

**WLA Board of Directors Meeting  
July 12, 2017  
Held online using Zoom**

**MINUTES**

**Present Board Members:** Brianna Hoffman, Darcy Brixey, Phil Heikkinen, Christine Peck, Josephine Camarillo, Emily Keller, Shannon Adkins, Heidi Chittim, Richard Council.

**Present Committee, Division, and Section Chairs:** Danielle Miller, John Sheller, Jeanne Fondrie, Diane Huckabay, Aileen Luppert, Brian Hulse, Alpha DeLap, Samantha Hines.

**Present Staff:** Kate Laughlin, Carolyn Logue.

**Meeting called to order at 9:08 by** Brianna Hoffman, with a quorum present.

**Consent Agenda:** Motion made and seconded to approve the minutes from the April 27 meeting. Motion carried.

**Removing \$5.00 Charge for Sections (Jeanne)**

- Jeanne explained \$5 fee was a "barrier to service"; Kate and Brianna commented; benefit to members, students; decrease to WLA revenue but likely to increase membership; Old model (\$5 ea/first free) doesn't fit current org structure
- Group supportive, no dissent offered; Discussion ended knowing finance committee has this on their recommendations as part of the member dues assessment underway.

**Software to Consider for Marketing Committee (Alpha)**

- Request for software; Buffer SM software allows multiple users schedule; \$100/year small across 5 users and multi domain; Brian explained benefits for social media team; Brianna discovered fee is actually \$100/month so Alpha will explore other options.
- Discussion of member survey options. Google has good tool for this. Alpha will follow up with office if needed. Brianna: Wants to do one...been so long. Kate cautioned to keep in communication on best timing to avoid proximity with other surveys being discussed.

**ScLD Webmaster Request (Brianna for Marianne)**

- Brianna explained this request was from the ScLD Chair for a paid webmaster position for their division; Kate explained that the former WLMA had many stipend positions due to having no staff prior to merge with WLA.
- ScLD needs full web page content review; other 3 Divisions need to determine and generate full web page content.
- Discussion of the time many volunteer positions demand and the logic of singling out webmaster for compensation over other demanding roles within WLA. Discussion of bylaws limitations.
- Alpha and Darcy both spoke to having any decision be equitable across divisions
- Decision made that Brianna will take this to the Integration Task Force for further discussion. Alpha offered to help.

**Utilizing ALA's Resources (Christine)**

- Libraries Transform campaign has been extended; ALA Advocacy Boot Camp...bring it to WLA? Perhaps use in retreat or as a spring standalone workshop, or paired somehow with Legislative Day.
- Brianna is excited about renewal; Brian in ALA Emerging Leaders meeting with Todaro, one person said that materials aren't licensed for modification; Christine, next step is to have people

work on it; Kate thinks pieces can be used and has used it for strategic planning; Brianna sees it being used by other libraries.

- Brianna: Advocacy workshop, we'd like to bring it to WA; Brianna recommended Marketing Committee look at Libraries Transform for rebranding effort
- Brianna and Kate will look at it for retreat.

### **Washington School Library Impact Study (Brianna for Craig)**

- Brianna is collecting questions and comments to take back to Craig; Gave background for ScLD request; the state organization that was going to finance the new study ended up canceling it and the person who would have done it, Liz Coker, subsequently left the organization; Reminded Board of previous approval of \$1000 for printing study
- Craig is asking for \$5500 to finance the study; he will also be asking WA State Library since last time study was done they chipped in \$5000
- Time-sensitive since Liz has between now and mid-August to do the work.
- Richard would like to see a detailed proposal; Brianna said she had something of a proposal from Craig via email.
- Kate asked can we get another or a multi-state sponsor since WA paid for this study last time, yet it was utilized by many states; Darcy: work with PNLA? NCCE? Heidi: pretty good showing of teacher librarians in PNLA, OLA's defection from PNLA did have an effect to that demographic
- Carolyn, see if there is a link to having access to school and public libraries through early learning programs.

### **Elections, Recruitment, Merit Awards (Darcy)**

- Awards, good turnout but not all received nominations; have shared nominations with various groups' Chairs to be decided by their selection committees.
- Elections are up and running online; gave a report on timeline ([see this link](#)); please spread the word to your networks and think about who you could nominate for open positions before Aug 1
- Brianna spoke of wonky Board Director term and having a one-time correction to SpLD to fix this system so two Directors representing divisions cycle on and two cycle off the Board each year.

### **Alki Journal (Brianna for Sheri)**

- Sheri and Frank swapping so she becomes Editor and he becomes Chair of the Editorial Committee; Brianna appointed these positions through end of 2018.
- Social Justice issue just released and was very robust. Editor had to stop taking submissions early due to response.

### **Legislative Activity (Brianna)**

- Brianna, great reports submitted by Legislative Committee and by Carolyn Logue
- John deferred to Carolyn; Carolyn 7/23 special session ends; Did get Capitol Budget that included what we wanted.
- Refer to attached reports for full details
- WLA has sent many letters and position papers; John and Andrew went to 2017 ALA Advocacy Day in DC
- Carolyn: take note of big change to paid family leave; set up state fund for up to 12 weeks of FML; Under 50 employees then employer doesn't pay into it but employee still does

### **Member Dues Assessment (Richard)**

- Finance Committee (FC) has been working on this diligently for about 6 months.
- Organizational (formerly Institutional) Member (OM) dues were first part of member dues assessment. Richard ran through OM dues document (see attached)

- Brianna: Presenting this with Kate at Public Library Directors (PLD) retreat tomorrow to solicit feedback.
- Richard: Spoke about where current OM dues fall compared to other states-highest currently; Proposed reductions to put us closer to high end of others.
- Phil: Doesn't favor raising the lowest end if too much of impact to those smallest OMs.
- Richard: FC met in late spring with group of PLDs of various sizes who didn't like tiered approach vs. percentage.
- Kate: Shared concern that WLA only offer options we're able to support; That we don't yet know how WLA will absorb loss of income.
- Phil: We pay more than any other state for lobbyists; contracts need renewal and renegotiation.
- Phil and Kate will follow up with 2018 budget projections.

#### **Joint Conference with PNLA in 2019 (Heidi and Brianna)**

- Deferred request from previous meeting to hold joint conference in Marysville; PNLA willing to hold it in the fall of 2019.
- WLA already holding joint conference with OLA in April 2019; impact to WLA office contract and volunteer recruitment if 2<sup>nd</sup> joint conference held would be considerable.
- Could WLA sponsor something at PNLA; work on preconferences or other involvement and assistance of some kind? WLA is open to this.
- Heidi was open to this and PNLA may stick to traditional summer timing.

There being no further business to come before the Board, the motion was made and seconded to adjourn the meeting at 11:00am.

## BOARD MEETING AGENDA

July 12, 2017 • 9:00-11:00am • Online Meeting



**Read in Advance of Meeting:** Board Meeting Minutes from 4/27/17; Submitted Board Reports; Legislative Reports

**Meeting Facilitators:** Brianna Hoffman  
Laughlin

**Meeting Minutes:** Kate

TOPIC	TOPIC FACILITATOR	TIME
Call to Order	Brianna Hoffman	9:00
Approve Consent Agenda <ul style="list-style-type: none"><li>Minutes of 4/27/17 meeting</li></ul>	Governing Board	
Board Reports: follow-up questions/updates	All	9:05
New Business and Action Requests		
<ul style="list-style-type: none"><li>Removing \$5 charge for Sections</li></ul>	Jeanne Fondrie	9:15
<ul style="list-style-type: none"><li>Software to consider for Marketing Committee</li></ul>	Alpha DeLap	9:25
<ul style="list-style-type: none"><li>ScLD Webmaster request</li></ul>	Brianna Hoffman	9:35
<ul style="list-style-type: none"><li>Utilizing ALA resources</li></ul>	Christine Peck	9:45
<ul style="list-style-type: none"><li>WA School Library Impact Study</li></ul>	Craig Seasholes	9:55
Old/Ongoing Business: Updates		
<ul style="list-style-type: none"><li>Elections and Recruitment</li></ul>	Darcy Brixey	10:10
<ul style="list-style-type: none"><li>Alki Journal</li></ul>	Sheri Boggs	10:15
<ul style="list-style-type: none"><li>Legislative Activity</li></ul>	John Sheller; others	10:20
<ul style="list-style-type: none"><li>Finance Committee<ul style="list-style-type: none"><li>Member Dues</li><li>Financial Policies &amp; Procedures</li><li>Budget</li></ul></li></ul>	Phil Heikkinen	10:30
Meeting adjourns	Brianna Hoffman	11:00
Deferred Action Requests: PNLA-WLA, possibility of Oct 2019 joint conference	Brianna Hoffman & Heidi Chittim	

## Legislative Planning Committee 2017 End of Session report

Recently enacted bills that may impact WLA, libraries, library employees, or retirees  
Below is a summary of state legislation tracked by the WLA Legislative Planning Committee. Full text of each bill is available at the State Legislature website [www.leg.wa.gov](http://www.leg.wa.gov) along with bill histories, fiscal notes and legislative staff analysis.

Also attached is a summary list of items monitored and lobbied by Duncan & Associates, on behalf of WLA, that have not passed the Legislature or been signed into law as of July 5<sup>th</sup>.

Members of the Legislative Planning committee perused these bills in their original, amended and adopted formats to evaluate their potential or likely impact to libraries. Please consult your library legal counsel for interpretation or analysis specific to your library.

2017 Legislative Planning Committee bill readers:

- Andrew Chanse, Spokane Public Library
- Nancy Ledebauer, Spokane County Library District
- Christine Perkins, Whatcom County Library System
- Patrick Rowe, Spokane County Library District
- John Sheller, King County Library System

### Early Learning

**HB 1719 *Washington Library Association*** will join the Governor's Early Learning Advisory Council (ELAC). ELAC advises the state Department of Early Learning on statewide early learning issues. ELAC has 23 members, and since its inception WLA has voiced interest in participating to include library expertise and experience with early learning.

**Effective date: July 23, 2017**

### Digital Literacy

**ESSB 5449** Beginning in the 2017-18 school year, current state law requires school districts to annually review their policy and procedures on electronic resources and Internet safety. In reviewing and amending the policy and procedures, a school district must involve a representation of students, parents or guardians, teachers, teacher-librarians, other school employees, administrators, and community representatives with experience or expertise in digital citizenship, media literacy, and Internet safety issues.

By December 1, 2017, Washington State School Directors' Association (WSSDA) must review and revise its model policy and procedures on electronic resources and Internet safety to better support digital citizenship, media literacy, and Internet safety in schools. The model policy and procedures must contain provisions requiring that media literacy resources consist of a balance of sources and perspectives. WSSDA must also develop a checklist of items for school districts to consider when updating their policy and procedures.

OSPI must create a web-based location with links to recommended successful practices and resources to support digital citizenship, media literacy, and Internet safety for use in the 2017-18 school year. Thereafter, OSPI must continue to identify and develop additional open educational resources to support digital citizenship, media literacy, and Internet safety in schools for the web-based location. Media literacy resources must consist of a balance of sources and perspectives.

By December 1, 2018, OSPI must survey teacher-librarians, principals, and technology directors to understand how they are currently integrating digital citizenship and media literacy education in their curriculum. The purpose of the survey is to determine ways in which teacher-librarians, principals, and

technology directors can lead, teach, and support digital citizenship and media literacy across all grades and content areas. OSPI's web-based location must incorporate the information gathered by the survey  
**Effective date: July 23, 2017**

### Open Government & Public Records Management

**SHB 1417** Harmonizes sections of the Open Public Meetings Act (OPRA) with the Public Records Act (PRA) to allow governing bodies of a public agency to hold an executive session to consider matters of information technology system security and vulnerability. PRA guidelines have allowed IT security and vulnerability information to be shielded from public disclosure, similar to personnel information; while the Open Public Meetings Act had previously limited executive session topics to personnel issues and real estate transactions.

**Effective date: July 23, 2017**

**ESHB 1594** Authorizes the State Archives to conduct a feasibility study for establishing a statewide Internet portal for public records management; requires the State Archives to establish a competitive grant process for local agencies seeking to improve their information technology systems; and requires the Attorney General to establish a consultation program to assist local governments with best practices for managing public records requests.

The measure exempts the personnel records of public agency volunteers, such as library volunteers, from Public Records Act disclosure if the volunteer is not in an administrative or supervisory role and is not appointed to a board or commission. 1594 further requires state training for records officers to address issues of retention, production and disclosure of electronic records.

**Effective date: July 23, 2017**

**EHB 1595** Authorizes public agencies such as libraries to charge for providing copies of electronically produced public records; allows customized service charges for exceptionally complex records requests; allows agencies to deny frequent automatically generated requests that would interfere with essential functions of the agency; and determines that a request for all agency records is not a valid public records request.

The impetus for this legislation was largely from city and county agencies that are sometimes overwhelmed by computer generated records requests; or in some cases have failed to meet PRA deadlines due to the enormity of records request. Libraries have not experienced this issue to the extent that some of our state's cities or transit agencies have, but libraries have had to navigate large-scale or complex agency records requests that have been difficult and time-consuming to satisfy.

**Effective date: July 23, 2017**

### Library Governance

**HB 1281** Increasing the size of the King County Library System board of trustees from 5 to 7 members. Part of a larger effort by the King County Council and County Executive to have all boards and commissions reflect and respond to the growth in size, complexity and diversity of King County, this measure was supported by WLA and KCLS.

**Effective date: July 23, 2017**

### Internet Security, Safety and Privacy

**HB 1829** Related to SHB 1417, House Bill 1829 specifies that certain information regarding public and private computer and telecommunications networks is exempt from disclosure under the PRA.

**Effective date: July 23, 2017**

**EHB 1728** Streamlines and expedites the process for law enforcement to obtain a Special Inquiry Judge (SIJ) proceeding in pursuit of suspected sexual exploitation of children. For libraries this may result in a change of procedures in responding to law enforcement requests for computer records if the library is determined to be a “provider of electronic communication service or remote computing services.” Included in the procedure is a provision that the provider (library) may not disclose the existence of a subpoena to the patron whose computer records are requested.

**Effective date: July 23, 2017**

**ESHB 2200** Requires broadband Internet providers to obtain consent to sell or transfer certain customer information; and further requires broadband providers to obtain consent to send or display advertisement to a customer based on certain customer information. Bill sponsors promoted this legislation as necessary at the state level until federal regulation addresses broadband customer transparency, privacy and security issues. This could impact library agreements with broadband providers.

**Effective date: July 23, 2017**

### Developing or Selling Library Real Property

**HB 1959** Requires any city, town, code city, county, or municipal corporation to provide notice and hold a hearing prior to removing, vacating, or extinguishing a restrictive covenant from land that it owns. This bill arises from a local issue with a city council that was gifted parcels of land for park use. The city removed the restriction without a public hearing through its own process, and the first time the public heard about the removal was when a developer applied for a change of use.

**Effective date: July 23, 2017**

Other legislation monitored and lobbied by Duncan & Associates on behalf of WLA that has not passed the Legislature or been signed into law as of July 5<sup>th</sup> include:

HB 1764 - Replacing the one percent property tax revenue limit with a limit tied to cost drivers.

HB 1784 - Concerning creation of a certified child safety policy.

HB 1948 - Concerning open meetings of subgroups of a public agency governing body.

HB 1989 - Applying the open public meetings act to advisory boards and committees that provide formal advice or recommendations to their governing bodies.

HB 2011 - Completing a study of the comparative constitutional and statutory obligations and revenue capacity of various local government entities.

ESSB 5312 - Prohibiting certain employers from including any question on an application about an applicant's criminal record, inquiring either orally or in writing about an applicant's criminal records, or obtaining information from a criminal background check, until after the employer initially determines that the applicant is otherwise qualified.

SSB 5607 - Concerning education.

# 2017 FINAL -- WLA Detail Report from Carolyn Logue

<u>Bill Details</u>	<u>Status</u>	<u>Sponsor</u>	<u>Priority</u>	<u>Position</u>
<p><b>Rural library trustee appt.</b></p> <p>Modifying the appointment process for trustees of rural county library districts in counties with one million or more residents.</p> <p>Addresses the composition of the board of trustees of a rural county library district in a county with an adopted home rule charter and at least one million residents.</p>	C 134 L 17	Fitzgibbon	High	Support
<p><a href="#">HB 1281</a></p>				
<p><b>CTC course material costs</b></p> <p>Providing students at community and technical colleges with the costs of required course materials.</p> <p>Requires community and technical colleges to: (1) No later than the first full quarter after a college has implemented the ctcLink system, and to the maximum extent practicable, provide the following information to students during registration: The cost of required textbooks or other course materials and whether a course uses open educational resources; and (2) Report to the state board for community and technical colleges which courses provided costs to students for textbooks and course materials during registration and what percent of total classes this equaled. Provides that this act is null and void if appropriations are not approved.</p>	C 98 L 17	Van Werven		
<p><a href="#">E2SHB 1375</a></p>				
<p><b>Public records request costs</b></p> <p>Concerning costs associated with responding to public records requests.</p> <p>Revises the public records act with regard to: (1) Requiring statements of actual costs for photocopies and electronically produced copies to be adopted by the agency only after public notice and a hearing; (2) Allowing the denial of a bot request; (3) Requiring that a request be for identifiable records; and (4) Expanding information on agency charges.</p>	C 304 L 17	Nealey	High	
<p><a href="#">EHB 1595</a></p>				
<p><b>DEL advising &amp; contracting</b></p> <p>Updating certain department of early learning advising and contracting mechanisms to reflect federal requirements, legislative mandates, and planned system improvements.</p> <p>Adds a representative of the Washington Library Association to the Early Learning Council</p>	C 171 L 17	Lovick	High	Support
<p><a href="#">ESHB 1719 (SSB 5247)</a></p>				
<p><b>Basic education funding</b></p> <p>Funding fully the state's program of basic education by providing equitable education opportunities through reform of state and local education contributions.</p> <p>Continues utilization of the prototypical school model which allows teacher-librarians and school library materials to be considered part of basic education. increases overall funding to schools which will increase the \$ available for school library materials and teacher-librarians.</p>	Del to Gov	Sullivan	High	Support
<p><a href="#">EHB 2242</a></p>				
<p><b>Early childhood ed &amp; assist</b></p>	C 178 L 17	Billig	Monitoring	Neutral
<p><a href="#">2SSB 5107</a></p>				



Creating a local pathway for local governments, school districts, institutions of higher education, and nonprofit organizations to provide more high quality early learning opportunities by reducing barriers and increasing efficiency.

Requires the department of early learning to create a local pathway to high quality early learning to help local governments, school districts, institutions of higher education, nonprofit organizations, and early learning providers use additional local or private funds, or both to expand access, increase quality, and extend hours for the early childhood education and assistance program. Prohibits grants and contributions from community sources from supplanting the funding required for the full statewide implementation of the early learning program.

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<b>Digital citizenship</b>	C 90 L 17	Liias	High	Support
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Concerning digital citizenship, media literacy, and internet safety in schools.

[ESSB 5449](#)

SB 5449-S - DIGEST Requires the Washington state school directors' association to: (1) Review and revise its model policy and procedures on electronic resources and internet safety to better support digital citizenship, media literacy, and internet safety in schools; and (2) Develop a checklist of items for school districts to consider when updating their policy and procedures. Requires the office of the superintendent of public instruction to: (1) Survey teacher-librarians, principals, and technology directors to understand how they are currently integrating digital citizenship and media literacy education in their curriculum; and (2) Create a web-based location with links to recommended successful practices and resources to support digital citizenship, media literacy, and internet safety.

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<b>Operating budget</b>	Gov signed	Braun	High	Neutral
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Relating to fiscal matters.

Budget Bill

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[SSB 5883](#)

## **Member Dues Assessment**

### Options being considered for Organizational Member Dues portion

*Currently, public libraries pay dues at a rate of 0.04% of operating expenditures, (as defined by the Washington Public Library Statistics, and exclusive of construction and one-time funds).*

*Lower limit is \$60 per year and upper limit is \$18,000 per year.*

#### **Option One:**

Keep rate at 0.04%. Reduce upper limit on public library dues from \$18K to \$14K in FY18. Leads to 8% decrease in total public library dues over one year, from \$113K to \$104K.

#### **Option Two:**

Keep rate at 0.04%. Reduce upper limit on dues from \$18K to \$14K in FY18, then to \$12K in FY19. Leads to 14% decrease in total public library dues over two years, from \$113K to \$98K

#### **Option Three:**

Reduce rate from 0.04% to 0.035% for all libraries. Reduce upper limit on dues from \$18K to \$14K in FY18. Leads to 15% decrease in total public library dues over one year, from \$113K to \$96K

*Of the 62 total public libraries in Washington, 28 are currently WLA members.*