



**WLA Board of Directors Meeting  
April 26, 2018, 2:00-4:00pm  
Held online using Zoom**

**Present Board Members:** Rhonda Gould, Craig Seasholes, Brianna Hoffman, Kim Hixson, Joe Olayvar, Dave Sonnen, Emily Keller, Chris Skaugset, Linda Johns, Christine Peck, Shannon Adkins

**Present Committee, Division, and Section Chairs:** Jeannie Fondrie, Ann Hayes-Bell, Sonia Gustafson, Sam Wallin, Gerie Ventura, Sheri Boggs, Brian Haight, Karen Kline, Marianne Costello

**Present Staff:** Kate Laughlin, Laurie Miller

**Notetaker:** Rhonda Gould

Meeting called to order by Craig at 2:00 pm.

**Consent Agenda:** Minutes from previous meeting will be sent with the next Board Packet.

**WLA Mission Statement (Kate on behalf of Brian Hulseley, MarkCom Chair)**

- The new WLA mission statement was enthusiastically approved at the February Board meeting. Adding the mission statement to the bylaws will require a membership vote.
- The Task Force has continued since the in-person meeting and brings forward the Vision Statement: "The Washington Library Association is a leader for Washington libraries. We are a dynamic, inclusive, and diverse community that provides advocacy, professional development, and leadership opportunities while promoting intellectual freedom and innovation." Move by Joe to approve as written, seconded by Chris. Passed unanimously.

**WLA Budget (Kim)**

- The Finance Committee and WLA office has worked hard converting the budget into this new format. The budget is now separated out by classes rather than lumped together in one class. This new format is much more transparent and clear. Craig says this will make the budget preparation for 2019 much quicker and is a much better perspective of the big picture.
- Joe moved to approve the budget as presented, seconded by Chris. Motion passed unanimously.
- Craig asked the Board to look at the budget proposals for the School Library Division and the 2018 WLA Conference. The WLA office will have these budgets out to the board later this month.

**Scholarship Recommendations (Jeanne)**

- In the scholarship proposal from the CE Committee, there are five scholarships, two specific to ScLD members and two to all WLA members. The committee wanted to ensure that former WLMA and WLA scholarships are still relevant. They created a model for future scholarships and a timeline for this year and next year. Amounts should be increased at some point. We would like to have other Divisional scholarships but would need to ensure sustainability.
- Kim moved, Brianna seconded to approve the scholarship recommendations as written, motioned passed unanimously.

## **Conference Update**

- The program selection team will be reviewing program proposals. We received over 120 proposals from all types of libraries, and with many collaborative partnerships among library types. The selection meeting will be next Monday. Kate sent the document with program proposals to the Board (will resend if necessary). Up to 80 total proposals will be accepted depending on space allocation in Yakima.
- The Conference Planning Committee has secured Ijeoma Oluo as a keynote speaker. They are working on securing others. Deborah Jacobs (from the Gates Foundation) has been asked to be the opening keynote, and she is checking her availability.
- The conference theme is “Cultivating Communities, Harvesting Ideas.”

## **Divisional Accounts/Organizational Balance**

- Each WLA Division has an account balance. When WLMA merged with WLA and later became the School Library Division, they retained a large amount of WLMA’s former funds. This means that the ScLD balance is significantly higher than the other three Divisions.
- Can WLA reseed the other three Divisions by transparently moving sitting funds (e.g. WLA investments) or by re-allocating funds in the existing budget? Budget projections for this year are conservative. If re-allocations occur, the Divisions may have the ability to provide educational opportunities that could sustain their Division accounts.
- The Finance Committee was requested to review the options and present to the Board at a later meeting.

## **501(c)4 vs. 501(c)3 Status**

- WLA has been looking at possibility of transitioning from 501(c)4 to 501(c)3. One major benefit of 501(c)3 status is that charitable donations may be solicited and grants may be sought.
- If a “significant portion” (20-25%) of an organization’s operating expenses is spent on legislative lobbying, they are unable to be 501(c)3. WLA spends approximately 8% on lobbying, so we are well within this restriction.
- The Board received nonprofit training in January and met with the WLA attorney to discuss the transition. The estimated cost from the WLA attorney for the status change is approximately \$2,000.
- Joe moved to continue the exploration and pay Judy Andrews to draw up the paperwork to move toward a 501(c)3 status, seconded by Chris. Motion passes unanimously.

## **Rename CE Committee (Jeanne)**

- Jeanne requested that the Board approves changing the name of the Continuing Education Committee to the Professional Development Committee. “Professional Development” is considered more inclusive of all aspects of learning opportunities. Moved by Chris, seconded by Brianna, motion passed unanimously.

Adjourned at 3:59 PM.

Position	Name	Division/Section/Committee/Officer's mission	Goals Division/Section/Committee/Officer	Last Quarter activities	Recruitment and engagement of non-active members	How has the work of the Division/Section/Committee/Officer fit in with its mission and goals?	Tasks to accomplish by the next Board meeting	Board action requested
WLA Board Conference Planning Committee Chair	Kim Hixson Sam Wallin	Treasure Cultivating Communities - Harvesting Ideas	Adopt budget Complete the program selection for WLA 2018, complete the logo design for the conference.	Budget meeting, meeting with UW The WLA conference committee has a monthly conference call. Generally 6-12 members of the committee are on the call. Between each call, individuals have tasks that they work on and report back on the next call. The conference chairs generally work together as a smaller team to sort out	We polled the WLA membership for interest, and sent targeted requests to individuals, as well as libraries in the Yakima area, to create a committee that well-represents the different types of libraries served by WLA.	Fiscal We're all just working away on putting the conference together. Kate helps us focus on the most immediate tasks, and provides great continuity for us as well, drawing from experience of multiple previous	Implement budget Depending on when the meeting is, we may have a big part of program selection completed, and hopefully the logo will be finished as well.	Adopt budget No action requested, as far as I know.
Legislative Planning Committee Chair	John Sheller; Craig Seasholes	Monitor state legislative activities of interest to our members; recommend legislative action to WLA board via the WLA President.	Publish a summary report to our members in the July Alki. Plan for a conference program.	The WLA Legislative Committee is co-chaired by a member and the current WLA President. Committee members include representatives from all four WLA Divisions: Academic, Public, Schools & Special Libraries. Additionally, the committee welcomes and appreciates participation from the WLA Federal Relations Coordinator; and student members from the WLA Library and Information Student Section. During the 2018 state legislative session January 8 - March 8th committee members met weekly. We were informed of legislative activity by WLA lobbyist Carolyn Logue and facilitate in person WALT Meeting on Feb 23rd and online meeting on April 4th. Topic covered and actions taken include: A group discussion on harassment training (vendors, best practices, current practices, resources etc..) A discussion and decision on sponsorship opportunities for WALT at the WLA conferences in October. Virtual Reality session and Gracious Spaces Session being submitted as RFP with WALT listed as Sponsor.		Q1 of 2018 coincided with the state legislative session, and the most active the committee will typically be in a calendar year.	Plan a conference session on legislative advocacy for our members.	Continued budgetary support for WLA lobbyist.
WALT Chair	Brian Haight	The primary purposes of Washington Library Trainers shall be to share information, communication, learning, and support for those involved in or interested in:  Training, career development, and continuing education for library staff Education and instruction for library users	Create agenda for in person WALT Meeting May 25th and online meeting June 27th. Confer with Program Chair Elizabeth Oder on learning/training topic for in person meeting on the 25th. Find out what RFP for 2018 WLA conference session have been selected and approved.		Regular meeting minute are taken and sent out to all WALT members and posted on WALT web pages. WALT meets together in person in a variety of locations geographically to allow for members who haven't attended recently and/or regularly to attend. Next in person meeting is scheduled for May 25 in Tumwater at the State Library. Options to join in this meeting virtual with the use of Zoom software is available to those that can't travel the distance.	In addition to the above mentioned about the training topic and conference sponsorship, WALT has heard a report back on the State Library CE needs assessment and members have been encouraged to be on a State Library panel to analyze data. Also discussion about a vendor list to be put together by the CE committee at WLA to benefit all library trainers across Washington. Plans in the works to pursue this idea.	Schedule the rest of the meetings for WALT in 2018	
Lobbyist	Carolyn Logue	Library Advocacy	1. Assist with implementation of \$20/FTE School Library funds 2. Ensure WLA's engagement with broadband access interim activities 3. Attend AWB Early Learning Seminar to gauge potential business allies in their arena and look for opportunities to partner libraries with local businesses 4. Develop capital projects ask for libraries 5. Work with Department of Archeology and Preservation on the capital needs assessment for distressed county libraries 6. Work with WLA Legislative Committee to develop interim plan	See final legislative report	N/A			
WLA Board PNLA Rep	Linda Johns	To represent Washington at PNLA	Prepare for tabling at the PNLA conference (Kalspell, August 1-3, 2018). What kind of presence and giveaways (if any) do we want to offer?  Prepare to present at conference: Representing Washington authors in the "Reading the Region" session  Following conference prep because the 2019 conference will be in Spokane and I'll be heavily involved in planning.	I attended the PNLA retreat at Dumas Bay Conference Center in Federal Way (a terrific site for nonprofit meetings/retreats, by the way) in February. PNLA is completely volunteer run, without the tremendous support and guidance WLA has by working with Primary Source. Board members are committed to the region and to providing opportunities for library staff to gain professional development and leadership skills.  Of the PNLA state/province library association members (WA, AK, ID, BC and Alberta; Oregon Library Association has elected to not be a member of PNLA), Washington has the most library staff who are PNLA members. We are also the state/province with one of the strongest state associations, so it was particularly interesting to note. Is it the density of western Washington that brings more interest and members to PNLA? It would be interesting to look at the overlap of members between the two organizations.				Guidance on how we table at other conferences!
WLA Board President	Craig Seasholes	To be aware of, support and promote the efforts of the Washington Library Association	Represent WLA at SLJ Librarians BaseCamp May 5th, planning team member Coordinate ALA Legislative Advocacy Day efforts, Support WLA committee efforts, especially as regards membership promotion and advocacy Presenting with ALA "State Ecosystems" webinar in May	Attended board meeting, legislative, finance, and mission/vision meetings as well as Academic membership conversation with UW libraries Attended ALA Advocacy BootCamp and Signing of SB6362 with WLA ED Pitched and appeared in TVW feature on School Libraries in WA, airing TBD Opening Keynote speaker at Utah School Librarians Association conference UELMA		Shining a light and working to keep up with strong committee leadership	Recruit Spokane Conference co-chair, planning with Yakima Conference	Explore, promote and set plan for institutional membership pricing structure appropriate to smaller institutional members, schools.

Continuing Education Committee Chair	Jeanne Fondrie	Foster professional development and continuing education opportunities for all library staff.	* Develop process for WLA scholarships once the proposal is accepted by WLA Board * Develop plan to continue the WLA mentoring program * Participate in the selection process for WLA 2018 Conference programs	* The CE Committee developed a proposal for the former WMLA scholarships and the existing WLA scholarships to send to the WLA board. There were 5 members who participated in editing the proposal, plus two school division members who drafted the original proposal. * Approved drafting a proposal to the board to change the name of the committee to the Professional Development Committee.		Developing a scholarship process for all of WLA will foster professional development and continuing education of members.	Develop and implement an interim scholarship process for 2018.	* Approve the interim proposal for the former WLMA and WLA merged scholarships, as well as set amounts for each. (Proposal will be submitted as a separate document to WLA office.)  * Approve changing the name of this committee to Professional Development Committee (from Continuing Education Committee). Professional development encompasses more activities than just continuing education, such as informal learning networking and mentoring as well as Stay tuned:>
WLA Federal Relations Coordinator	Cindy Aden	To keep the board informed of issues and activities at the federal level that impact libraries in Washington state and WLA.	The looming issue is on-going federal funding. Washington State receives over \$3M per year from IMLS, and that money is part of annual federal budget negotiations. This year the IMLS agency must be re-authorized AND funding for 2019 must be secured. Both issues are up in the air at this time. The Federal Relations Coordinator (FRC) (who is also the State Librarian) will be traveling to WA DC on May 6-9, along with 6 other Washington delegates--many of them WLA board members and other library leaders from around the state--to meet with all members of the Washington delegation and discuss the great work being done by libraries in this state and why that federal money is important. We have secured appointments with half of the delegation, and we will have 100 percent confirmation before we depart. Seeing these two important issues	The FLC has been actively following legislative issues and interacts frequently with the library issues analyst in Patty Murray's office (Manuel Contreras), the ALA Legislative office (esp. Lisa Lindle and Marci Merola) and the legislative policy director of the Secretary of State around library issues at the federal level. Issues that need a statewide response are shared with WLA and with the public library directors through a listserv housed at the State Library. The Secretary of State is kept informed so that she can be an effective advocate; she is willing to travel to Washington DC and add her voice to these issues if necessary. Additionally, the FLC had the recent opportunity to address a group of western state IT directors and broadband providers and to emphasize the need for them to talk to their local state librarians and learn how to support IMLS funding and re-authorization.	N/A	The work of keeping in touch with issues of national importance and keeping the library directors and WLA board informed directly supports WLA's mission in leading, advocating educating and connecting.	Meeting with our federal legislative delegation, keeping WA librarians informed of the status of federal funding and the need for local campaigning.	
CAYAS Chair	Whitney Winn	Promote excellence in library service to children and young adults in Washington State. Work for recognition of work with children and young adults as a service specialty. Achieve a standing equivalent to other service specialties in library classification, salary schedules and promotion. Encourage, promote, sponsor and report workshops, training sessions and continuing education	Plan workshops and training sessions to offer professional development activities for youth services librarians. Increase member engagement through our communication channels. Promote youth services accomplishments through our communication channels.	Worked with WLA office to understand CAYAS budget and make plans for WLA conference. Submitted conference proposals for 1 panel (Booktalking the Best -- iSchool Liaisons) and 2 workshops (1 from CAYAS member/former steering committee member; 1 from Sound Discipline). Steering committee member and Chair Emeritus worked on planning a job-searching webinar to be executed in May.	This is something we are working on. We plan to host a Books and Brews meetup in June to engage and recruit members in the south King County area and create a communication plan to use email and social media to engage with members.	Our focus has been on revitalizing our professional development offerings for members.	Secure speaker/author for CAYAS breakfast at the WLA Conference. Continue planning other WLA Conference activities. Host a webinar about job searching in youth services (scheduled for May). Host a "Books and Brews" social event in south King County (tentative June). Create a communication plan for member engagement and promotion of accomplishments by members.	
WLA Board Director, ALD rep	Emily Keller	To support decision-making of the Association and the President.	Meet up with another WLA member who attended the nonprofit training to get up to speed on relevant issues facing the organization.	Participated in discussions with the Association Executive Director, Board, and my own institution regarding membership dues restructure, outcome pending. Participated in multiple discussions regarding development of WLA vision and values statements. Represented WLA		Through outreach to potential new and existing members, and support in advancing new strategic statements that will reinvigorate the Association's membership.		
Conference Planning Committee Chair (and Past President)	Brianna Hoffman		Continue planning the 2018 WLA Conference in Yakima, WA. Identify speakers and complete speaker agreements, select a diverse slate of program sessions, coordinate events for conference.	The conference committee has been meeting regularly. Logo is in development. Program selection is occurring at the end of April.	Collaborating with key stakeholders in all WLA divisions, achieving representation for each division on the conference committee.	The committee continues to be committed to a diverse slate of sessions and events to appeal to all types of library professional.	Select sessions and notify presenters, create and approve logo for conference, identify and confirm keynote and event speakers, identify and confirm a variety of events for conference.	None at this time.
Special Library Division Chair	Danielle Miller	The Special Library Division unites and strengthens membership by promoting continuous learning, partnerships, and sharing common skills and expertise utilized in specialized library and information settings.	Hold a Division meeting a plan a special library tour.	Sent a survey to members about what activities they would like to see from the Division; recommended member for Marketing committee; invited SLA PNW members to contribute programs to WLA annual conference.	Connect with SLA PNW, reach out to other specialize library organizations, student groups.	Effort to solicit ideas about how to engage current members of the the Division, how to grow the Division.	Hold meeting via Zoom.	Possible assistance in coordinating Zoom meeting.

Member Services Committee Chair	Christine Perkins	Increase individual and organizational membership in WLA.	Refine "Why Join WLA" presentation and make it available to pairs of WLA members across the state who will target library systems, school districts, and library industry corporations to give in-person pitches to get people to register as WLA members.	Drafted "Why Join WLA" presentation. Began reviewing membership rosters to identify libraries and organizations with membership growth potential. We have 5 people total in our member services committee, two representing public libraries, one for school libraries, one for special libraries, and one library school student.	We have asked WLA leadership to identify potential members and we have emailed academic library contacts (without success). One committee member recruited another.	We're trying to get the infrastructure together to prepare for a statewide membership recruitment effort.	Start making some presentations in the Bellingham and Seattle/Tacoma areas (and Ellensburg?) (where our committee members are) so we can get some new members and model how to do face-to-face recruitment.	Continue to send names of potential committee members our way.
School Library Division Chair	Marianne Costello	This is a year of creation as we are the first full-functioning-with-a-budget school library division steering committee. We will be creating the path for the future of our division.	Membership, Advocacy, Hold a steering committee retreat to write charters.	We had a booth at NCCE, we developed messaging regarding new legislation. Most of the steering committee was together at NCCE and so we were able to discuss goals for increasing membership. We have been holding phone conversations regarding the new legislation providing funding for school libraries from the MSOC funds. We coordinated sessions for the next WLA conference.	We are in the process of creating a list of all school library personell in this state. The state library is supporting this effort by appointing a person to collect the data. We will be reaching out at edCamp, SLJ meeting and the PSESD Library Institute. We helped fund a booth at NCCE. Ralph Hayden is point person for this project.	Our priorities are PD, Funding and grow members. We have been successful in all three and will continue this work.		Please approve our budget.
WLA Board Member, ALA Chapter Councilor	Christine Peck	Report to WLA membership concerning ALA initiatives.	Will attend Virtual National Library Legislative Day in May & ALA Annual Conference/ALA Council & Chapter activities in June.	Attended ALA Midwinter in February. Provided Executive Director, President & President Elect with MW Chapter Relations highlights.				<ol style="list-style-type: none"> <li>1. Decide if we need to consider allocating time &amp; budget expenses to utilizing Engage more fully for WLA.</li> <li>2. Decide if we need to consider allocating time &amp; budget to exploring how to use ALA "Libraries Transform" materials for WLA &amp; WA libraries.</li> <li>3. Check in to see if WA/WLA has identified a "lead advocate" for all WA congressional districts.</li> <li>4. Decide if we want to staff a WLA booth at 2019 ALA Midwinter Exhibits in Seattle</li> </ol>
IFS Chair	Rosalie Olds and Karen Kline	The purpose of our section is to raise awareness of intellectual freedom issues such as censorship, protecting privacy and uphold the basic rights of patrons and those in the library community. We also provide an opportunity for training and discussion through programs at the annual conferences and other workshops and communications throughout the year.	Continue to update our website, oversee a proposal for a workshop at WLA, set up a continuing ed opportunity around Intellectual Freedom before the end of 2018.	Karen Kline co-chair and Rosalie Olds co-chair submitted a proposal to the WLA Conference committee for a panel at WLA with an author, law librarian, selection librarian, and public librarian on it. We've also worked to update our webpage, getting rid of broken or bad links, adding new links, and evaluating the content for relevancy.		Yes	Develop a continuing education event on an area of interest to those passionate about intellectual freedom	
WLA Board Director, SpLD rep	Joe Olayvar	*To help WLA realize its goals by representing the interest of Special Libraries on the board, and by offering whatever my skills and talents can contribute to the betterment of Special Libraries as a whole through WLA action.	*Collaborate with Special Library Leaders to better understand how WLA can help them achieve. *Pass the new budget. *Help decide best course regarding WLA's decision on its non-profit status *Participate in all meetings.	*Attended online meetings. *Passed the WLA Mission statement. *Helped refine the MVV.	*Have not engaged yet with recruiting activities.	*No actions have had direct correlation with the needs of Special Libraries, but have had an impact on the overall WLA landscape as refining of its goals and reorganization continues.	*Hope to reach out to Special Library Leaders	*None.
Public Library Division Chair	Amber Williams	In the works!	In the works!	We hosted our first morning meet-up and 11 people attended virtually. Monthly emails are reaching all members and I have received feed back and suggestions about what	This last time around we worked to connect members to resources- especially each other and encouraged participation in WLA's conference		Another Zoom meeting where I will introduce ideas I've heard about what our aspirations for	None at this time.
WLA Board Director, ScLD rep	Dave Sonnen	Represent the School Library Division and school libraries (librarians) on the board and communicate between the two groups.	Continue communication between the board and the ScLD Steering Committee and participate on the CEC.	Attended CEC committee meetings and Scholarship Proposal Sub-Committee meetings. Attended "What's New in Children's Lit." workshop by BERS in Tacoma. Attended the Washington Children's Choice Picture Book Award committee's book selection meeting in Richland where we		Actively participated in the creation of a scholarship plan. Communicated with school librarians about WLA in Tacoma and Richland (Tri-Cities).	Continue to work with ScLD leadership.	See CEC Committee request.
WLA Board Member	Chris Skaugset	To continue to learn more about WLA and the Board and to use my knowledge and skills to move WLA forward and to facilitate two-way communication with the Public Library Division (PLD) leadership.	Work with PLD leadership on mission/vision/goals for the PLD.	We had our first PLD online meet-up in February. We had a small but active group participate. I attended the training for non-profit boards in Seattle.		It all fits into the learning and communicating.	Continue to move forward in these areas.	None at this time.



## BOARD MEETING AGENDA

April 26, 2018 • 2:00 – 4:00 pm • Online Meeting (*access info below*)

**Read in advance of meeting:** Submitted Leadership Reports

**Meeting Facilitator(s):** Craig Seasholes

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TOPIC	TOPIC FACILITATOR	TIME
Call to Order	Craig Seasholes	2:00
Leadership Reports: follow-up questions/updates	All	2:05
New Business and Action Requests		
• WLA Vision Statement	Alpha DeLap	2:15
• 2018 WLA Budget	Kim Hixson/Kate Laughlin	2:25
• Scholarship recommendations	Jeanne Fondrie	2:55
Old/Ongoing Business and Updates		
• WLA Conference, October 17-20, Yakima	Katie Park/Brianna Hoffman/Sam Wallin	3:05
○ RFP update		
○ Keynote updates		
• Divisional accounts/Organizational balance		3:15
• 501(c) status		3:25
Closing questions or comments	Craig	3:40
Meeting adjourns	Craig	4:00

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### Future Board Meetings:

July 30, 2018, 2:00 – 4:00 pm, online

October 17, 2018, time TBD, Yakima Convention Center

### Zoom Online Meeting

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/488346328>

Or iPhone one-tap :

US:+16465588656,,488346328# or +16699006833,,488346328#

Or Telephone:

Dial (for higher quality, dial a number based on your current location) :

US: +1 646 558 8656 or +1 669 900 6833

MeetingID: 488 346 328