainers (WALT) meeting in September, and wrote a statement for the November voter's pamphlet. She will be going to WILL, WALE, and WLMA conferences this fall.

Vice-President/President Elect: John Sheller reported that he also went to the Public Library Directors retreat, and has been active in planning the WILL conference because of his involvement in WLFTA. He spoke at KCLS to increase WLA/WALE membership and petitioned the library system to fund WLA membership for the presidents of each KCLS Friends Group.

Conference Co-Chair 2003: Lynne Zeiher reported that she has tried to get together with Kristy Coomes, but has not been able to, but will work on getting the conference committee organized.

Link Editor: Cathy Brownell announced that Mary Mackintosh, assistant Link Editor, has moved from Bellingham to Federal Way. Cathy is working on getting Pagemaker for the next edition of Link. She will include a reminder about how to join the e-list in the next edition.

ALKI Editorial Committee: Cameron Johnson, assistant ALKI editor, announced that the committee met and were worried about filling the next issue, but people responded to their call for articles. The diversity issue for February is in the works. Cheryl Farabee is the new member of the committee. David Hurley is the new intern from the iSchool. Cameron reported that he did some editing for this issue and will do more for the next two issues before he becomes editor.

Membership Committee Chair: Ginny Rabago reported that the Committee met last week. There will be a Meet & Greet at the next conference and they want the IG Chairs involved in the program. When the next membership deadline approaches, they want WLA Board members to call the non-renewals to encourage them to re-join and find out why they didn't. They hope to create a new members packet in the future and would like ideas for it, especially from interest groups. Carol will be writing a letter to thank people for joining WLA that will be sent out after they join.

Webmaster: Martha Parsons announced that the new joint ALA/WLA student rate membership form will be on the website in PDF format. She wants feedback on the WLA website: keep it in mind for new information and report outdated information.

WALE Chair: Camile Wilson announced that the WALE Conference is in three weeks. They are looking at how to increase membership and hope to have an issue of the newsletter after the conference.

Adopt joint operating policies for Conference 2002: Gail Willis distributed a proposed 2002 OLA/WLA Conference Policy.

MOTION: Move to adopt the 2002 OLA/WLA Conference Policy dated 9/14/01, with the WLA Board giving Kristy Coomes the authority to negotiate changes within WLA policies and procedures.

Move: Monica Weyhe

Seconded: Laura Boyes

Passed unanimously.

Adopt Conference 2002 Exhibitor Fee Schedule: Gail Willis distributed the proposal from Kristy Coomes and Lynn Red (exhibits co-chair).

MOTION: Move to adopt the Conference 2002 Exhibitor Fee schedule.

Move: Lynne Zeiher

Seconded: Karen Highum

Passed unanimously.

ALA Conference 2001 Report from Susan Madden: Gail Willis distributed Susan's report. People interested in becoming involved in ALA should contact Susan because she is on the Committee on Committees.

Treasurer's Support: Monica Weyhe reported that the number of hours necessary to do the job of treasurer is large and previous treasurers have had institutional support to do it. She doesn't have that kind of support, so she spends her time on clerical work instead of on higher-level work, such as procedures and investing money. She solicited a quote for bookkeeping support: \$40 per hour at 12.5 hours a month for a cost of \$500 per month. The job has grown every year and has become more complicated. The Board directed Monica to get two more quotes for bookkeeping help and bring them to the Board at the November meeting.

Good of the Order

Gail Willis read a thank you letter sent to Cindy Cunningham, past President, from Susannah Price, President of PNLA. She announced the Washington State Literacy Summit on 9/26/2001. WLA received a letter from Millbrook Press asking for applications for the 2002 Lee Elliott Memorial Award (\$10,000), given to a library that makes a major contribution to young people of its community through utilization of the media center facilities.

Future Board Meetings;

- November 16, 2001 at Burien Library, 10:00 a.m.-4:00 p.m.
- January 31, 2002 at Timberland Regional Library, 9:00 a.m.-3:00 p.m.
- April 17, 2002 at Joint Conference WLA/OLA, 1:00 p.m.-4:00 p.m.

Agenda items identified for November Board meeting:

1. Draft Intellectual Freedom handbook—Cher Ravagni
2. Conference Manual—Kristy Coomes
3. Detailed budget request for PLA Booth 2004—Dolly Richendrfer
4. Request for funding for Meet & Greet Event before Legislative Day 2002—Grassroots! IG
5. Appointment of Task Force to Explore Co-Operative Sponsorship of CE Events—Carol Gill Schuyler
6. Quotes on Bookkeeping support for the Treasurer—Monica Weyhe
7. PLA Booth review & request for funds—PR Committee

The meeting was adjourned at 2:15 p.m.

Approved (date): _____

Karen Highum, Secretary

Carol Gill Schuyler, President