

**WLA Board of Directors Meeting
January 30, 2017
GotoWebinar Online Meeting**

MINUTES

Present Board Members: Brianna Hoffman, Craig Seasholes, Irene Wickstrom, Darcy Brixey, Heidi Chittim, Josephine Camarillo, Anne Bingham, Emily Keller, Richard Council, Jessica Martinez, Christine Peck

Present Committee, Division, and Section Chairs: Ahniwa Ferrari, Nancy Ledebouer, Jeanne Fondrie, Sheri Boggs, Jennifer Caldwell, Diane Huckabay, Kristin Piepho, Cindy Aden, Christine Perkins, Samantha Hines

Present Staff: Kate Laughlin, Emily Jones, Carolyn Logue

President Hoffman called to order at 3:02pm with a quorum present.

Minutes of November 16, 2016: Motion made and seconded to approve the minutes from the November 16 meeting. Motion carried.

Fiscal Year Recommendations: Finance Committee member Richard Council briefly explained the document that had been previously distributed to the Board for review. The Finance Committee recommends changing the Association's fiscal year (FY), which currently runs August 1 to July 31, and presented two options (see document in Board packet). There has been a misalignment of the budget with officer terms, stipends, etc., for years. There is also evidence from the last Continuing Education Needs Assessment (CENA) that members would prefer to attend our annual conference in the Fall; it was also noted that we compete with other conferences for sponsors and exhibitors in the Spring. Craig Seasholes made a motion to choose Option A, changing the FY to follow the calendar year. The motion was seconded and the Executive Board voted in favor with a majority of eight votes. Motion carried.

Draft 2016-2017 Budget: Kate Laughlin presented the latest version of the draft budget for this fiscal year. It was confirmed that the increase in the President travel stipend and travel for National Library Legislative Day that were approved at the last meeting are included. Divisions have budgets but are not included on this document, as the restructure did not give guidelines for operational procedures. The Finance Committee is working on how to allocate funds for Divisions and Sections. In the meantime, the seed grant application process is already in place and available for all Sections and Divisions for funding. Kate emphasized that this is a draft, and more input is encouraged and welcomed. It was also noted that this draft is for the current FY and does not represent the new FY approved today by the Executive Board.

President's Report: The WLA office completed the financial audit with Peterson Sullivan LLP, who gave an online presentation to the Executive Board with their findings. It was a long, in-depth process, and as a result, the Association can now be confident in our financial standing and recordkeeping practices, as the office strives for transparency with our contracts and finances. Brianna also reiterated that WLA is a 501c4 and as such, must keep in compliance with federal regulations, and be aware of how that affects our budget, contracts, etc.

Brianna recently attended ALA midwinter in Atlanta, where she, Kate, and ALA Councilor Christine Peck attended the Chapter Leaders Forum. There was a great deal of information about how ALA and its chapters can work together in a mutually beneficial way. She also noted that the leader from the Nebraska Library Association gave high praise for WLA's *Alki*, and will be looking to our quarterly journal for inspiration and guidance.

General Reports: A new online Board report form was introduced for this meeting, as well as the expectation that reports would be read in advance of the meeting. It was noted that the new form is simple to fill out, and that the spreadsheet of submitted reports is easy to read. The office encourages more feedback and suggestions from all WLA leadership prior to the report's use for the next meeting.

All submitted Board reports are included at the end of the Minutes.

New Business/Action Requests: Jennifer Caldwell presented an outline for the Mentoring Program (document is included in Board packet). It is a formal mentoring program based on Pima County Public Library's mentorship model in Tuscon, AZ, and explained how mentors and mentees will be paired for a six-month long partnership, where mentees will learn about professional resources, networking opportunities, and how to advocate for their own careers. Jennifer also mentioned that it will be an incentive for new and existing members. The formal kickoff for the program will take place at our Annual Conference in November. Continuing Education Committee Chair, Samantha Hines, will also help support and launch the program, along with the support of the office. It was noted that student members will be very excited to participate and that this will be an excellent opportunity for "cross-pollination" within the organization. Anyone interested in becoming a mentor is asked to contact Jennifer directly.

Cindy Aden, WLA's Federal Relations Coordinator, reported on current issues happening in Olympia, as well as the Washington State Library's upcoming ask for new facilities. Currently legislative activities are around election issues; there is House Bill 281, which affects Rural Library Districts and how their trustees are selected. It was also noted that if they move to elections instead of appointments, that process could be costly to library systems. Cindy reminded all present that Library Legislative Day is Thursday, March 16, 2017, and to put it on your calendars and spread the word. Cindy will also be attending National Library Legislative Day, May 1-2, 2017. Christine Peck mentioned that there will also be a virtual NLLD. WLA Lobbyist Carolyn Logue added that this is a very important year for school libraries with Senate Bill 5607 and HB 1843, and encourages local district advocacy. Craig noted that there will be some preliminary data from the WSSLIT2 survey available for Legislative Day. It was also noted that the Office of Superintendent of Public Instruction has extended the deadline for comments for the Every Student Succeeds Act (ESSA) and encourages individual participation in addition to the position paper that WLA released.

The Legislative Planning Committee will be rescheduling its meeting from December to finalize details for Library Legislative Day. Chair Nancy Ledebauer also noted a proposal by the current administration to cut funding that will affect the Institute of Museum and Library Services (IMLS).

Richard spoke on behalf of the Marketing & Communications Committee. They submitted a Social Media Policy draft to the President and the office, and after receiving feedback will present a final draft to the Board. They are also in the process of recruiting members from all four Divisions to ensure representation for all libraries.

Conference Co-Chair Emily Keller announced that the RFP deadline for the Annual Conference has been extended to February 28 and the January 31 deadline for Learn Local! will stand. The office has received 50+ program proposals so far.

School Library Division Chair Craig Seasholes presented three action items. The first item is to request funds in the Advocacy budget to include stipends for teacher librarians attending Library Legislative Day. Without a stipend to cover the costs of substitutes, it is difficult for them to attend. Cindy agreed that it is important to support the stipend, as it has been provided by WLMA in the past. Nancy noted that this is an opportunity for Divisions to utilize their funds, and Brianna agreed that this is an opportunity to examine how WLA supports advocacy overall. Craig made a motion for five \$200 stipends to be taken out of School Library Division Funds to reimburse substitute costs. The motion was seconded and the Executive Board voted in favor with a majority of six votes. Motion carried.

The second action item is to request \$1000 for printing and distribution of the WSSLIT2 Survey. Last time WLMA funded the entire study, at a cost of \$7000, and this year the state is funding the survey. Craig made a motion for use of up to \$1000 of School Library Division funds be used for printing and distribution of the WSSLT2 Survey. The motion was seconded and the Executive Board voted in favor with a majority of seven votes. Motion carried.

The third action item is to recommend that WLA participate in Library Snapshot Day. He recommended scheduling it for April 9-21, in conjunction with ALA's National Library Week and AASL's National School Library Month. ALA provides free resources for planning, and already existing social media channels can be used for promotion and involvement. Cindy asked that photos be available on platforms other than Facebook, and Richard said that the Marketing & Communications Committee wants to be involved. Craig made a motion for WLA to encourage involvement and participation in Library Snapshot Day for the dates April 9-21, 2017. The motion was seconded and the Executive Board voted in favor with a majority of seven votes. Motion carried.

Closing Questions & Comments: One action item was deferred due to time constraints.

There being no further business to come before the Board, the motion was made and seconded to adjourn the meeting at 5:01pm.

BOARD MEETING AGENDA

January 30, 2017 • 3:00-5:00pm • Online via GoToWebinar



Read in Advance of Meeting: Board Meeting Minutes from 11/16/16; Submitted Board Reports; Finance Committee Fiscal Year Recommendation; Draft Budget

Meeting Facilitator: Kate Laughlin

Meeting Minutes: Emily Jones

TOPIC	TOPIC FACILITATOR	TIME
Call to Order	Brianna Hoffman	3:00
Approve Consent Agenda <ul style="list-style-type: none">Minutes of 11/16/16 meeting	Governing Board	
Fiscal Year recommendations <ul style="list-style-type: none">DiscussionBoard vote	Finance Committee All Governing Board	3:05
WLA Draft Budget <ul style="list-style-type: none">Discussion and recommendations	Kate Laughlin All	3:25
President's Report <ul style="list-style-type: none">Audit completed	Brianna Hoffman	3:45
Board Reports: follow-up questions/updates <ul style="list-style-type: none">New reporting form: feedback	All	3:55
New Business/Action Requests <ul style="list-style-type: none">WLA Mentoring Program: updateLibrary Legislative Day: March 16Social Media Policy: updatePromote conference program RFPs<ul style="list-style-type: none">Nov Conference RFP extended to 2/28Reimbursement for Substitutes\$1000 for printing/distribution of WSSLIT2Library Snapshot Day: date TBD	Jennifer Caldwell Cindy Aden Richard Council Emily Keller Craig Seasholes Craig Seasholes Craig Seasholes	4:05 4:15 4:25 4:30 4:35 4:45 4:55
Adjourn meeting	Brianna Hoffman	5:00
Deferred Action Requests <ul style="list-style-type: none">Membership outreach strategy	Craig Seasholes	

WLA's Future Fiscal Year, Leadership Terms of Office and Conference Plan

IN CHOOSING BETWEEN OPTIONS IN PART 1 BELOW,
PLEASE CONSIDER THE INFORMATION IN PARTS 2 & 3.

PART 1) *Calendar misalignment between the WLA fiscal year (FY) and WLA terms of office for elected and appointed leadership positions has created budgetary confusion and past mistakes in allocating funds for stipends that some leadership positions and committees receive.*

Current FY runs 8/1 - 7/31 and Leadership terms run 5/1 - 4/30.

Based on all factors, the WLA Finance Committee recommends Option A as the preferable choice over Option B.

A: Align FY and leadership terms with calendar year, both running 1/1 to 12/31

- FY would match leadership terms so that stipends are synchronized
- Schedule conferences based primarily on factors outlined in Part 2 of this document
- See impact to conferences, elections and awards in Part 2 of this document

B: Align FY with current leadership terms, both running 5/1-4/30

- FY would match leadership terms so that stipends are synchronized
- Election and awards could stay on current track if main Conference is typically in Spring
- See impact to conferences, elections and awards in Part 2 of this document

PART 2) *Changing our FY may impact our terms of office and the timing of events such as the annual Leadership Retreat/Orientation and Conferences.*

In conjunction with the FC recommendations above, the WLA office recommends:

A) If choosing FY option A:

- Align leadership terms with calendar year FY beginning this year
- Hold Annual Conference in the Fall and One-day conferences in the Spring (perhaps Division-sponsored if there's interest)
- Hold elections in time to announce new slate at Fall Annual Conference
- Use that 4th quarter as a "succession planning" time between incoming & outgoing leaders before new terms begin 1/1/18
- To assist the transition during 2017, ask current leadership to extend their terms through 12/31/17 (*having seasoned leads during the transition year would provide more stability than asking new leads to step into extra short or long first terms*)

B) If choosing FY option B:

- Align leadership terms with the selected FY beginning this year
- After 2017, hold Annual Conference in the Spring and One-day conferences in the Fall (perhaps Division-sponsored if there's interest)
- Build in better "succession planning" time between incoming & outgoing leaders before new terms begin 5/1/17

PART 3) Future Conferences: Known details and recommendations

In 2017, WLA Conferences are scheduled for:

- WLA Learn Local! One-Day Conferences
 - April 7 at The Seattle Public Library
 - April 28 at the Yakima Valley College
 - April 29 at the Spokane Public Library
- WLA Annual Conference
 - November 1-4, Tacoma's Hotel Murano

In 2018, the WLA office recommends that we:

- Hold 2-4 WLA Learn Local! One Day Conferences in the SPRING, perhaps as Division-sponsored or co-sponsored events
- Hold WLA Annual Conference in the FALL in YAKIMA, based on the location of our future and past conferences
 - Include annual election and award announcements/ceremonies

In 2019, the WLA office recommends that we:

- Hold joint OLA/WLA Conferences in the SPRING in Portland/Vancouver area
 - Already in initial discussions with OLA & WLA Presidents & staff
 - Last OLA/WLA Conference was in 2013 in Vancouver
 - 2013 attendance was over 1000, so site selection is limited
- Hold shorter (2 day?) WLA Annual Conference in the FALL in NW WA
 - Include annual election and award announcements/ceremonies

Important factors to consider:

- Part 3 contains office recommendations based on all factors. The Board may choose a different course.
- WLA office needs to solicit conference facility proposals for 2018+ ASAP!
- Annual conference in Spring v Fall?
 - WLA annual has traditionally been in spring. WLMA & WALE annuals had been in fall. Spring can be difficult timing for school & academic libraries.
 - There's more competition for conference attendance, vendors, etc in spring (OLA, PLA, others).
 - Results from the 2016 Continuing Ed Needs Assessment of WA libraries indicate preference for winter/fall conferences over spring or summer (~580 responses).
- The annual Leadership Retreat/Orientation should be scheduled to coincide with new terms of office, either shortly before or after.
- PNLA is planning a conference in WA in August 2019, the same year as our next OLA joint conference, so it's not optimal timing for WLA. We could begin discussions with PNLA now to identify the next year they can return to WA for a joint conference. Our last PNLA/WLA Conference was 2010 in Victoria.
- Will members perceive legitimate negative impact from the final decision?

WLA 2016-2017 Budget DRAFT

WLA 2016-2017 Budget DRAFT	Mgt & Gen			Member Support			Policy and Advocacy	Conferences				Grand Total
	Association			Member								
	Mgt	Board	Total	Support	Alki	Total		WALE	WLMA	Learn Local	Total	
Revenues and Support												
Members Dues												
Individuals			-	55,000		55,000					-	55,000
Institutions			-	120,000		120,000					-	120,000
Sub-Total Member Dues	-	-	-	175,000	-	175,000	-	-	-	-	-	175,000
Conference Fees			-			-		29,018	65,530	90,000	184,548	184,548
Royalties	700		700			-					-	700
Advertising			-			-					-	-
Contribution	1,000		1,000			-					-	1,000
Sponsorship			-			-		985	6,875	2,000	9,860	9,860
Grants			-			-					-	-
Investment Income	1,000		1,000			-					-	1,000
Total Revenues and Support	2,700	-	2,700	175,000	-	175,000	-	30,003	72,405	92,000	194,408	372,108
Expenses												
Professional Fees												
WLA Management Fee	126,500		126,500			-					-	126,500
Audit and Accounting	15,000		15,000			-					-	15,000
Speaker Fees			-			-		2,871	4,800	15,000	22,671	22,671
Graphic Design/Artist			-		6,000	6,000				3,000	3,000	9,000
Editing			-		3,000	3,000					-	3,000
Webmaster			-	800		800					-	800
Legislative Consultant			-			-	15,540				-	15,540
Lobbyists			-			-	52,250				-	52,250
Other Contracted Service			-			-					-	-
Sub-total Professional Fees	141,500	-	141,500	800	9,000	9,800	67,790	2,871	4,800	18,000	25,671	244,761
Committee and Section Expenses			-	15,000		15,000					-	15,000
Supplies	800		800			-		304	214	3,000	3,518	4,318
Insurance	2,771		2,771			-					-	2,771
Telecommunications	500		500	3,800		3,800					-	4,300
Postage	500		500			-	200		11	300	311	1,011
Printing and Copying	800		800			-		449	767	2,250	3,466	4,266
Bank and Credit Card Fees	8,000		8,000			-					-	8,000
Membership Promotion			-	600		600		185	806		991	1,591
Travel and Accommodation	2,200	9,800	12,000			-	1,000	1,584		6,000	7,584	20,584
Meals	1,400	1,500	2,900			-		12,263	14,383	8,600	35,246	38,146
Scholarship Grants			-	6,000		6,000					-	6,000
Facilities and Equipment Rental			-			-		2,918	4,250	1,500	8,668	8,668
Awards			-	1,000		1,000					-	1,000
Miscellaneous	2,000		2,000			-		36	169	1,500	1,705	3,705
Total Conference Expense			-			-					-	-
Total Expenses	160,471	11,300	171,771	27,200	9,000	36,200	68,990	20,610	25,400	41,150	87,160	364,121
Net of Revenues Over Expenses	(157,771)	(11,300)	(169,071)	147,800	(9,000)	138,800	(68,990)	9,393	47,005	50,850	107,248	7,987

Name & Position	Mission	Goals	Activities	Recruitment & Engagement	In last quarter, how has your work fit in with mission & goals?	Tasks to accomplish by next Board meeting:	Board action requested:
Richard Council, Board Member	To ensure WLA membership will offer professional development opportunities directly beneficial to WA library workers and the communities they serve	<ul style="list-style-type: none"> - Complete Finance Committee projects that ensure accuracy, transparency, and legality of WLA financial operations - Help Special Library Division Chair in making long term strategic plans around recruitment, conference offerings, and succession planning - Create partnership between Academic Division and Mark. Comm. Committee by exploring a potential 2017 marketing project - Ensure Learn Local! events have 2017 successes and lessons learned for 2018 	<ul style="list-style-type: none"> - Attended Finance Committee meetings regarding Peterson Sullivan Auditors report and WLA Fiscal Year proposal - Drafted language for sections of WLA Fiscal Year proposal - Reviewed Social Media Policy submission from Mark. Comm. Committee - Joined Planning Committee for Learn Local! event (Seattle) - Initiating discussions between Mark. Comm. Committee and Academic Division Chairs around partnership that promotes WLA membership to academic librarians 		<ul style="list-style-type: none"> - Finance Committee work on financial statements and fiscal calendar is ensuring WLA accurately, legally, and transparently manages WLA funds - Liaison work with Mark. Comm. Committee and Academic Library Division is connecting WLA leaders on projects across organizational lines - Learn Local! Planning Committee work is ensuring professional development offerings meet evolving member interests/constraints 	<ul style="list-style-type: none"> - Have met online/phone with Special Library Division Chair Dannielle Miller to discuss plans for 2017/2018 - Have fulfilled my role on Learn Local! event Planning Committee (Seattle) - Have met with Finance Committee and completed next projects on its list - Have met with Mark. and Comm. Committee to discuss plans for 2017/2018 - Have determined feasibility and parameters (goal, timeline, budget) of project partnership between Mark. Comm. Committee and Academic Library Division 	- Request that board members receive proposed WLA Social Media Policy in January meeting Board Packet. Request a discussion and vote if time permits on 1/30.
Darcy Brixey, Board Member	To communicate with current president and incoming president, to seek new candidates for upcoming elections and to oversee the awards.	Have a solid list of candidates in mind for the various board openings, to encourage award committees to put their information in one place on the WLA website for consistency.	Board meetings, plus president meetings to ensure communications lines are solid and that we are a united front.		The most important part of the organization is its membership. By recruiting candidates for open offices, membership may see the work that has gone into ensuring representation from all divisions of the organization.	Once decisions are made on extending term lengths for these extenuating circumstances, I'll have a solid list of candidates.	No actions requested at this time.
Emily Keller, Board Member	To participate in Association decision-making and policy formation; to review and act upon committee recommendations; to evaluate performance of the board and association management. Also, serve as the liaison to the Mentoring Program Committee.	Work with the Mentoring Program Committee chair to better understand current activities and concerns, and work with the WLA Executive Director to return to the question of collaboration between mentoring volunteers in ACRL-WA and the WLA Mentoring Program Committee.	Attended board meetings and followed a number of emerging areas of concern, such as the audit of the Association; advice on changes to fiscal year, term of office, and conference schedule; and concerns about changes to the contracts with our lobbyists.		Because of a number big changes and activities in the Association, the board has been particularly active and engaged during the past quarter in keeping up with changes and advising the Association as needed.		
Christine Peck, ALA Chapter Councilor	Represent WLA on the ALA Council. Work with ALA and the ALA Chapter Relations Office to provide WLA with information regarding ALA initiatives and benefits. Respond to Chapter Relations Office requests for information.	Attend ALA Midwinter. Represent WLA at Council meetings and Chapter related meetings. Work with WLA Conference Committee to determine if there is an ALA-related program for an upcoming conference. Keep current with ALA Council issues.	Participated in WLA Board meetings; responded to Board email requests; submitted questions for the ALA Chapter Leaders Forum from WLA; kept current with ALA Council correspondence.	NA	Met as delineated above.	Relay information to WLA from ALA Midwinter. Work with WLA Conference Committee concerning an ALA-related program for an upcoming conference.	None at this time.

Name & Position	Mission	Goals	Activities	Recruitment & Engagement	In last quarter, how has your work fit in with mission & goals?	Tasks to accomplish by next Board meeting:	Board action requested:
Heidi Chittum, PNLA Representative	The PNLA Representative shall represent WLA as a voting member on the PNLA Board, attending PNLA Board meetings and annual conference in addition to WLA Board meetings and the WLA annual conference. The representative shall facilitate communications and planning by submitting regular reports to both Boards, to both Association publications, and by participating from time to time on committees, task forces, etc. of both associations.	<ol style="list-style-type: none"> 1. Work on promoting LEADS and asking WLA board for financial support if needed. 2. Work on the possibility of a combined conference in 2019 3. Attend both WLA and PNLA conferences to promote each of the organizations 4. Attend board meetings for both associations 	<ol style="list-style-type: none"> 1. I have attended all of the WLA board meetings 2. I have attended all of the PNLA board meetings 3. I attended the WLA conference in Spokane to promote PNLA 4. I attended the PNLA conference in Calgary, Alberta to promote WLA 5. Was the program chair for the WALE conference in Lake Chelan 			<ol style="list-style-type: none"> 1. Attend the PNLA board retreat in Dumas Bay, Federal Way on Feb 3 - 5th 2. Address the possibility of a combined Conference in 2019 3. Attend both PNLA and WLA conferences in 2017 	
Ahniwa Ferrari, Academic Library Division Chair	To ensure that WLA serves the needs of academic library staff in Washington State.	Engage academic library staff in a conversation about their roles in WLA.	Reached out to academic library staff for feedback. Discussed potential collaborations with marketing committee regarding outreach efforts.	This is what we're figuring out.	We're just getting started.	Email academic library mailing lists to solicit feedback and membership.	I'd like to try and arrange some conference sessions, but the current timeline is tight. Given that the conference is in November I'd like to extend proposals through the end of February if possible.
Craig Seasholes, School Library Division Chair	Provide Professional support for school librarians and the library and information programs of Washington's K-12 schools.	Complete and disseminate WSSLIT2 study with OSPI Ensure leadership election and succession for division Engage with district budget and staffing decisions and state level legislative advocacy and professional development. Conduct WALibrary Snapshot Day 2017 to share the look and reach of WLA school librarians.	Advocacy committee members working with lobbyist and Everylibraries.org for ESSA plan advocacy. Book award groups working on 4 distinct award processes.		We have not seen concerted membership effort that is needed.	Board meetings Feb 11 Snapshot Day info shared. Legislative initiative and advocacy day. Election of next panel of officers. Establish and disseminate Protocol for funding and hosting of regional events.	Library Snapshot day partnering with WSL Approval of up to \$1000 for printing and distribution of WSSLIT2. Clear membership outreach strategy. Pre-Approval of substitute expenses for 6 library advocacy day participants, protocol for assigning and applying.
Danielle Miller, Special Library Division Chair	Build community among library professionals working in specialized settings through promotion, training, and sharing of the diversity of knowledge and expertise across libraries and positions. (draft)	Draft mission, charter, and goals for Division and begin to identify groups that may fit within Special Libraries and how to make connections.	Begin discussions with other interim Division Chairs, research charters, start planning for next steps.			Have outline and basic content for webpage. Have further progress in mission and charter documents and ideas for connecting with potential Division members.	None.

Name & Position	Mission	Goals	Activities	Recruitment & Engagement	In last quarter, how has your work fit in with mission & goals?	Tasks to accomplish by next Board meeting:	Board action requested:
Jeanne Fondrie, Section Co-Coordinator	Sections encourage WLA members to become involved with other members around common interests, including cross-collaboration with members from other Divisions. Section Co-Coordination are here to foster community and engagement with WLA, and to encourage leadership opportunities, professional development, and collaboration with other members.	Learn to use GoToMeeting to help Sections use it and enable them to meet easier and foster connectedness and involvement in WLA. Encourage meetings, meet-ups, and professional development activities within Sections and with WLA membership.	WLA office has been instrumental in helping figure out which Sections are active, and who the officers are for each.			Meet with Section leaders online	
Ahniwa Ferrari, SAIL Chair	To provide programming and grow community around adult services work in Washington libraries.	To bring together some proposals for the November conference and possibly some online CE opportunities before then.	None.	Through conference programs and word of mouth.	N/A	Gather proposals and ideas for the November conference.	Would it be possible to extend the time-frame for conference proposals?
Brian Hulsey, WALE Chair	Build a communication network among library support staff on a statewide basis. Encourage continuing education for library personnel.	Work with WLA to either sponsor a conference program or workshop, as well as continuing the conference scholarship, except to send one to two people to WLA now that WALE no longer has an independent conference.	WALE held its last independent conference in October and after expenses, the 2016 WALE Conference made \$9,387.	Through social media, online newsletters, and word of mouth currently.		Work with the WLA office and Conference committee for sponsorship and possible scholarships.	None
Diane Huckabay, WALT Chair	"The primary purpose 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.	To participate and promote learning events in our meetings, at WLA Learn Local events this April, and to support proposals and sessions at the upcoming WLA Conference. To encourage participation and interest in serving as Section Officers for the pending vacancies.	Our last in person meeting in September at Kitsap Regional Library was not well attended. We had a normal turnout for the most recent meeting online. I have received communication from members utilizing the recording that was sent out afterward. I was able to attend both WLA Board meetings, WALE, and WLMA. I also attend the Ellensburg Public Library Board and Friends meetings monthly, Friends of the Brooks Library Board and EPL Board had retreats this month. I attended the Trustee training from the State Library in September. I facilitated meetings for the Kittitas County Genealogy Society Board and membership; and attended the Yakima Valley Genealogy Society meeting in early January. I have volunteered for the Washington State Genealogy Society and will be attending the retreat January 28th.		I have participated in WALT learns and facilitated learning opportunities in our meetings. It is my hope that the agendas I prepare are inclusive of the interests of all who attend. I have invited local librarians to join me when I travel to the west side for WALT meetings.	Submission of proposals for WLA.	Discussion of the most immediate goals so I can communicate with WALT members at the meeting in February.

Name & Position	Mission	Goals	Activities	Recruitment & Engagement	In last quarter, how has your work fit in with mission & goals?	Tasks to accomplish by next Board meeting:	Board action requested:
Sheri Boggs, Alki Journal Editorial Committee Chair	The Alki Editorial Committee Chair provides oversight and leads the eight-member Alki Editorial Committee in ensuring that the journal remains current and relevant to the needs of the library community.	In the next quarter I would like to set up an online meeting of the editorial committee to brainstorm future issue themes and articles. I will also be promoting our upcoming issue and encouraging input for our summer issue, which traditionally comes after conference and might need extra content support this year as our conference won't be happening until November.	I wrote a piece for the November issue of Alki and have written copy for WLA Wednesdays encouraging article submissions for our upcoming Spring issue. I've also used my personal facebook page and my district's SharePoint page to promote the upcoming issue and encourage submissions.	I will often use the district SharePoint page, my personal facebook page or directly email colleagues to encourage engagement with Alki.	The work I've done for Alki has been direct content creation, with additional promotion and informal outreach.	1) Set up a poll to determine best time for an online meeting for the Alki Editorial Committee and Editor 2) Arrange meeting using digital meeting website/software 3) Create an agenda and take notes, to be shared with the committee and editor	
Cathy Grant, Conference Planning Committee Co-Chair	Works closely with Executive Office and Conference Co-Chair to oversee the planning & coordination of conference; introduces multiple on-site events and announcements	Visit conference venue with Executive Office and Conference Co-Chair Emily Keller to plan details of the event, help establish the Conference Committee, and work with the conference committee to select conference program.	Discussions with the Executive Office and Conference Co-Chair to understand the planning process for serving new WLA structure in one conference.	Current WLA President will select 2017 Conference Program Chairs who will be the Conference Co-Chairs in 2018.	See above	Work with the Executive Office, Conference Co-Chair and Conference Committee on 2017 Conference details. Set goals and hold regular meetings to monitor progress.	None
Emily Keller, Conference Planning Committee Co-Chair	Work with the office, my co-chair, and the rest of the conference planning committee to oversee planning and coordination of the Annual conference; assist with April Day of Learning planning as needed.	Finalize membership of the conference planning committee members; begin to shape the broad contours of the annual conference in articulation with the Day of Learning.	Periodic contact with the office and conference planning co-chair regarding plans for 2017.		It's mainly been a ramping up period, with more steady activity to commence as the call for proposals deadline approaches.	Recruit remaining conference planning committee members; recruit additional conference proposals; conduct a site visit at annual conference venue in Tacoma; review Day of Learning and Annual Conference program proposals with the program planning committee and other invited stakeholders.	Please continue to share the combined call for proposals with your networks and feel free to reach out to individuals who might have a good conference program up their sleeve. Deadline: January 30 (could be extended for someone who needs a little more time).
Samantha Hines, Continuing Education Committee Chair	To help facilitate continuing education opportunities for WLA members, through activities and funding (my words, not the association's--I think we need to formalize/update this for the committee)	To reconstitute the committee and meet in order to organize/determine next steps (like formalizing/updating the mission)	Just me--trying to get a committee roster set up; Jan 26 meeting is scheduled with Kate Laughlin and Emily Keller (former CEC Chair) to revive committee and define opportunities	Once I find out what the current roster looks like, I'll start advertising generally for members if needed and contacting specific individuals who may be interested or help fill out the committee through networking with members.		Get committee roster finalized, meet at least once, carry out anything else assigned by the board (weigh in on conference proposals was mentioned at one point?).	

Name & Position	Mission	Goals	Activities	Recruitment & Engagement	In last quarter, how has your work fit in with mission & goals?	Tasks to accomplish by next Board meeting:	Board action requested:
Nancy Ledeboer, Legislative Planning Committee Chair	Support effective advocacy and keep membership informed of issues impacting libraries	Monitor current legislation and take appropriate action Prepare for legislative day on March 16	Bill reading team is monitoring bills and of the 700 bills introduced in the first 2 weeks we have identified several to watch and 2 or 3 have priority of 1 Weekly calls will begin shortly to keep directors and other committee members apprised during the session			There is a request for funding substitutes so that teacher-librarians can attend legislative day; Public Library directors met last week and expressed distress at the unilateral decision to reduce Steve Duncan's contract without any input from this group. They felt that current action by the WLA board are undermining public libraries and if corrective action is not taken they are prepared to form their own council to ensure that the legislative advocacy they need will continue	Inform school libraries about budget request for substitutes Resolve issue with Public Library Directors regarding legislative advocacy and consulting services
Carolyn Logue, Lobbyist	Advocacy of library issues before the State Legislature and help with local advocacy efforts	Ensure school libraries well funded as part of McCleary funding at the State Legislature. Assist Secretary of State and State Library with their needs for benefitting libraries throughout the state. Other issues as they arise. Also assist with responses to the ESSA plan for Washington state.	Reviewing bills as introduced for impact on school and community libraries. Meeting with individual legislators re: school library issues. Meeting with Secretary of state's office re: state library. Participating in meetings regarding ESSA plan, including meeting with the new Superintendent of Public Instruction regarding his strategy for the state plan.	n/a	All activities have been directed toward advocacy efforts	Amendment language drafted for school libraries in education bills (1.0 in teacher-librarian allocation and move school library materials to another MSOC category)	
Cindy Aden, Federal Relations Coordinator	Keeping the state organization apprised of important federal activities that impact our profession and our organization.	To broadcast the upcoming National Library Legislative Day, scheduled for May 1-2 in Washington, DC at the Hotel Liaison, 415 New Jersey Ave NW, WA DC	I was appointed to this position in mid-November, so I got my initial orientation to the position from John Sheller, who has served in this position for several years. Since that time I have been communicating with the WLA Legislative Committee Chair, Nancy Ledeboer, to understand how we tag team important legislative information for our association. I attended COSLA--Chief Officers of State Library Associations, in October in St. Paul, MN, and at that meeting met Emily Sheketoff of the ALA Legislative Office. She gave an update on upcoming federal legislation and emphasized the importance of this year's NLLD, because of LSTA funding.	So far I have used the public library directors email list to publicize news of NLLD. I am awaiting a decision on the part of my Agency's legislative policy maker to understand how much legislative activity I can openly do--and broadcast--from my position as State Librarian.	Directly; it's all about getting healthy participation in WA DC this May.	Strategize on outreach; Confirm how to legally broadcast federal legislative concerns from my office as State Librarian	Support in broadcasting the upcoming National Library Legislative Day AND if there is more our association can do to support participation, I would welcome ideas of past practices or new suggestions.

WLA Mentoring Program Proposal

Summary

WLA is relaunching its mentoring program, with the goal of making it a valuable, desirable service for members, and an incentive for membership. Secondary goals are building professional relationships among WLA members and strengthening the profession within Washington.

Participants

Any WLA member can request a mentor. Mentors will be largely WLA members, with some mentors possibly being non-members. In these cases, we will encourage but not require mentors to join WLA.

We anticipate that most or all mentees will be accepted into the program. Mentors will be selected based on mentee needs, professional accomplishments, and demonstrated teaching mindset.

Timeline

2017

2018

November	December	January–June	August–October	November
Formal launch at WLA; applications due	Matches made	Mentors and mentees meet monthly (in-person when feasible)	Committee evaluates and refines program	Application period opens at WLA; applications due

Other formal get-togethers or WLA-sponsored events *may* occur at LearnLocal events.

Structure

The six-month program will match mentors and mentees from across the state based on personal and professional strengths and interests. The program will run once per year.

Mentors and mentees will each have a separate virtual, 1-hour orientation, which will provide guidance on how to get the most out of the experience. Support from the committee will be available to all participants throughout the program.

Mentees will develop their own professional goals, with guidance from their mentors. Pairs will then develop a plan to reach those goals. Program success is measured largely by mentees' ability upon exiting the program to develop and implement their own career plan.



Financial Overview – January 2017

Membership:

<i>Vital Element</i>	<i>Current 1/17</i>	<i>12/15</i>	<i>12/14</i>
Total Members	1,342	1,584	780
Institutional	49	50	50
WLA Individuals, Emeritus & Trustees	1,293	1,534	730

Financial:

<i>Vital Element</i>	<i>12/31/16</i>	<i>11/15 YTD Actual</i>	<i>11/14 YTD Actual</i>
Revenue	\$122,731	\$153,972	\$80,617
Expenses	\$143,399	\$122,254	\$96,584
Cash on Hand	\$487,117	\$92,561	\$-14,085
Investments	\$188,568	\$179,274	\$183,114
Membership Revenue	\$22,781	\$58,076	\$53,010