

# WLA Board of Directors Meeting July 30, 2018, 2:00-4:00pm Held online using Zoom

**Present Board Members:** Rhonda Gould, Craig Seasholes, Brianna Hoffman, Kim Hixson, Dave Sonnen, Emily Keller, Chris Skaugset, Christine Peck

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

#### Present Staff: Kate Laughlin, Hannah Streetman, Carolyn Logue

Meeting called to order at 2:05 pm with a quorum present.

#### Board Resolution 18-01, Temporary Vote Transfer (Craig)

- Past President Brianna Hoffman will be hired by WLA's management company, Primary Source, as an independent contractor. To avoid conflict of interest the Board voted to approve Resolution 18-1 to temporarily transfer the vote of Past President Brianna Hoffman to PNLA Representative Linda Johns until December 31, 2018.
- Resolution passed.

#### Consent Agenda: Approve minutes from February & April 2018

- Jeanne noted that there are two errors in the February 2018 minutes: her name is spelled incorrectly, and the word "eminent" should be "imminent."
- With those two corrections, the Board voted to approve the minutes for February and April 2018.

#### ALA Midwinter in Seattle (Paul Graller)

- Paul Graller, Director of Conference Services at the American Library Association, joined the meeting share the responsibilities and opportunities for WLA as the host chapter for the upcoming ALA Midwinter Meeting & Exhibits (Seattle, January 25-29, 2019).
- WLA will promote the conference to our members, coordinate volunteers, and reach out to a local dignitary.
- WLA will receive a complimentary exhibit booth, complimentary registrations for the executive director, discounted conference rates for WLA members, the opportunity to host a preconference, and use of meeting space. Several Board members indicated that they would like to use that opportunity for an in-person Board meeting.

#### Board vote for adoption: WLA Code of Conduct (Linda, Brianna)

- Linda and Brianna have drafted a Code of Conduct for WLA conferences and events. They have submitted a draft to the WLA Board for review.
- Questions were raised about how specific the language in this document should be. Some thought that we need to define what "inappropriate physical contact" means, while others thought that leaving it more vague would allow for judgement calls to be made.
- There was also concern that disallowing "sustained disruption of talks or other events" might interfere with the right to peacefully protest.
- The Board voted to run this draft by WLA attorney Julie Andrews, and to vote on adoption of the Code of Conduct by email.

#### Leadership Reports: follow-up questions/updates (All)

• Karen Kline, Co-chair of the Intellectual Freedom Section, asked if anyone knows the names of the founding IFS steering committee, or their original purpose. Kate said she will check with the capstone students to see if they uncovered any of that information during their project.

#### School Library Division Conferences (Marianne)

- In her leadership report, Marianne requested feedback from the Board about "having a School Library Division Conference annually, instead of every other year."
- Kate said that she was unaware that the School Library Division was planning to have separate conferences every other year, and Craig also said he was unaware.
- Marianne said she will look for emails showing discussion about future School Library Division conferences.

#### WLA Finance Committee update (Kim)

- WLA's bookkeeper, Hannah, has been hard at work catching up on monthly financials. WLA's previous bookkeeper left earlier this year, and there were several months of reconciliations to do. The catch-up work is almost complete, and complete financials are expected shortly.
- In preparation for the transition of WLA to a 501(c)(3), several Board members requested access to the information documents from WLA attorney Judy Andrews. The WLA office will share with the Board.

#### 2018 WLA Conference (Sam, Katie)

- The 2018 WLA Conference will be October 17-20 at the Yakima Convention Center.
- Registration is now live, and all program information is posted online.
- The Conference Committee has planned several new features this year (e.g. Career Lab, yoga), including some still to be revealed.

#### 2019 OLA-WLA Conference (Brianna)

- Brianna gave an overview on the 2019 OLA-WLA Conference, April 17-20, 2019, at the Hilton Vancouver Washington.
- In the kickoff Conference Committee meeting, the theme was decided to be "Charting the Unknown Together." Whatcom County Library System is working on a conference logo.

• Conference budget drafting is underway with the Oregon Library Association, and the Board can expect to vote on the budget outside of meeting.

#### Leadership Retreat (Kate)

- Based on the input from the scheduling polls sent to WLA leadership, the WLA office determined that the annual Leadership Retreat will be October 16 (the day before the conference), in Yakima.
- All incoming and outgoing Board and Division Chairs (or their designee) are strongly encouraged to attend. More details to follow.

#### Professional Development update (Jeanne)

• Applications for WLA Scholarships close this week, and the Professional Development Committee has received twenty-five applications. Winners will be announced in early September.

#### **Elections & Merit Awards (Brianna)**

- As Past President, Brianna is the Chair of the Awards Committee and the Elections Committee. She gave a report on the nominations for awards and elections.
- There are still several awards and positions that need nominations, so Brianna encouraged the Board to get the word out and to nominate people themselves.
- Winners of both merit awards and elections will be announced in early October.

Meeting adjourned at 4:00 pm.

# Resolution 18-1 Temporary Transfer of Board Vote for WLA Past President

WHEREAS, the Washington Library Association (WLA) has nine voting Board members according to its Bylaws; and

WHEREAS, current Past President Brianna Hoffman is a voting Board member; and

WHEREAS, Brianna Hoffman will be hired as a contractor for WLA's management company, Primary Source; and

WHEREAS, employment of a Board member by the Management Company may be a conflict of interest according to the WLA Conflict of Interest Policy; and

WHEREAS, the WLA Board wishes to temporarily transfer the vote of Past President Brianna Hoffman to PNLA Representative Linda Johns, a nonvoting Board member; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of WLA that

a) WLA will transfer the vote of Past President Brianna Hoffman to PNLA Representative Linda Johns until December 31, 2018.

b) Past President Brianna Hoffman will remain on the WLA Board as a nonvoting Board member until December 31, 2018.

c) Beginning January 1, 2019, the PNLA Representative's vote will transfer back to the 2019 WLA Past President.

Attested,

Craig Seasholes, WLA President (as an agent of the Board) July 30, 2018

# **ALAAmericanLibraryAssociation**

# **Local Arrangements Committee**

To work with ALA to promote the site of the Conference as a desirable location and serve as main resource for local needs. This includes but is not limited to extending an invitation to local dignitary; provide marketing to local audience; providing appropriate number of volunteers and to assist at events. Group should have representation across all types of libraries.

# MARKETING TO LOCAL PROSPETIVE ATTENDEES

# Provide outreach to local and regional members and non-members to promote value of attending conference. ALA will provide:

Registration discount code HTML email blasts "Save the date" Post Cards or other materials Prepared ads for print or online newsletters Banner ads for websites or electronic newsletters Content for other social media

# **VOLUNTEERS**

# Work through ALA Registration Manager to coordinate appropriate number of volunteers to:

- stuff registration bags (100 people on Wednesday)
- assist with seating attendees at Opening General Session (up to 20 people on Friday afternoon based on auditorium size)

# LOCAL DIGNITARY

Working with ALA Conference Services, identify and invite local dignitary (Mayor) to make welcome remarks at the Opening General Session.

# <u>BENEFITS</u>

- Complimentary 10 X 10 booth on the exhibit floor for State Chapter and local public or academic libraries. Includes standard furnishings.
- Complimentary registrations for Officer/Exec. Director/Director
- Complimentary mailing list of ALA members in state for State Chapter
- discount for registration for members of both ALA and Chapter
- Recognition as "host" at Opening General Session
- Free meeting space during one time period on one day
- Free meeting space for opportunity to host a preconference (costs borne and revenue received by Chapter)

## Code of Conduct Policy for WLA Meetings and Events

The Washington Library Association (WLA) is committed to providing positive, safe, and harassment-free meeting and event experiences for everyone, both in person and online. All participants in WLA meetings and events – including attendees, speakers, vendors, sponsors, and volunteers – are required to comply with the following code of conduct.

Prohibited behaviors include, but are not limited to:

- Harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, political affiliation, or other group status.
- Sexual harassment or intimidation, including unwelcome sexual attention, physical or virtual stalking, or inappropriate physical contact.
  (Question: Beyond the obvious grabbing, etc, I would assume "inappropriate physical contact" to be defined as any physical contact that another person indicates they do not want. Any differing definitions?)
- Harassment via sustained disruption of talks or other events. (Is "sustained" 5 minutes? A half hour? How do we answer those who might claim this limits their free speech or their ability to peacefully protest?)
- Abusive verbal comments.

Harassment does not include respectful disagreement or discourse.

However, WLA will always welcome and encourage free speech and presentation of potentially controversial ideas. Anyone asked to stop abusive or harassing behavior are expected to comply immediately. Anyone violating this policy may be expelled from the meeting or event without a refund, at the discretion of the event organizers or WLA Board.

Anyone who believes there has been a violation of this policy should report it to the <u>WLA office</u> or <u>WLA Board</u>.

Please select your position. (If you hold multiple positions, please submit a separate report for each one.)	Your name	What is the Division/Section/Co mmittee/Officer's mission?	Division/Section/Comm ittee/Officer plans to	In the last quarter, what activities has the Division/Section/Committee/Officer participated in to fulfill its goals? How many Division/Section/Committee members are active in each activity? If you are an Officer, what meetings or other events have you attended?	Division/Section/Committ ee recruit new members and engage non-active	In the last quarter, how has the work of the Division/Section/Commit tee/Officer fit in with its mission and goals?	Tasks to accomplish by the next Board meeting:	Board action requested:
WLA Board Member	Kim Hixson	Treasurer duties	Financials up to date, 501(c)(3) project	Finance committee meeting			Updated financial report	Adopt financials as presented
School Library Division Chair	Marianne Costello	Our steering committee's mission at this time is to recruit members, provide professional development opportunities for school library employees and advocate for library information and technology programs.	PD on August 7th and 8th with PSESD, host the conference luncheon, support school librarians advocating for funding from MSOC, elect new members, and hold a face to face retreat for members on October 21st in Yakima. I am offering a computer science for librarians training in August also. Several districts recently (over the past 4 years) replaced TL's with Digital Ed Specialists specifically for computer science	ALA (Me) and ISTE Affiliate (Ann) conferencesseveral members were at the conferences including Trish Henry of our steering committee; provided letters to superintendents and principals along with letters and presentations for members to support advocacy for MSOC funding of school libraries: attended an advocacy workshop in Renton and shared division information and recruited new members. Planning the TL institute with PSESD for Augustso far over 150 people have registered. This event will probably not be supported by PSESD in the future, so our division may adopt it. Many meetings around funding and membership. There were 45 librarians at the advocacy/leadership workshop. There were five members of the steering committee at the last meeting.	Letters, advocacy, working with ESD's to reach members. Currently the state library is working with our membership chair, Ralph Hayden, to develop a comprehensive list of school librarians.			Approve our budget and request feedback about having a school library division conference annually instead of every other year. Many members have requested a school library conference every year separate from the WLA conference Oregon follows this model and many of our members attend the OASL conference instead of WLA.
Special Library Division Chair	Danielle Miller	Division unites and strengthens membership by promoting continuous learning, partnerships,	reception at WLA Conference in Yakima, launch journal article club, submit time for SpLD meeting at WLA Conference in Yakima.	Planned and organized tour of Washington Correctional Center for Women Library and facility, held open meeting, started planning for reception at annual conference.		Held meeting to solicit ideas for engaging members, ideas for how to grow the Division	Finalize logistics for reception at conference, finalize logistics for online journal article club	

IES Chair	Karan Kin-	Intellectual England	To propert and and and a	Dravidad our IC agation	As shows the manufacture	Dianning our conference		If the board has acted to the
IFS Chair	Karen Kline	section follows the bylaws of WLA in mission, so "The WLA [and IF section] leads, advocates, educates and connects."	Ground: Strategies for Defending Intellectual Freedom Prepare tweets for WLA's twitter account to promote our upcoming WLA session and other educational opportunities for WLA membership at	information to the ALA IF "State-of-the- States" Reports meeting (May 16) Reached out to Sherman Alexie's publicist regarding possible event to discuss recent #metoo controversy and how it effects censorship of author's works. Ultimately, the author declined our invitation, though.	As above, the upcoming WLA conference and our session will be a recruiting opportunity; we are also considering a table with info for conference. We recruit with info on our section of the WLA website which we updated recently. We could use twitter and social media to recruit members – opportunity for future goals.	Planning our conference event and table on Intellectual Freedom issues addresses the recent vision statement that WLA leaders adopted: WLA 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 Our WLA conference panel discussion will aid library advocates that attend with intellectual freedom professional development. The session is open to all and inclusive. By virtue of the format being a panel discussion, it will be dynamic.	issues in the news and that are relevant to Washington State in particular. Continue updating the IF section website. Continue to explore possible intellectual	If the board has access to the original Intellectual Freedom steering committee members' names and the purpose set forth in their establishment of the IF section, it would be great information to share with the current co-chairs. Thank you!
WALT Chair	Brian Haight	Trainers is to share information, communication, learning, and support for those involved in or interested in:	Terry McQuown will be bring a presentation on Making Training Stick to our August in-person meeting. WALT will assemble a sub- committee to create a display for the conference.	WA State Library on May 25th. We toured the WA State library. WALT member Elizabeth Odor presented on the Kolb Cycle: Designing learning experiences to optimize application of training and learning from experience. WALT is sponsoring two pre-conference	WALT has reserved a display table space at the 2018 conference to share information about mission, meetings and participating. Web pages for WALT have current meeting information for 2018. Please feel free to join us at a meeting if you can. The next meeting is August 24th 9:30-2:30 at Everett Public Library.	Training events and content have been share among WALT members. Who have in turn disseminated this information to those who need to know at each library district represented.	Determine committee to work on display table for Conference.	

WALE Chair Public Library Division Chair	Marren Chin Amber Williams	To build a communication network among library employees, To encourage continuing education for library personnel, To improve library service through skill development Still working on this	for the WALE Outstanding Employee	None. No meetings has set up yet, but will work closely with Hannah and Brian H. for consult on moving forward. Posts were made on WALE Facebook Page to promote the Merit Awards Nominations.	Promote WALE activities at WLA Conference and do more social activities for members.	To actively promote the Merit Awards Nominations and set up events at the WLA Conference All our work has been to create an accurate and authentic list of goals and mission that reflects what	Set up and finalize sponsorship, table, and meet up at WLA Conference. Select candidate for WALE Outstanding Employee Award. Set Up Set up a WALE Scholarship program to send someone to Using input from the survey I will send out what the list looks	Any support, consult and advice could help; such as setting up the Scholarship program.
				online survey for input towards goals and purpose of the Division.		PLD members want	like, solicit feedback and have goals and mission created.	
CAYAS Chair		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 programs for those working with children and young adults.	engagement through our communication channels. Promote statewide youth services accomplishments through our communication channels. Encourage members to participate in CAYAS by running for election on the steering committee.	Committee members, and 1 section member attended). Hosted a job searching webinar in May (1 Steering Committee board member hosted, 5 members attended).	We are continuing to explore this area! Our Communications Officer is working on a plan for engaging members through Facebook.	Our focus has been on revitalizing our professional development offerings for members.	for member engagement and promotion of accomplishments by members. Plan for events and panels at WLA Conference (CAYAS Breakfast, Books and Brews, Booktalking the Best, sponsored pre-conferences and panels) Select CAYAS Visionary Award winner. Recruit members for Steering Committee elections. Hold a Steering Committee meeting	
WLA Board Member, ALA Chapter Councilor	Christine Peck		and conference committee to set up an exhibit table for ALA at the WLA Conference in	Attended ALA Chapter Councilor and ALA Council meetings at the ALA Annual Meeting in New Orleans. Questions for WLA: How might we want to use the new "Libraries Transform" Washington State logo kit? Do we want to use "Libraries Transform Washington" or "Washington Libraries Transform"? Question for WLA: How do we want to incorporate Equity, Diversity, and Inclusion into WLA policies? Question for WLA: How do we want to incorporate sustainability guidelines for WLA that are environmentally sound, economically feasible, and socially equitable?	NA	Kept informed on ALA issues including the ALA Executive Director Search and the ALA Organizational Effectiveness Plan.	See above.	See above.

Federal Legislative Coordinator	Cindy Aden	To coordinate messaging to our federal representatives and to monitor legislative activities at the federal level that impact libraries.	delegation by providing library news updates, an invitation to the WTBBL 80th anniversary celebration, and working with Murray's office on rural broadband initiatives and legislation they are exploring. Monitor the progress of IMLS through the budget process and respond as needed with calls and letters of support.	audience with Maria Cantwell and with	Happily every year it seems a group of librarians wishes to accompany me to WA DC for our annual visit to our legislators. I put out a general call to WLA and Public Library Directors listserv	We are making WA libraries more visible to our legislators and making it clear why the IMLS funding is so important in WA.	Continue to be responsive to legislative aide and member inquiries; monitor the IMLS budget process closely, and continue to build those relationships.	If/when a call to action for IMLS support is needed, I hope the board will respond, as it has in the past.
Conference Planning Committee Chair	Sam Wallin	To put together a great conference experience	and logistics for the conference.	There are 3 co-chairs for the conference, and an extended committee of volunteers working on additional areas of the conference. We've finalized the conference breakout sessions, preconference sessions, and most of the keynote speakers. We have additional social events worked out and mostly planned. There are still a handful of event details to finalize, but Kate and Hannah are excellent at supporting our committee, and helping us get everything done in time.	of processes, ranging from recruiting previous committee members, soliciting support from the host library system, and asking members for suggestions of others who might help with specific	We've gotten a lot done in putting together a great conference.	Finalize the last keynote, nail down remaining details of the event.	None.
NLA Board Member	Chris Skaugset	To represent the Public Library Division of WLA on the Board and share information back with the PLD membership.	-	PLD sent out another newsletter where I included information from the last Board meeting including approving the budget and the new Vision Statement and Mission Statement.	N/A	Newsletter put out by PLD leadership sharing information from the Board meeting.	Help PLD leadership to involve more of our members.	
WLA Board Member	Rhonda Gould	provide leadership for organization		Attended Chapter Leaders Forum at the ALA conference in New Orleans, Finance Committee meeting, and Advocacy Committee meeting	NA	Continuing to learn about WLA and how to approach presidential year	Continue to learn	NA
WLA Board Member	Brianna Hoffman, Past President		Complete WLA Merit Awards Committee by recruiting a member from each of WLA's four divisions.		I will be asking the division chairs to identify a member of their steering committee to participate on the awards committee.		Merit award winner will be chosen.	

Conference Planning Committee Chair	Brianna Hoffman			The 2018 WLA Conference is well underway. All of the keynotes have been confirmed and announced and the committee is working on finalizing plans for the new "value added" features of this conference including a spotlight on success, yoga/fun run, brewery/winery crawl, Cowiche Canyon hikes, and a career lab.	for volunteers at the conference, especially for room monitors. If you are attending the conference, please consider signing up	The committee has worked hard to make sure we are providing a diverse slate of programs for all levels and types of library workers.		
Conference Planning Committee Chair	Brianna Hoffman	Working with the Oregon Library Association (OLA) leadership and conference committee, put on a successful joint conference in 2019.		We have completed our committee and have had three meetings (including an all day kick- off meeting). Committee roles have been assigned and a planning schedule has been agreed upon.			The committee's goal is to have all keynotes and logo confirmed by the 2018 WLA Conference in October (also time of board meeting). We hope to be able to launch a marketing campaign at the 2018 conference as we are very cognizant of the 2019 Washington conference schedule	
Alki Editor	Sheri Boggs	Alki's purpose is to communicate philosophical and substantive analyses of current and enduring issues for and about Washington libraries, personnel and advocates and to facilitate the exchange of research, opinion and information.	The Alki Editorial Committee will produce the third issue of the year, the pre-conference issue.	The summer issue came out in July, with the theme "What No One Ever Tells You About Working in Libraries." This may have been one of our largest issues yet, coming in at 40 pages. There was a nice mix of perspectives, including articles representing academic and special librarianship. Not as much school library participation as I would have liked but our deadline was right at the end of the school year and I'm sure potential contributors had full plates.	Invitations to contribute to upcoming issues run in WLA Wednesday	Alki's content is curated with the intention of providing timely, relevant, engaging perspectives on issues important to the statewide library community.		

WLA Board Member	Linda Johns	To represent	Present at PNLA	WLA has appointed Jane Lopez-Santillana,		I've participated in online	Incorporate board	Asking the board to vote at July 31
		Washington at	conference (Aug 1-2);	librarian at Oak Harbor (Sno-Isle Libraries) as		PNLA board discussions	members' and	2018, online meeting on Code of
		regional Pacific		Washington's rep for the Young Readers		and votes.	executive director's	Conduct for WLA Conference
		Northwest Library	discussions on the future	Choice Awards (YRCA), which is a regional			changes to the anti	Participants.
				awards program sponsored by the Pacific			harassment code of	
		keep region advised		Northwest Library Association. YRCA is the			conduct that fellow	
		of happenings in	harassment code of	oldest continuous children's choice award in			board member	
		Washington state	conduct agreement for	the U.S. Jane has coordinated a system-wide			Brianna Hoffman and	
		regarding libraries	participants at WLA	reading challenge at Sno-Isle, and has			I drafted.	
			event (code of conduct	already begun strategizing with the YRCA				
		to report back on		team.				
		happenings in the	member Brianna					
		greater region	Hoffman).	As the WLA rep to the PNLA conference, I'll				
		(Alaska, idaho,	,	be participating in a Reading the Region 90-				
		Montana, BC and		minute booktalking session on Aug. 1 to				
		Alberta).		highlight Washington award winners,				
		,		including WLA's 2018 Sasquatch Award				
				Winner ("The Honest Truth" by Dan				
				Gemeinhart) and recent Washington State				
				Book Award winners.				
				WLA will sponsor a coffee break session at the PNLA conference.				
				the PINLA conference.				
LA Board Member	Joe Olayvar	To help WLA realize	* Continue support of the	* Passed the budget	Have not engaged yet with	No actions have had a	None scheduled	None
		its goals by	WLA Conference	* Learned and contributed input regarding	recruiting activities	direct impact for Special		
		representing the		current and future non-profit status		Libraries, but have aided		
		interest of Special				WLA overall with its		
		Libraries and by				forward progress of		
		offering whatever my				reorganization and future		
		skills and talents can				needs.		