

WASHINGTON LIBRARY ASSOCIATION
Board Meeting
Highline Community College
September 12, 2008

Reported by Karen Highum, Secretary

Attending:

Jonathan Betz-Zall, ALA Chapter Councilor
Katie Cargill, PNLA Representative
Sally Chilson, 2009 Conference Chair
Heidi Chittim, WALE Chair
Jennifer Fenton, WALT Chair
Phil Heikkinen, Strategic Plan Coordinator, Conference 2010 Chair
Priscilla Ice, Treasurer
Tim Mallory, VP/President Elect
Karen Highum, Secretary
Jan Walsh, Awards Committee Chair, WSL Liaison
Jennifer Wiseman, Coordinator of Communications
Kristin Crowe, Executive Director
Tara Johnson,
Mary Ross, CE Coordinator
Julie Miller, Alki Editor
Lisa Oldoski, CAYAS Chair
Rand Simmons, SAM Chair, Federal Relations Co-Coordinator
Will Stuivenga, Member Services Chair, WLFFTA representative
Doris Munson, TRIP Co-chair
Diane Cowles, Nominating Committee Chair

Vice-President Tim Mallory called the meeting to order at 10:05 a.m., because President Martha Parsons was not able to attend the meeting.

The agenda was accepted as amended.

Approval of Minutes

Karen Highum

Motion: Move to approve the minutes of the June 6, 2008 board meeting as written.

Moved: Priscilla Ice

Second: Sally Chilson

Approved.

Board Housekeeping

Kristin Crowe

Lunch will be held at 11:45, with a break at 11:00 a.m.

Kristin reminded the Board to think of Kristin & Tara as WLA staff. Tim requested a standard for reports submitted to the Board. He suggested that “.doc” be the standard document format. Tara will check to make sure the documents online are “.doc” and convert them if they aren’t.

Treasurer's Report

Priscilla Ice

All of the check writing has transitioned to the WLA office. At the next meeting we’ll have reports in the new format. The reports she distributed cover to the end of July when she last did bookkeeping.

IG balances now reflect the decisions from June meeting (rollover each IG’s allocated and restricted funds at the end of each fiscal year). In July she spent 2 days at the new office – brought her files to Kristin, Tara and Sheri and handed everything over to them. She is still working to bring things into QuickBooks. Vouchers now go to the office (Tara) after being approved.

Kristin announced that each month she will send the records to Priscilla to approve and then they will be returned to Kristin to pay the bills. She said that vouchers can be faxed or scanned to the WLA office.

Priscilla reported that the payroll system through Sage Payroll Services has been dismantled. Most of the money has been transferred to the new accounts. Sporg money is still going into old accounts until the Sporg contract ends at the end of September.

Three years ago we sent money to the Jefferson Parish Library after Hurricane Katrina—we just received a letter telling us of their status.

Last year’s budget. Legislative action fund was overspent, general fund was overspent by 11,000 because we had higher expenses because of the transition to the new office. We need to discuss how to increase our revenue. We have reserves to cover the higher expenses.

See the Proposed Budget 2008-2009 for details.

Motion: Move that the 2008-2009 budget be revised to add \$35 to the license account line to cover two fees we pay annually to the state.

Moved: Priscilla Ice

Second: Phil Heikkinen

Approved.

Motion: Move that as a replacement for Sporg, that WLA contract with Active Network to use EventRegister for online membership and event registration services for WLA for the next two years at a cost not to exceed \$6300, and that the budget be adjusted to add \$6300 to the Internet services account.

Moved: Martha Parsons

Second: Priscilla Ice

Approved electronically.

Old Business

Financial Report

Priscilla Ice

Motion: To approve the financial reports

Moved: Priscilla Ice

Second: Elizabeth Iaukea

Approved

Conference 2008 final report

Karin Ford

See her written report.

Motion: Move that the WLA Board expresses its sincere appreciation to Karin Ford and the Planning Committee for the 2008 OLA-WLA Joint Conference recognizing the creativity and commitment, on the part of both state associations that were required for this successful conference, the Board appreciates her leadership.

Moved: Mary Ross

Second: Tim Mallory

Approved

Conference 2009 status report

Sally Chilson

Conference planning moving ahead smoothly. The program chair has received 50 program proposals, speakers are set, and the program will be set at a meeting later in September. It has become clear after talking with the 2007 conference treasurer that we need to revise the budget and be completely clear on what the online registration charges are. She recommended that the conference manual should be changed into a format that is easily editable.

WALE Conference 2008 update

Heidi Chittim

The 2008 WALE Conference will be held Oct. 2nd – 4th at the Red Lion in Olympia. About 200 people are registered, and hope for last minute registrations so that they don't end up in the red. Lots of local libraries are becoming involved— libraries that haven't send staff to conferences in the past. The room block was covered. Keynote speakers will be Doris Helge, Jo Dereske, Camilia Alire, and Karen Strege. A pre-conference is being held

for the first time: a supervisory workshop taught by Cindy Schaefer and co-sponsored by SAM. 21 people have signed up.

WALE would like to be able to sign people up for WLA membership at the WALE conference, with the membership continuing through the next calendar year starting in January. (This will be talked about during the membership committee meeting.)

Conference 2010 site selection update

Phil Heikkinen

The PNLA board voted in support of a joint conference with WLA. Phil has begun discussion of hotel and other arrangements with Michael Burris, the PNLA conference coordinator. The dates for the PNLA/WLA Conference are August 11-13, 2010, to be held at the Victoria Conference Centre. PNLA has a room block at the Fairmont Empress (starting at \$209), but will also look into a second room block at a lower rate at a nearby hotel. Phil's next steps include confirming the Conference Committee and working with PNLA on the contractual agreements, theme/logo, budget, and other preliminary ideas. He would like to hold a conference committee meeting by December.

Strategic Plan Action items needing Board Approval

Phil Heikkinen

Changes to the strategic plan discussed (made during the Board Retreat): vision not changed, minor wording change in core values; membership: A2, A5, moved A6 from C5.

A1: Mary Ross would like to change how we do a needs assessment plan (every 2 years) she has a suggest change to the Strategic Plan (online surveys, focus groups, conference used to hold focus groups, key informant interviews)

B1: Use the results of the biannual needs assessment

Budget needed for doing this also.

Where would the task force belong in the WLA structure?

B2 minor change, B3 deleted & B4 became #3.

Deleted C2 & C3. Moved C5 welcome wagon to A6. Jennifer asked that dates be removed.

Deleted D5

E: changed wording (governance instead of leadership), WIMBA added. E2 fix

E4 changed—2 new bullet points.

F: changes needed to documentation & using new tools (EventPlanner, WIMBA)

Changes discussed today will be sent out and approved through email.

Lunch

Motion: Move that WLA pay for lunch this time and do something different next time.

Moved: Priscilla Ice

Second: Phil Heikkinen

Approved

CE Update

Mary Ross

Mary discussed the \$1000 WLA sponsorship of an applicant to the ALA Emerging Leader program. It was decided that WLA would accept the decision of the ALA selection committee, with the “strong preference of our Board being for successful applicant who shows evidence of previous involvement with WLA.”

Motion: Move to approve the funding for the WLA-sponsored ALA Emerging Leader for 2009 (Ahniwa Ferrari) and discussion about future involvement of the WLA Board in EL selection.

Moved: Mary Ross

Second: Jonathan Betz-Zall

Approved.

CE Grant Task Force Update

Mary Ross

The \$500 travel grant will be split between 2 people: Anne Bingham & Tammy Robinson.

Membership Services Committee Update

Will Stuivenga

The committee met August 18th to brainstorm ideas for a membership recruitment campaign. The next meeting is scheduled for October 1.

Motion: Move that the membership term of anyone who applies for new WLA membership during the 2008 WALE Conference continue through the end of 2009.

Moved: Elizabeth Iaukea

Second: Sally Chilson

Approved

Coordinator of Communications Update

Jennifer Wiseman

Jennifer’s motion for additional funding for website development is not needed, because there is money in her budget. (Use funding in the Coordinator of Communications budget for approximately five hours of development time at \$105/hour for the creation of additional web templates for Alki and WLA’s annual conferences.)

Motion to create a Marketing and Communications Committee and revise the Public Relations Committee : Jennifer will bring a motion to the next Board meeting, along with details of the two committees.

New Business

ALA Councilor

Jonathan Betz-Zall

Recently on the ALA Council listserv the Alaska Chapter Councilor commented on some actions by the Republican vice-presidential nominee toward libraries. Some senior ALA staff reminded that political comments might endanger ALA's tax-exempt status, so an alternative was offered: ALA Allied Professional Association's Forum which is set up for library advocacy.

Connecting to Collections project

Rand Simmons

Rayette Sterling's report states that the first of two state-wide meetings/seminars Oct. 16-17 will be held in Tacoma at the Washington State Historical Society and UW Tacoma. The second meeting will be held in the spring to discuss preservation of collections in Washington and develop a statewide plan.

IG & Committee reports:

Lisa Oldoski asked about the CAYAS breakfast: who pays for the author: the conference or CAYAS? It has varied each year.

Tim Mallory suggested that Martha Parsons form a task force to investigate how to make it (conference questions) consistent within the Conference manual. Tim thinks this involves revising the conference manual, and possibly making it a live online document. Since it has been mentioned at several different gatherings (committees, boards, task forces?), we need to make sure that we tie all these ends together and get something under way.

PNLA conference:

Katie Cargill

Katie reported that on the first day of the conference the hotel's rooms were taken over by FEMA because the Idaho Governor declared a state of emergency; 35 people had to go to different hotels in a different town; some vendors were displaced.

Alki report

Julie Miller

The ALKI Board met with Kristin & identified topics of the next 3 issues:

Dec.: Collaboration across boundaries

March: State of Reading/Literacy in Washington

July: Impact and Influence

Kristin, Tammy and Julie went through the editor's manual to update it. Julie also met with Tammy Robinson about the indexing project.

Federal Relations

Rand Simmons

Rand followed up with Senator Cantwell on her promise to write a letter to support a simplified e-rate process. The letter from Senator Cantwell was distributed to the Board.

WALT

Jennifer Fenton

WALT members met Monday September 8th. Three \$300 scholarships were approved.

IG Coordinator

Elizabeth Iaukea

Elizabeth reported that there will be WLFFTA Friends workshops October 18th at King County Library System, and November 1st at North Spokane branch of the Spokane County Library System.

Awards Committee

Jan Walsh

The Chair will prepare the forms for mailing and posting online by the end of October.

Washington State Library

Jan Walsh

State Library continues to move ahead despite obstacles and challenges such as the statewide freeze on hiring, contracts, out of state travel and equipment. The Heritage Center is still planning to open in 2012; the WTBBL transition is completed, with only the building remaining.

Future Dates:

Conferences:

WALE Conference 2008 "Capitalize Your Career", October 2-4, Red Lion, Olympia
Conference 2009: "Impact & Influence" April 15-17, 2009, Red Lion Inn at the Park, Spokane

Board Meetings:

December 5, 2008: Des Moines Library
March 12, 2009, Timberland Regional Library Headquarters

April 15, 2009 in the afternoon at the Spokane Conference, Red Lion Inn at the Park,
Spokane
June 4-5, 2009 Board Retreat

2009 WLA Legislative Day: March 13, 2009 United Churches, Olympia

The meeting was adjourned at 3:00 p.m.

Approved (date): _____

Karen Highum, Secretary

Martha Parson, President