

## WASHINGTON LIBRARY ASSOCIATION

Board Meeting  
September 7, 2007

Federal Way Regional Library

Reported by Nancy Slote, Secretary

### Attending:

Jonathan Betz-Zall, Highline Community College, ALA Chapter Councilor  
Katie Cargill, Eastern Washington University, WALE Chair  
Sally Chilson, Spokane Public Library, 2009 Conference Chair  
Kristy Coomes, Conference 2010 Site Selection Chair, Task Force on Organization Chair  
Karin Ford, Ft. Vancouver Regional Library, 2008 Conf. Chair  
Phil Heikkinen, Orcas Island Public Library, Coordinator for Strategic Planning  
Priscilla Ice, Spokane County Library District, Treasurer  
Tim Mallory, Timberland Regional Library, VP/President Elect  
Martha Parsons, Washington State University Energy Library, President  
Mary Ross, Consultant, Continuing Education Coordinator  
Carol Schuyler, Kitsap County Regional Library, WLFFTA Representative  
Rand Simmons, Washington State Library, Federal Relations Co-Coordinator  
Nancy Slote, Seattle Public Library, Secretary  
Jan Walsh, Washington State Library, Award Comm. Chair  
Gail Willis, Association Coordinator  
Mary Wise, Central Washington University, *A/ki* Editorial Committee Chair  
Jennifer Wiseman, King County Library System, Coordinator of Communications

President Martha Parsons called the meeting to order at 10:10 a.m.

### Agenda

Changes to the agenda:

- Old Business: ADA Compliance Notice tabled until November meeting.
- New Business: Western Council of State Libraries - Mary Ross

The agenda was accepted as modified.

### Approval of the Minutes

Changes:

Page 5: Group Licensing for Online Meeting Access. Change TRIP to Phil Heikkinen.

**Motion:** Move to approve the minutes of the January 12, 2007 board meeting as amended.

**Moved:** Tim Mallory

**Seconded:** Priscilla Ice

**Approved.**

### Treasurer's Report - Priscilla Ice

Priscilla reported that the books have closed on the last fiscal year, with a surplus to the General Fund of \$22,832.38 and a deficit to the LAF fund of \$2280.00. Two line items which overspent were WCOG (Line 24) and the Olympia Report Printing (Line 19). The board discussed the relationship with WCOG and the costs for WLA's WCOG representative, Patience Rogge, to attend WCOG's board meetings. Jan Walsh reported that she had resigned from the WCOG board because it primarily focused on open records (e.g. auditing records) issues. Martha Parsons will talk with Patience to get her perspective on

the value of the relationship. Jennifer Wiseman agreed to talk with Gail Willis and Priscilla Ice about the costs of printing the Olympia Report. It would be worth considering an electronic version.

The IG Restricted Funds and the expiring of those restricted funds continue to be a source of confusion to the IG's. Elizabeth Laukea reported that almost all of the IG's would like an extension of the expiring funds. Gail explained that the restricted funds had expiration dates in order to encourage IG's to use the funds. Alternately, it was suggested that because speaker fees were increasing, it would be useful to allow IG's to build up the balances in the restricted funds. Another suggestion was to increase the percentage of any profits earned by IG pre-conferences and CE programs to 75% from the current 50%. The board agreed that it would be valuable to review the issue more thoroughly, and Elizabeth will discuss the issue with the IG's, Mary Ross and Priscilla Ice and report back to the board. Meanwhile, the board agreed to allow the IG's to keep "expiring" restricted funds via the following motion:

**Motion:** To suspend the expiring restricted IG funds until the end of the current fiscal year, July 31, 2008.

**Moved:** Priscilla Ice.

**Seconded:** Jonathan Betz-Zall

**Approved.**

Other motions:

**Motion:** To add \$2500 to the office equipment line to pay for the new office computer ordered and installed in July, but not paid until August; to budget \$15,000 in the new investment revenue budget line. This is investment income from the Ameriprise investment account; to budget \$400 in the new bank interest revenue line in the LAF account.

**Moved:** Priscilla Ice

**Seconded:** Carol Schuyler

**Approved.**

## OLD BUSINESS

### Recording of Electronic Votes

**Motion:** To approve CAYAS' requests: 1) Roll over \$4500 from restricted funds to pay for collaborative summer reading travel costs for the next three years. The motion was passed by the WLA board at the March 9, 2007 meeting. 2) That restricted funds up to \$400 may be used, if available, to pay for the registration, travel fees and lodging for the CAYAS Visionary Award winner. They must be used in the same year the award is given. 3) That current restricted funds set to expire on July 31, 2007 be held for the 2008 OLA/WLA conference Visionary Award Winner. 4) That any restricted funds remaining in the account on July 31, 2007 be rolled over and applied to the 2008 OLA/WLA keynote breakfast author.

**Moved:** Elizabeth Laukea

**Seconded:** Priscilla Ice

**Approved.**

**Motion:** That WLA endorse ALA's "Resolution on the Need for Legislative Reforms to Assure the Right to Read Free of Government Supervision ([www.ala.org/ala/oif/ifissues/Default883.htm](http://www.ala.org/ala/oif/ifissues/Default883.htm)) and that this endorsement be communicated to ALA.

**Moved:** Jonathan Betz-Zall

**Seconded:** Priscilla Ice

**Approved.**

### Conference 2007 - Mike Cook

Mike was unable to be at the board meeting, but the full conference report will be forthcoming. In the interim, Priscilla reported that the conference books had been closed in remarkably quick time due to the diligence of the conference treasurer. As predicted, the conference made a small profit of \$200.

One unanticipated expense was that the conference facility did not allow non-conference center equipment.

#### **Conference 2008** - Karin Ford

The Program Committee received 114 programs proposals and 12 pre-conference proposals, selecting 54 programs and 9 pre-conferences. The conference will also offer 4 "Training Showcases", similar in concept to "Poster" sessions, to showcase materials from successful programs on a particular theme. The 4 sessions for 2008 will be: Staff Training and Development, Library User Instruction, Outreach to Specific Patron Segments (Teens, Latinos, Working Families etc.) and Innovative and Grant-Funded Programs. OLA generated more proposals concerning academic library topics, and Karin encouraged WLA to market the conference to ACRL-Washington.

Karin identified several issues which involved programs. First, it was difficult for some programs, generated by an individual, to find IG sponsors. It would be valuable to look at this issue for future conference programs. Second, some programs asked for conference funds to pay for speakers and expenses, but OLA, in contrast to WLA, has a firm policy on not paying for individual programs. A WLFFTA program was in this category, and Carol Schuyler asked that WLA directly support the program.

**Motion:** That WLA will support the WLFFTA sponsored program featuring Laura Dellinger at the 2008 Conference with \$500.00.

**Moved:** Carol Schuyler

**Seconded:** Elizabeth Laukea

**Approved.**

#### **2010 Site Selection** - Kristy Coomes

After extensive investigation, Kristy recommended that the Lynnwood Convention Center and Embassy Suites Hotel should be selected as the conference site.

**Motion:** That the WLA 2010 Conference be held at the Lynnwood Convention Center.

**Moved:** Priscilla Ice

**Seconded:** Jennifer Wiseman

**Approved.**

**Motion:** That the dates for the 2010 Conference be April 21-24, 2010, unless those dates conflict with the conference of the OLA, in which case the dates will be April 14-17, 2010.

**Moved:** Priscilla Ice

**Seconded:** Carol Schuyler

**Approved.**

#### **2011 Site Selection** - Phil Heikkinen

The conference will be in Eastern Washington. Gail reviewed the choices which include Yakima, Wenatchee, the Tri-Cities and Spokane. Since the 2007 Conference met in the Tri-Cities, and the 2009 Conference will be in Spokane, the two choices are Yakima and Wenatchee. The critical piece is finding a library to be the main sponsor. Phil will follow-up with Yakima and Wenatchee rather than with Spokane.

#### **WALE** - Heidi Chittim

WALE is working on a by-laws change to ensure a succession in leadership. Priscilla and Heidi discussed the issue of WALE having low expectations for its conferences, but, in reality, the conferences have been drawing more attendees than anticipated. In fact, the 2007 Conference may have to cut-off registrations. Priscilla has been working with WALE to encourage them to revise the conference budget to be more expansive and to use unexpended restricted funds.

## CE Update - Mary Ross

Mary reported that as of September 6<sup>th</sup>, the needs assessment survey had received an astounding 443 responses. Invitations to complete the survey were distributed to a number of lists, including WLA, CLAMS, ACRL-Washington, WLMA and through the State Library Update. WALT members will also send out information to their library staffs, and she encouraged the IG's to do the same to their members.

The CE Council received 6 applications for travel grants, of which 2 did not meet the criteria.

**Motion:** That the WLA Board approves the addition of the phrase "outside Washington State" to the description of the Travel Grants, so that it reads: "These Travel Grants, up to a maximum of \$500 per year per individual, may be used for any travel expenses connected with participation in continuing education events and activities outside Washington State."

**Moved:** Mary Ross

**Seconded:** Karin Ford

**Approved.**

Mary also indicated that there had been some confusion over the meaning of "travel expenses", and that she would edit the description to clarify that travel expenses referred to transportation and not to per diem.

## Group Licensing - Feedback from the Public Library Directors - Phil Heikkinen

Phil discussed the use of OPAL's web-based meeting software at the recent Public Library Directors meeting, and the group supported the use of OPAL or comparable software. As an update, WSL has dropped its OPAL subscription but has a WIMBA subscription through Web Junction. Some WLA groups may be able to use WSL's subscription if WSL is co-sponsoring an event. Meanwhile, Elizabeth Laukea will get pricing information from Web Junction for WLA. It was agreed that WLA should continue to experiment with using WIMBA or other web-based meeting software.

## Task Force on WLA Office Transition - Tim Mallory

The Task Force, with valuable help from Susan Negreen, executive director of the California Library Association, prepared an RFP for Association Management Services for WLA. The Task Force made the de facto decision to use a management services firm for the transition period. The board will then review the transition period and make further decisions about the management of WLA. The RFP includes all of the tasks carried out by Gail as the association coordinator; in addition, it includes additional support for Legislative Day, some support for the annual conference and the WALE conference; bookkeeping and the web site. It's possible that one firm may not bid on all of the RFP. The Task Force will distribute the RFP through a variety of mechanisms, including the Association Management list, King County Business Journal and known management firms. The Task Force will evaluate other forums including Library Hotline, BCR (Bibliographic Research Center), ALA Chapters list, and PNLA. Tim reviewed a number of edits to the draft on the table.

**Motion:** That the Request for Proposal for Association Management Services for the WLA be accepted as amended at this meeting for use in soliciting bids from appropriate Association Management firms with bids to be received by October 31, 2007.

**Moved:** Tim Mallory

**Seconded:** Jonathan Betz-Zall

**Approved.**

It was agreed that that the RFP cover letter will include information to inform submitters that questions which are raised as well as clarifications from WLA during the bidding process will be distributed to all submitters.

## Strategic Plan - Phil Heikkinen

Phil reviewed a list of minor changes based on his own review and input from board members as well as other members who had attended the retreat. He has received feedback on tasks and timelines from some of the identified responsible parties for specific goals, and he is waiting to hear from everyone who was identified in the plan as having specific responsibilities. Phil recommended approval of the plan as amended as of the current board meeting.

**Moved:** That the WLA Board approves the WLA Strategic Plan as amended as of 9/7/07, incorporating updates afterwards as appropriate.

**Moved:** Phil Heikkinen

**Seconded:** Tim Mallory

**Approved.**

## NEW BUSINESS

### [Connecting to Collection Grant](#) - Rand Simmons

Rand outlined the goals of the IMLS National Leadership Grant for conservation planning, which if successful, would provide up to \$40,000 for conservation planning for Washington's cultural heritage collections. Successful planning grants may lead to a second phase two grant of up to \$500,000. The current partners are WSL, Washington State Archives, State Historical Society, University of Washington, and the Washington Museum Association. WSL will administer the grant, and Rand does not anticipate any financial contribution from WLA.

**Motion:** That the Washington Library Association partner with the Washington State Library and its other partners in submitting a National Leadership grant, *Connecting to Collections*, to the Institute of Museum and Library Services; and that Rayette Sterling be appointed as WLA representative to the working group.

**Moved:** Martha Parsons

**Seconded:** Phil Heikkinen

**Approved.**

### [WLA Online](#) - Jennifer Wiseman

Jennifer reviewed a proposal from Takbax to provide web design, development and maintenance services for WLA Online. She reviewed the disadvantages of shared web hosting services and highly recommended dedicated web hosting.

**Motion:** To renew the contract with the current ISP for one month (from September 20-October 20) to allow sufficient time for Lisa Hill and Takbax to transition WLA's web services; to contract with Takbax for options 2, 3, and 4 (beginning October 20).

**Moved:** Jennifer Wiseman

**Seconded:** Priscilla Ice

**Approved.**

## Further Officer, Committee and IG Reports

### [2009 Conference](#) - Sally Chilson

No discussion.

### [ALA Chapter Councilor](#) - Jonathan Betz-Zall

No discussion.

### [Alki Editorial Committee](#) - Mary Wise

Nancy Slote will determine from the minutes if the board had officially decided re: digitizing Alki.

### [Association Coordinator](#) - Gail Willis

Gail will post a reminder on the Public Library Directors' list about renewals. She will also create a list of non-renewals to phone in October/November before the renewal notices go out in December.

**Awards Committee** - Jan Walsh

No discussion.

**CAYAS** - Angela Nolet

No discussion.

**CE Coordinator** - Mary Ross

Mary reported additional information from the Western Council of State Libraries re: requirements for WLA to become an Approved Provider in its Library Practitioner certificate program. The board asked her to clarify the meaning of "quantitative unit of measurement", and she reported that it was defined as number of contact hours.

**Motion:** That WLA become an "Approved Education Provider" for the Western Council of State Libraries certificate for library practitioners, at no charge and without obligation to continue, for 2008-2010.

**Moved:** Mary Ross

**Seconded:** Jonathan Betz-Zall

**Approved.**

Mary recommended that one of the 2008 pre-conferences, "Hire Right the First Time" would be a good program to develop the process to meet the requirements of the certificate program. Mary, as CE Coordinator, will work with the pre-conference to develop the evaluation process, pre and post assessments and any other tools needed for the certificate program.

**Federal Relations** - Rand Simmons and Kristie Kirkpatrick

Rand mentioned the somewhat overlapping functions between Federal Relations Committee and the ALA Chapter Councilor. He also reported that Kristie Kirkpatrick, Steve Duncan and Mike Wirt are looking at software for legislative tracking.

**IFIG** - Chris Livingston

No discussion.

**IG Coordinator** - Elizabeth laukea

**Motion:** To approve SRRT's request for \$200.00 to cover speaker expenses for the 2008 Joint Conference.

**Moved:** Elizabeth laukea

**Seconded:** Jonathan Betz-Zall

**Approved.**

Elizabeth reported that NextGenWa is trying to disband, but according to the by-laws, the IG must be in existence for a year before it can disband. Gail and Elizabeth will contact the current membership to see if anyone is interested in leading the IG.

**PNLA** - Katie Cargill

Katie reported that at the recent PNLA board meeting, a request was made for each state organization to recommend names as potential candidates for the PNLA Leadership Institute. The WLA board asked Katie for clarification of the intent of this request from the PNLA board. The 2011 Leadership Institute will be located in WA. Katie has agreed to help locate a site.

**President** - Martha Parsons

No discussion.

**SAM** - Mary Devlin

No discussion.

Scholarship - Jennifer Bisson  
No discussion.

SRRT - Barbara Menne  
No discussion.

TRIP - Chris Peters  
No discussion.

WALT - Jennifer Fenton  
No discussion.

WCOG - Patience Rogge  
No discussion.

WLFFTA - Carol Schuyler  
No discussion.

## GOOD OF THE ORDER

### Future Dates

I-School Orientation	September 24, 2007 Walker Ames Room, Kane Hall, UW
WILL Conference	Kennewick WA -WSL sponsored
WALE Conference 2007	October 4-6 Mirabeau Park Hotel & Conference Center, Spokane Valley
WLA Board Meeting	November 30, 2007. Federal Way Regional Library
WLA Board Meeting	February 14, 2008, Timberland Regional Library Headquarters Olympia
Library Legislative Day	February 15, 2008, United Churches, Olympia WA
WLA Board Meeting	April 16, 2008 at joint OLA/WLA Conference Vancouver WA
Conference 2008	April 16 - 18, 2008 Joint with OLA, Vancouver WA
WLA Board Retreat	June 5-7, 2008, Dumas Bay Retreat Centre, Federal Way

The meeting was adjourned at 2:55 PM.

Approved (date): \_\_\_\_\_

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Nancy Slote, Secretary

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Martha Parsons, President