

WASHINGTON LIBRARY ASSOCIATION
Board Meeting
Highline Community College Library
Des Moines, WA
December 5, 2008

Reported by Karen Highum, Secretary

Attending:

Jonathan Betz-Zall, ALA Chapter Councilor
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
Jennifer Wiseman, Coordinator of Communications
Kristin Crowe, Executive Director
Judy Cookson, Assistant Director
Lisa Oldoski, CAYAS Chair
Will Stuivenga, Member Services Chair, WLFFTA representative
Roz Thompson, WLMA Representative
Diane Cowles, Nominations Committee Chair
Martha Parsons, President
Laura Robinson, TRIP Chair
Erin Gordon, Ischool
Mary Wise, Alki Committee

President Martha Parsons called the meeting to order at 10:05 a.m.

The agenda was accepted as amended.

Approval of Minutes

Karen Highum

Motion: Move to approve the minutes of the September 12, 2008 board meeting as written.

Moved: Tim Mallory

Second: Priscilla Ice

Approved.

Announcements

Kristin Crowe

Results of the survey from Mary Ross should be kept in mind as we talk about issues for the next year.

Treasurer's Report

Priscilla Ice

Priscilla has spent her time on transition of bookkeeping systems. The new financial report was created from QuickBooks. The treasurer's job is looking at the big picture, but not doing the books—she signs off on checks and makes sure transactions are coded accurately. The old bank accounts are closed, except for one with some transactions. The full Treasurer's report is online. Priscilla and Kristin met with an accountant who will do an audit on last years' books and tax return (\$1500). We are now using accrual accounting.

Motion: Move that the annual budget be amended to add \$3,100 to the grants account (new code 4910) in order to bring the total budget to \$9,100.

Moved: Priscilla Ice

Second: Jennifer Wiseman

Approved.

There is a need to put a cap on how much will be spent on ALA leadership class.

Priscilla passed out a report from Kristin. We have to make changes in expenses/revenue because we are spending more than we bring in—see report. Investment fund was down 30% at the end of September (\$242,000). \$100,000 is held in savings.

Priscilla – National Library Legislation Day, Rand Simmons asked that we allow individual expenses at \$1800 instead of \$1500 for the 5 people attending the event. Question: Can we afford this activity? There is strong support to continue from the people who go.

Strategic Plan Action items needing Board Approval

Phil Heikkinen

Changes to the Strategic Plan that were recommended since the Retreat are included in the current version of the plan. Judy will add the updated report to the public site.

Motion: Move that the WLA Board approve the WLA Strategic Plan as updated.

Moved: Martha Parsons

Second: Priscilla Ice

Approved

Electronic Vote

Martha Parsons

Motion: Move that WLA accept MCA's Addendum to Management Agreement between the Washington Library Association and Melby, Cameron & Anderson and amend the 2008-2009 budget to reflect the \$1750 payment. The addendum says:

As agreed, Melby, Cameron & Anderson will provide staff support to WLA's WALE Conference beginning May 1, 2008 and through November, 2008, at an additional rate of \$250 per month to reflect the increased time and responsibilities. Prior to commencing a similar level of involvement in the 2009 WALE Conference, WLA and MCA will discuss whether this responsibility is to be ongoing and, if so, at what additional rate.

A meeting was held to discuss adjusting who will do what for the conferences next year. Martha will document the results.

Conference 2009

Sally Chilson

Sally will send the report to the Board electronically. The committee is working through the transition and documenting it. The Conference website will go live in the next couple of weeks. Heidi discussed some of the programs. Kristin and Sally will look at the contracts because the food costs are high this year. They will also look at the early member registration fee.

Conference 2010

Phil Heikkinen

Report is online. He confirmed that the conference committee jobs need to be assigned next. WLA will be treasurer for the conference. He will meet with Kristin, Priscilla, Katie Cargill, and Sally to discuss how this should work, using experience gained at the joint conference with OLA. Questions that were asked: Should WALE join the WLA conference or WLMA conference? Or should we alternate WLA & WALE conferences. Discussion of those issues will be held at the next Retreat. Because of the cost of The Empress Hotel, Phil will look at arranging other hotel blocks.

WALE Conference 2008 Final Report

Heidi Chittim

Report is online. The conference did not make a profit for the first time. There were good numbers attending, but they almost didn't fill the room block. They held their first pre-conference, which was successful. Priscilla noted that they need to separate the pre-conference monies from the conference account. The 2009 WALE conference will be held in Wenatchee. They will decrease the room block numbers.

Legislative Day Planning

Jennifer Wiseman

Legislative Day will be held March 13th at The United Churches of Olympia. There will hold an advocacy related program the night before, after the Board meeting.

Action Items

Conference 2011. The person who had agreed to be chair has moved out of Yakima, so we need to find someone to run for conference chair for 2011 in Yakima. Mary Wise has agreed to run.

Communications Update

Jennifer Wiseman

Jennifer handed out her report. She is working to create a committee description for a new Marketing & Communications Committee, as well as an update of the Member Services Committee description. The documents will be ready for review at the next Board meeting. She is working with Julie Miller and Mary Wise to create a web template for Alki on the WLA website. She is drafting an RFP seeking a market research firm to assist with the development of a broad needs assessment of the Association.

Motion: Move to add the intellectual freedom core value statement to the strategic plan.

Moved: Jonathan Betz-Zall

Second: Tim Mallory

Approved.

Legislative Priorities for 2009

Mike Wirt

The legislative priorities are listed in the online report.

Motion: Move to adopt 2009 WLA legislative priorities.

Moved: Mike Wirt

Second: Jennifer Wiseman

Approved.

Administration

Kristin Crowe

A change to the WLA bylaws is needed to allow online voting. It must be voted on by the members at the annual business meeting. We could use the Event register (\$500) or Zoomerang (\$25). Judy Cookson will send the possible change to Kristi Coomes.

Member Services

Will Stuiivenga

Discussion about whether to provide a percentage discount coupon for conference or workshop registration for inclusion in new member “welcome wagon” packets distributed to new members (first time, or minimum x years since previous membership).

Another suggestion: discount on membership fee for first time members.

The topic was tabled to the next Board meeting.

The Committee thinks a Mentoring program for new members is important. We would need to find someone to arrange it. Social networking sites might be used to pair up people. Martha reported that there is a WLA Facebook account.

Jennifer Wiseman reported that the needs assessment work will be outsourced. She has drafted an RFP and will bring proposal to the next board meeting.

Nominations

Diane Cowles

Motion: Move that the slate of candidates presented be approved by the Board to be voted on by the membership in early 2009.

Moved: Diane Cowles

Seconded: Priscilla Ice

Approved.

The persons who have agreed to run for office:

Vice-President/President-Elect: Brian Soneda & Jennifer Wiseman

Treasurer: Katie Cargill

Coordinator of Strategic Planning: Joy Neal

PNLA Representative: Sue Anderson & Heidi Chittim

ALA Representative: Kay Vyhnanek & Cher Ragvani

Conference 2011 Coordinator: Mary Wise

WLMA Representative

Roz Thompson

The current president is Dave Sonnen from Edmonds. New committees have been added. Their lobbyist is working with them to help school libraries advocacy. They are also working to embed libraries in what the state does for basic education.

Presentations

Event Register

Judy Cookson

Judy demonstrated how to register online for membership.

Stony Hill presentation

Kristin Crowe & Judy Cookson

Judy demonstrated Stony Hill software. The software could be used to Web stream IG videos, classes or conference events that can be placed on the website. Would this be a way to make money? There is one hour free to be used before Feb. 15, 2009. There is a studio at the office that can be used to make the videos.

The standard conference contract will be adjusted to allow video taping of the conference sessions.

Officer, IG & Committee reports:

Reports are available on the web and will be presented as time allows during the meeting.

Transition:

Sally Chilson appreciated the quick transition with the assistant director position.

Heidi Chittim --WALE Conference was the first conference, so they ironed out the concerns and roles.

The member database has been created, and many reports can be produced by Judy. Will asked for a report of the how many people pay dues at each level.

Budget Committee will be discussing revenue, including institutional dues.

TRIP: _Laura Robinson

Laura wanted to know who to contact for information-- ask Kristin or Elizabeth, or the IG Representative.

WALT: Jennifer Fenton

WALT is offering 3 scholarships (\$300 each) for Spokane.

CAYAS: Lisa Oldoski

CAYAS lost money on the fall workshop, because big library systems didn't send staff.

They will hold a spring workshop, but might not have a fall workshop next year.

WLFFTA: Will Stuiivenga

He went to the WLFFTA workshop, but numbers were down.

Priscilla Ice asked if we should provide coffee for Board meetings. One travel container will be provided. At Timberland they will provide coffee.

ALA Councilor: Jonathan Betz-Zall

Report is online. ALA's Chapter Relations Office now maintains a wiki; Jonathan has posted information about WLA on it, and encourages others to do so.

Alki Editorial Committee: Mary Wise

Winter issue is in the editing process—it will be out at the beginning of January. The committee needs 2 new members.

Future Dates:

Board Meetings:

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 2:45 p.m.

Approved (date): 4-15-09

Karen Highum
Karen Highum, Secretary

Martha Parson
Martha Parson, President