

**Minutes  
(unapproved)**

**WALT**

1/26/07

10:00 – 3:00

Shoreline Library of King County

**Facilitator:** Jess Chandler  
**Note taker:** Jeanne Fondrie  
**Attendees:** Mary Ross; Kandy Turk; Jess Chandler; Jennifer Merry; Elizabeth Iaukea; Jeanne Fondrie; Darlene Pearsall; Christa Werle; Kate Laughlin

When you leave this meeting, we will have:

1. Welcomed any new members, guests, and the usual suspects
2. Approved minutes of 12/08/06 WALT meeting for changes, or additions
3. Completed plans to receive nominations and conduct elections for WALT Officers
4. Reviewed programs for WLA (including IG Meet & Greet) and shared comments, thoughts, planning strategies
5. Reviewed WALT finances and planned expenditures
6. Brainstormed potential statewide impact training. This also includes discussion of the WLA Strategic Plan (Item 2.2.6)
7. Shared current programs, strategies, issues, and training needs

<b>10:00 – 10:05</b>	Welcome	Jess
<b>10:05 – 10:15</b>	Ice breaker	Darlene

<b>Item #2</b>	Reviewed minutes of 12/08/06 WALT	All
<b>10:15-10:20</b>	meeting for changes, or additions	
Discussion: CLENE reception review: a good time was had by all.		
Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Write summary for CLENE newsletter	Darlene	

**Item #3**  
**10:25-10:45**

Completed plans to receive nominations and  
conduct elections for WALT Officers

All

Discussion: We can take nominations for officers here and at the WLA conference. A specific nominating committee could come up with a slate also if needed.

Nominations: We need commitments before WLA conference in April. We could email WALT list about the meeting at WLA and about nominations. As of 2006 we have 46 members.

Current officers: Chair Jess Chandler, Vice-Chair Laurel Steiner, Webmaster Darlene Pearsall, Secretary/Treasurer Jeanne Fondrie, Program Chair Mary Power. Mary P & Laurel are in their first year and the remaining officers are in their second year.

Current Nominations for 2007-08 from this meeting: Chair: Jennifer Merry; Vice-Chair: Laurel Steiner for a second year; Webmaster: Kandy Turk (current Webmaster uses FrontPage, emails html files to Lisa Hill, WLA Webmaster); Program Chair: Kate Laughlin, and Mary Power for a second year; Secretary/Treasurer: Nancy Schutz

Proposal: we should change bylaws so Web position is for 2 years, and WALT purchases the software, which would have to be updated every 2 years anyway.

Proposal: place on the ballot for WALT meeting at the WLA conference that we change by-laws to state that officers serve for 2 years with a maximum of 4 consecutive years per office. This way the officer turnover is staggered so that experience is carried over.

Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Announce open officer nominations to all WALT members	Jeanne	March 1
Prepare to take nominations from the floor at WLA	Jess	April 18
Prepare to vote on officers and bylaws change at WLA	Jess, Jeanne	April 18

<b>Item #4</b> <b>10:45 – 11:15</b>	Reviewed programs for WLA (including IG Meet & Greet) and shared comments, thoughts, planning strategies	All
<p>Discussion: Pre-conferences presentation by Mary Ross. She urged us to promote these to our staff as WLA needs good registrations for pre-conferences to go.</p> <p>Interest Groups Meet ‘n’ Greet will be 1 hour instead of the usual 1 ½ hours, so there will be no time to pitch each group and raffle baskets. From the meeting minutes from Oct. 2006 meeting, Darlene and Laurel volunteered to purchase/organize a basket with \$100 of WALT funds and a basket donated by Jess. We could put basket at registration with a sign and then raffle the basket at WALT meeting. If there is no I.G. promotion, we could do the basket raffle at the WALT programs. Two WALT programs are at same time Friday afternoon, Darlene’s on email and Elizabeth’s on Web conferencing.</p>		
<p>Conclusions: We will go ahead with plans for a basket and wait to hear from IG chair what the raffle procedures will be.</p>		
Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Darlene and Laurel will prepare a WALT basket	Darlene and Laurel	April 18
Communications to determine how to promote WALT/basket	Jess to members	April 1

<b>Item # 5</b> <b>11:15 – 12:00</b>	Reviewed WALT finances and planned expenditures (combined with item #6)	All
<p>Discussion: Need to spend \$2302.70 by July. There is \$1795.70 to spend after the joint WALT/CLENE reception at ALA Midwinter, where we spent \$507. We will award two \$300 scholarships, which come out of \$1795.</p> <p>Suggest that WALT could sponsor a scholarship to join WLA. We could also sponsor a WALT retreat.</p>		
<p>Conclusions: none yet</p>		
Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Jess will investigate how a scholarship could be handled through WLA; the retreat option will be discussed at our next virtual meeting.	Jess for virtual meeting	April 6

**Item #6**  
**11:15 – 12:00**

Brainstormed potential Statewide impact training. This also includes discussion of the WLA Strategic Plan (Item 2.2.6)

All

Discussion: Strategic Plan 2.2.6, the WLA statewide training plan. WALT can't do all the training but can do needs assessment. Mary R proposed to WLA board that WALT not do this in isolation but work with the iSchool at the UW, library tech programs, and the State Library, which was well received by the Board. Could recruit an iSchool student to work on this, and in exchange we will pay student's attendance and expenses at the WLA conference.

Needs assessment: an online survey is not enough, need focus groups within WLA and with small libraries. Survey should be in-person, online, and some done at the I.G. retreat in June. Then use the survey to help guide what the State Library and what WLA are doing. Elizabeth suggested involving the Bibliographic Center for Research and OCLC because there are member rates for BCR & OCLC training.

Elizabeth: the State Library is getting Gates Foundation money for technology training for small libraries. We could put together a package and maybe WALT members, especially on the east side of the state, could facilitate focus groups. The State Library has a subscription to Horizon Wimba, so could use that, too, and can capture evaluations and data with Survey Monkey. Good opportunity to raise awareness of who's doing what: WebJunction, the State Library, etc. An iSchool student could go through the State Library's continuing education grant applications for ideas.

The WLA board has approved a travel grant, up to \$500 per individual, for travel for the purpose of continuing education, including participation in programs such as library-to-library in another country or speaking at a conference.

The State Library's five-year plan drives all plans and funding for the next years. Training associated with all these projects. Future conferences like Planning for Results – what would an ideal library look like in the next 5 or 10 years. WALT ideas:

- Guila Muir's Five-Star Presentations: librarians/reference librarians are presenting to groups, such as on databases, and they need public speaking skills as well as troubleshooting equipment and technology. The State Library could come up with a curriculum on databases, but people also need training on logistics of doing workshops. Librarians need training not just on doing presentations but also pre- & post- workshops as well. Take a speakers' bureau approach to packaging a presentation, how to put together a packet of presentations.
- WLA Conference pre-conferences as stand-alone workshops.
- WLA conference workshop proposals that were rejected – do as independent workshops.
- "Getting into the Shoes of Your Patrons," instead of customer service: customer service has to come from every part of a library, vision, have to know what competencies are, have to be written into job postings, into coaching, into rewards and recognitions, and train supervisors how to model these.

WLA conference in 2008 will be a joint conference with OLA in Vancouver, Wash. at the convention center & hotel. This would be a good time to do a training showcase like CLENE has done at ALA, with a demonstration and handouts of trainings: demos of Camtasia, etc., like at a poster session.

PNLA conference August 8-11, 2007, in Edmonton, Alberta: "The Boom to the Echo," proposal deadline is Feb 1.

Conclusions: At the next virtual meeting and at WLA conference meeting we will tighten up plans for workshops

Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Survey our administrations to see how many staff we would send to the pre-conferences programs that WALT could do as stand alone workshops. Send proposals for workshops to Jess. Deadline for proposals end of June.	All	

<b>Item #7</b> <b>1:30 – 2:45</b>	Shared current programs, strategies, issues, and training needs	All
Discussion:		
<p>Seattle Public Library staff day: a committee put together the day, and there were committees for each part: wellness fair, prizes. Basket challenge by branch for prizes. Prizes for logo contest, staff emcees (such as a vacation week at someone's cabin), drawing for prizes right after lunch to get people back. Wellness fair: massage therapists during breaks were the biggest hit. For next time, recommendation for wellness activities instead of a fair. Staff arts &amp; crafts display where staff were able to buy and sell items. (Foundation putting together a cookbook for fundraiser.) Fashion show during anime and manga workshop.</p> <p>Seattle PL is developing a formal mentoring program: workbook, mentors, protégés, 6-month relationship. Supervisors attend the first meeting.</p>		
<p>Appreciation for Mary Ross upon retiring from Seattle PL: a big thank you to her for organizing the original WALT group. Gift &amp; card &amp; cake. Kate invited all to reception for Mary at Greenwood Library. Feb. 6 is her last day.</p>		
<p>Jess: she is using a WALT scholarship to attend Synchronous trainer certification process; 1<sup>st</sup> part is using Horizon Wimba. Attended a diversity training, which was life-theater, experiential, with Barbara Dean, Diversity Learning series (\$1300 at nonprofit rate, Jess volunteered). About 200 people at each session.</p> <p>Elizabeth: the State Library has two free slots for instructor training on Wimba; she will send out information. Also, LiveMeeting has good online training. Screencasting would be good conference topic: how to do it, what are products. SirsiDynix Institute is also a good source for topics.</p>		

<b>Item #8</b>	Review plans and objectives for next meetings	All
Discussion: Virtual meeting hosted by the State Library using Horizon Wimba, for 1 hour, before WLA, to go over conference plans: April 6, 10-11am		
Conclusions: Jess will poll those wishing to be included in April 6 meeting prior to April 6.		
<p>2007 Meeting Schedule:</p> <p>June 15, 10am-3pm at Shoreline Library</p> <p>Aug. 24, 10am-3pm, at Sno-Isle administration building</p> <p>Nov. 2, 10am-3pm – Shoreline Library</p>		

Everyone is reminded WLA dues are due!