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 Hulsey, 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.
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<tr>
<th>Position</th>
<th>Name</th>
<th>Division/Section/Committee/Officer</th>
<th>Goals Division/Section/Committee/Officer</th>
<th>Last Quarter activities</th>
<th>Recruitment and engagement of non-active members</th>
<th>How has the work of the Division/Section/Committee/Officer fit in with its mission and goals?</th>
<th>Tasks to accomplish by the next Board meeting</th>
<th>Board action requested</th>
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<tbody>
<tr>
<td>WLA Board Conference Planning Committee Chair</td>
<td>Kim Hasen Sam Wallin</td>
<td>Treasurer Cultivating Communities - Harvesting Ideas</td>
<td>Adopt budget Complete the program selection for WLA 2018, complete the logo design for the conference.</td>
<td>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 the logistics of the conference. 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. 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 Q1 of 2018 coincided with the state legislative session, and the most active the committee will typically be in a calendar year.</td>
<td></td>
<td>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.</td>
<td>Plan a conference session on legislative advocacy for our members.</td>
<td>Continued budgetary support for WLA lobbyist.</td>
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<td>Legislative Planning Committee Chair John Shelter Craig Seasholes Monitor state legislative activities of interest to our members; recommend legislative action to WLA board via the WLA President</td>
<td>Monitor state legislative activities of interest to our members; recommend legislative action to WLA board via the WLA President.</td>
<td>Publish a summary report to our members in the July ABL. Plan for a conference program.</td>
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<td>The WLA Legislative Committee is co-chaired by a member and the current WPLA President. Committee members include representatives from all four WLA Divisions Academic, Public, Schools &amp; 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 legislation and updates from the WLA &amp; lobbyist Carolyn Logue, 3 year- and Facilitate in person WALT Meeting on Feb 23rd and online meeting on April 4th. Title covered 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.</td>
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<td>WALT Chair Brian Haight The primary purposes of Washington Library Trainers shall be to share information, communication, learning, and support for those involved or interested in: Training, career development, and continuing education for library staff Education and instruction for library users Library Advocacy 1. Assist with implementation of $20/FTE School Library funds 2. Ensure WLA's engagement with broadband access interim activities 3. Attend AWS Early Learning Seminar to group potential business sites in the area and look for opportunities to partner libraries with local businesses 4. Develop capital projects ask for libraries. 5. Work with Department of Archetypal and Preservation on the capn needs assessment for distressed county libraries 6. Work with WLA Legislative Committee to develop interim plan</td>
<td>See final legislative report N/A</td>
<td>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.</td>
<td>Schedule the rest of the meetings for WALT in 2018</td>
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<td>Lobbyist Carolyn Logue</td>
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<td>WLA Board PNLA Rep Linda Johns To represent Washington at PNLA</td>
<td>To represent Washington at PNLA Prepare for talking at the PNLA conference (Kalispell, 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.</td>
<td>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 (WLA, 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.</td>
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<td>Guidance on how we table at other conferences/</td>
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<td>WLA Board President Craig Seasholes To be aware of, support and promote the efforts of the Washington Library Association</td>
<td>Represent WLA at SLJ Librarians BaseCamp May 8th, planning team member Coordinate ALA Legislative Advocacy Day efforts, Support WALT committee efforts, especially as regards membership promotion and advocacy Presenting with ALA &quot;State Ecosystems&quot; webinar in May</td>
<td>Attended board meeting, legislative, finance, and mission/vision meetings as well as Academic membership conversation with UW libraries. Attended ALA Advocacy Boot Camp 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</td>
<td>Shining a light and working to keep up strong committee leadership</td>
<td>Recruit Spokane Conference co-chair, planning with Yakima Conference</td>
<td>Explores, promotes and sets plan for institutional membership, pricing structure appropriate to smaller institutional members, schools.</td>
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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.

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 lobbying issue is ongoing 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 make it to the floor of Congress is critical for the future of the libraries in Washington State.

CAYAS Chair

Whitney Wrin

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 To support decision-making of the Association and the President.

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 -- School Libraries) and 2 workshops (1 from CAYAS member/former steering committee member; 1 from Board 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 CAYAS breakfast at the WLA Conference programs, coordinate events for conference.

WLA Board Director, ALD rep

Emily Keller

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 restructuring, outcome pending. Participated in multiple discussions regarding development of WLA vision and values statements. Represented WLA at the Washington Library Foundation, and attended a meeting at the Architectural Conservatory. 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.

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.

Select sessions and notify presenters, create and approve logo conference, identify and confirm keynote and event speakers, identify and confirm a variety of events for conference.

Special Library Division Chair

Danielle Miller

The Special Library Division unites and strengthens membership by promoting continuing education, partnerships, and sharing common skills and expertise utilized in specialized library and information settings.

Host 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 PWY members to contribute programs to WLA annual conference.

Meet with our federal legislative delegation, keeping WLA librarians informed of the status of federal funding and the need for local campaigning.

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 WMA 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 mentorship, as well as stay tuned!*

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.

WASHINGTON LIBRARY ASSOCIATION

2018 CONFERENCE PROGRAMS

Promote youth services accomplishments through our communication channels. Offer professional development opportunities for all library staff.

* Participate in the selection process for WLA 2018 Conference programs.
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Rosalie Olds and WLA Board Member Chris Skaugset
To continue to learn more about 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.

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.

Continue to send names of potential committee members our way.

Dave Sonnen
Represent the School Library Division and school libraries (librarians) on the board and communicate between the two groups.

Work with PLD leadership on mission/vision/goals for the PLD.

Another Zoom meeting where I will introduce ideas I’ve heard about what our aspirations for the future of our division.

See OEC Committee request.

Chris Skaugestad
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.

It all fits into the learning and communicating.

Continue to move forward in these areas.

None at this time.

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.

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