

Washington Library Association

Board Meeting

November 16, 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

Cathy Brownell, Link Editor

Ginny Rabago, Membership Committee Chair

Lynne Zeiher, Conference 2003 Co-Chair

Susan B. Madden, ALA Councilor

Angelina Benedetti, Continuing Education Coordinator

Cecilia McGowan, Interest Groups Coordinator

Kristy Coomes, Conference 2002 Chair, 2003 Co-Chair

Jinny Burns, IFIG Chair

Kathleen Ardrey, ALKI Committee Chair

Patty Ayala, Conference 2004 Chair

Chris Smith, LIT IG Chair

Mary Wise, TSIG Co-Chair

Kay Vyhnanek, PNLA Representative

Kati Irons, CDIG Co-Chair

Jan Ames, Legislative Day 2002 Co-Chair

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

Members of the Board introduced themselves.

Approval of the minutes of the September 14, 2001 Board Meeting: Karen Highum

The minutes were approved as amended. Karen announced that all motions were approved by electronic vote.

Treasurer's Report: Monica Weyhe

Monica distributed a report that showed that the Association currently has a cash statement of \$377,963. She also reported that the yearly budget for WLA is approximately \$300,000. She will report on the bids for bookkeeping later. She finalized Gail Willis's IRA, and has asked for extension FORM 990 from IRS because of the biennial audit that the accountant is doing. The WLA Conference 2001 is about to close out and should clear \$22,000 (less the seed money).

OLD BUSINESS

Draft Intellectual Freedom Handbook: Cher Ravagni

Gail Willis reported that the handbook is complete and will be added to the website. After discussion, it was decided that print copies would be sent to each library and the office will have some available. Print copies will not be sent to WLA members, but they will be able to get it from the website. Jinny Burns will contact Mike Wessells about the status of the IF tip sheet.

Conference Manual: Kristy Coomes

Kristy reported that she has finished the manual and both the 2002 OLA/WLA and the 2003 Conference Committees are using it. She handed out a copy of the Conference Manual table of contents. Statistics had not been kept on the number of hotel guest nights, so there is no historical information included. The manual will be added to the website next year. People can then print the parts that apply to them instead of sending out copies of the whole manual. She would like comments so that she can tweak it as necessary.

PLA 2004 Booth report and detailed budget request: Dolly Richendrfer

Gail distributed a projected expense budget and report from Dolly. Board members discussed whether to have a counter top outside of the registration area (free), sell out of the PLA store (might be a charge), or have an exhibitor booth (fee). Who would do the work? A task force with some people from the PR Committee and WLFTA would organize it. How do we find people to do the work? Friends groups are a possibility. Could we split a booth with the State Library or WLMA? Or have UW iSchool students involved in staffing booth?

MOTION: Move to accept the concept of an exhibit booth and recommend the immediate appointment of a task force to develop budget and plans.

Move: Susan B. Madden

Seconded: Kristy Coomes

Passed unanimously.

Report on Planning for Meet & Greet Event before Legislative Day 2002: Grassroots! IG

Gail distributed a report from Patience Rogge, chair of Grassroots! The Meet & Greet will be held at the Budd Bay Café at Percival Wharf in Olympia from 8:00-10:00 p.m. on Tuesday, January 29, 2002. Complimentary refreshments will be available. Marilyn Sheck is seeking a sponsor. Space is limited so people must RSVP after getting information in the Legislative Day packet.

Appointment of Task Force to Explore Co-Operative Sponsorship of CE Events: Carol Gill Schuyler

Carol indicated that we've had co-sponsorship of events in the past, but it hasn't been laid out formally: who to work with and how to organize it, what parameters to use. Possible members of a task force: incoming CE Coordinator, current CE Coordinator as chair, someone from WALT (Washington Association of Library Trainers), IG Coordinator, and one more (Merri Hartse or Mary Moore).

Bookkeeping Support: Monica Weyhe

Monica distributed a request for bookkeeping services to the Board. She reported that the ongoing duties of processing accounts payable, receiving deposits, preparing payroll, quarterly reports, maintaining files, data entry and maintaining the general ledger, and reconciling checking and savings accounts are time-consuming. These are activities that are routine for a bookkeeping service. The migration from Peachtree to QuickBooks has been more time-consuming than imagined. Performance of the routine, ongoing duties by a bookkeeping service will allow the treasurer time to monitor the budget and make recommendations regarding reallocations and structure changes, streamline processes, write policies and procedures, assist the Association Coordinator by creating forms and worksheets to interface with the accounting system, assist the conference treasurers, track and make recommendations about investments, prepare for the biennial audit, and answer correspondence.

Accounting firms in Yakima gave her estimates for performing the bookkeeping services for a nonprofit association on an hourly basis, with a range of \$30-90. The new item in the budget can be funded through interest earnings on savings and investment accounts.

MOTION: Move to accept the concept for contracting bookkeeping services based upon lowest bidder with good reputation and contingent on approval by Fiscal Impact Committee.

Move: Susan B. Madden

Seconded: Cecilia McGowan

Passed unanimously.

NEW BUSINESS

PNLA Leadership Training Proposal: Carol Gill Schuyler

Carol reported that Sandy Carlson as PNLA President responded to ALA's request for a leader in the Pacific Northwest to coordinate the institute that will develop leadership in library associations. Two representatives will go to an ALA pre-conference at Midwinter. Kay Vyhnanek and Cecilia McGowan will go to the preconference.

PNW Chapter SLA Natural Disaster Workshop Proposal: Carol Gill Schuyler

Carol reported that the PNW Chapter of SLA is developing a workshop on the effects of and recovery from natural disasters. They hope to hold it in March 2002. They would like some information from WLA: number of people who might attend, when to hold it, whether we'd participate and contribute towards expenses, and other people for panel. It needs to be fiscally neutral. Suggested MAST or WLFTA as a co-sponsor. Suggested that participants bring their long-range plans to the workshop for sharing.

Status Update on Strategic Plan: Laura Boyes

Laura reported that the Strategic Plan is posted on the website. She has created lists of tasks for groups or individuals that she will send out. So they can let her know how they are doing on their tasks so she can post status before each Board meeting.

Legislative Day 2002 Report: Jan Ames/Marilyn Sheck

Jan Ames reported that Legislative Day, January 30, 2002, would be the same format as last year, with the Meet & Greet the night before. There will be an open house at the new location for the State Library from 1:30-4:00 p.m. John Sheller will order fortune cookies. Do we need to reorder WLA post-it notes?

Impact of I-747 on WLA: Carol Gill Schuyler

Discussion about how it will affect institutional membership—must emphasize how important it is for libraries to stay involved in WLA. Member benefits: develop training on doing campaigns and working with the Legislature and the Public Disclosure Commission (what can be said and how to say it in campaign literature), and how to run a bond campaign. Question: What has WLA done in the past during recessions? What did the California and Oregon library associations do?

Officer Reports

President: Carol Gill Schuyler reported that she went to the WILL Conference in September, and the WALE Conference in October. King County Library System asked her to speak, as WLA President, at a NO I-747 campaign event. She gave demonstrations of online resources of the statewide databases licensing project to legislators. The State Library will send information about how libraries can do this for their legislators.

Vice-President/President Elect: John Sheller reported that he went to the WLMA Conference and spoke briefly about WLA and I-747.

ALA Councilor: Susan B. Madden reported that she will be going to ALA Midwinter in January and has the preliminary schedule. She was elected to Committee on Committees (helps ALA President find people to appoint to ALA committees).

Coordinator of Continuing Education: Angelina Benedetti announced that they did clock hours for the first time at a CE event (Patrick Jones talk). She suggested that the joint events task force discuss clock

hours. As the pre-conference point person she is finding out how much work goes into a conference. She wants to do a CE survey that doesn't replicate the first survey, so will send a request to the list for suggestions on what should be in the survey.

Coordinator of Interest Groups: Cecilia McGowan reported that so many workshops were suggested for the 2002 Conference that there wasn't room for them all. The Membership Committee met and wants to hold a retreat for Interest Group chairs and chair-elects. It will be held February 23, 2002 at Bellevue Public Library. She distributed a proposal for the retreat and asked for funding from the Board.

MOTION: Move the approval of a daylong retreat for the IG Chairs as outlined, with inclusion of officers and incoming officers who will be working with Interest Groups.

Move: Susan B. Madden

Seconded: John Sheller

Passed unanimously.

Conference 2003 Co-Chair: Lynne Zeiher distributed the proposed budget. The committee is being formed and will be meeting later this month. They asked for a \$5,000 advance.

MOTION: Move that WLA transfer \$5,000 seed money to start the WLA 2003 Conference account, to be reimbursed from the Conference proceeds.

Move: Monica Weyhe

Seconded: Kristy Coomes

Passed unanimously.

Conference 2002 Chair: Kristy Coomes distributed the budget projection as of November. There was a discussion about moving the Board meeting from Wednesday afternoon to Tuesday night or late Wednesday afternoon (5-7 p.m.) so that Board members could go to the pre-conference. Discussion will continue at the January Board meeting. Carol reported that there will be an event at the conference to raise money for scholarships, and she will have a reception at the conference. The Awards luncheon will be on Friday, and a dinner cruise will be held. The conference guaranteed 746 room nights at the hotel, it would cost \$5,000 if we don't meet it. The registration document is being prepared. Rooms must be reserved by March 26th to get the conference hotel rate of \$130.

Conference 2004 Chair: Patty Ayala distributed a report from Mary Campbell on site selection for the joint WLA/PNLA Conference: it might be held at the WestCoast Tri-Cities Hotel in Kennewick, August 24-28, 2004. Contract must be signed by August 2003.

PNLA Representative: Kay Vyhnanek distributed her report and announced that PNLA made a profit at the 2001 Conference. They now have a \$35 new member rate. The 2002 Conference will be in Missoula, Montana, August 7-10.

CDIG Co-Chair: Kati Irons reported that CDIG would have two programs at the 2002 Conference. Both co-chairs are ready to step down, so trying to find someone to take over.

IFIG Chair: Jinny Burns reported that IFIG is sponsoring a pre-conference: Libraries and the Internet, and one program at the conference.

WALE Chair: Camile Wilson announced that the WALE Conference went well, with 255 attendees. Bellingham is a great site. ADA was used for the first time. The conference made \$2,000. New branding logo for WALE is being worked on. Conference in 2002 will be held in Vancouver.

Link Editor: Cathy Brownell asked for articles.

ALKI Editorial Committee: Kathleen Ardrey reported that not a lot has happened since the last Board meeting, just housekeeping.

Membership Committee Chair: Ginny Rabago reported on the Meet & Greet at Conference 2002: cost for snacks and 2 bar set up is approximately \$1500 for 150 people, hoping for a vendor sponsor to cover some of the cost; Interest Groups representatives will be introduced and talk about the IG; trying to get a box on the registration form to indicate "first time attendees"; looking into ribbons, buttons, or stickers for members to put on badges; new membership cards will be inserted in Spring Link.

TSIG Chair: Mary Wise reported that TSIG is sponsoring two sessions and one pre-conference at the 2002 Conference.

Good of the Order

Next Board Meeting: January 31, 2002 at Timberland Regional Library, 9:00 a.m.-3:00 p.m.

Agenda items identified for January Board meeting:

1. Moving Board meeting from Wed. afternoon so that Board members can go to pre-conference

The meeting was adjourned at 2:40 p.m.

Approved (date): _____

Karen Highum, Secretary

Carol Gill Schuyler, President