



WLA Board Meeting

October 16, 2018 • 4:10pm – 6:00pm
Yakima Red Lion, Lower Terrace

Present Board members: Craig Seasholes, Rhonda Gould, Brianna Hoffman, Emily Keller, Joe Olayvar, Linda Johns, Christine Peck, Kim Hixson, Chris Skaugset

Present Division, Section, and Committee members: Rosalie Olds, Steve Bailey, Sam Wallin, Lisa Vos, Jessica Koshi-Lum, Amber Williams, Sonia Gustafson, Sheri Boggs, Gerie Ventura, Jeanne Fondrie, Marianne Costello, Cindy Aden, Danielle Miller, Caitlin Bagley, Amy Thielen, Steve Overfelt, Ahniwa Ferrari

Notetaker: Hannah Streetman

Board meeting called to order by Craig Seasholes at 4:20 pm with quorum present

Approve July Meeting Minutes

- Kim moved. Christine seconded.
- Regarding the July minutes, Craig clarified that he was aware that the School Library Division was planning a fall 2019 conference. However, he was not aware that they would be entering two-year cycle.
- Motion passed.

Leadership Reports

- For this in-person Board meeting, WLA leaders delivered their leadership reports in person. In future online meetings, leadership reports will be read online in advance of the meeting in the interest of time.

2019 meetings & retreat

- The 2019 WLA Board needs to be at the quarterly Board meetings, but any member is also welcome to show up. Look for a schedule poll post-conference to determine the dates of the quarterly Board meetings (January, April, July, and October).
- The timing of the annual leadership retreat was discussed.
 - This is the first time WLA has attempted to attach the leadership retreat to the conference.
 - The retreat needs to be a full day.
 - Elections are held in the fall, so incoming leadership is known in early October. In November, travel across the mountains can get risky.
 - One option could be to hold elections earlier and have the retreat in summer (August), separate from the fall conference.
 - Summer might have a conflict with the PNLA Conference.
 - If elections happen too early, incoming leadership will sit for six months.
 - In 2017, the retreat was in October (Ellensburg) and the conference was in November (Tacoma). The November conference dates were not the first choice, but it's what was negotiated with the facility. Generally, the conference will take place in October.
 - Several people mentioned loving the 2017 retreat site, the Wild Horse Renewable Energy Center in Vantage, outside of Ellensburg.
 - Wild Horse closes November 16 for the winter.
 - No decisions were reached about the timing for the annual leadership retreat.

Business coming out of retreat

- Brian Hulsey, Chair of the WLA Marketing & Communications Committee, will follow up on the values discussion from the leadership retreat. Once they're finalized, the office will run them by the Board before adding them to the website.
- No items of business came out of the retreat that require a Board vote.

Treasurer/Finance Committee update

- 501(c)(3) transition
 - WLA is a 501(c)(4) nonprofit. This means members can't write off donations to WLA, and WLA can't always go after grants. WLA may have been established as a 501(c)(4) rather than a 501(c)(3) because, proportionally, WLA may have spent a "significant amount" of budget on lobbying in the past. Now, lobbying doesn't represent a significant amount of the current budget.
 - The discussion of transitioning to a 501(c)(3) was brought to the Board. Judy Andrews met with the 2018 Board during their nonprofit training, and the Board voted to have Finance Committee move forward with Judy to make the transition.
 - The Finance Committee decided to start the transition in 2019. The process could take a year or more.
- The WLA office has sent out an RFP to reevaluate WLA's investment strategies.
 - The current investment firm is Ameriprise, where the money has been sitting for years. It's currently in conservative investments, and the return is not very high. The portfolio needs to be rebalanced.
 - The Finance Committee may decide to move to a different investment firm, or to stay with Ameriprise. The committee needs to decide how much to have in investments, how much to put in savings, and how much to put to work serving members.
- The WLA budget is now in a new format that is easier to read and use.
- Bookkeeper Edna left in early 2017, and the WLA office has transitioned to working with a new bookkeeper named Hannah from 501 Commons. The monthly financials are now caught up through July.
- Marianne had concerns that the 2018 School Library Division budget has not been approved.
 - The ScLD has not completed the draft of the budget to bring to the Board.
 - The last change that needed to happen was to move the "carryover from WLMA" amount (line 5990 in the budget) to a separate "Assets" tab, rather than show it as 2018 income. Marianne was confused about the request to move that line item and was under the incorrect impression that the money would be taken out of the ScLD account.
 - To make the final edits to the ScLD budget draft, the office will schedule a meeting with Marianne.
- Marianne expressed concern that a member hasn't received reimbursement for his travel for an in-person awards committee meeting. The WLA office confirmed that they received the expense reimbursement voucher, but were unable to process the reimbursement because no receipts were provided. The office attempted to contact the member to obtain the receipts but did not hear back. The office will follow up with Marianne outside of meeting.

End-of-year evaluation process

- At the end of the year, the Board will evaluate itself and the WLA office.
- Anyone with institutional evaluation or board evaluation experience should talk to Craig and Rhonda.

Meeting adjourned at 5:40.

Timestamp	Please select your position. (If you hold multiple positions, please submit a separate report for each one.)	Your name:	What is the Division/Section/Committee/Officer's mission?	What are the goals the Division/Section/Committee/Officer plans to accomplish in the next quarter?	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?	How does the Division/Section/Committee recruit new members and engage non-active members? (Officers may skip this question.)	In the last quarter, how has the work of the Division/Section/Committee/Officer fit in with its mission and goals?	Goals or activities to accomplish by the next Board meeting:
10/9/2018 16:	WA State Library, Fed Relations Coordinator	Cindy Aden	To advocate on behalf of libraries across the state and make sure everyone is informed of legislation of interest. To be an effective conduit of information for our federal representatives.	I just learned I have been short-listed for a special Legislative Day session in WA DC in February. I will be in touch about a small, SWAT team to go along. IMLS funding and re-authorization have been our key areas of focus; now with funding out of the way, reauthorization and continuing to tell the stories of LSTA impact in our state will be the focus.	Key events: passing of a federal budget (on time, on Oct 1) with IMLS funding intact. Grants to States was level funded (I.E. at the level of prior years) An additional \$2M was added to the IMLS budget, however. According to the IMLS representative Robin Dales, present at a recent COSLA (Chiefs of State Library Agencies) meeting, that money will be used for needed infrastructure and unfilled positions. IMLS has not received additional funding in many years. IMLS reauthorization legislation was introduced in both the House and Senate. Sponsors are bi-partisan. No movement is expected in the near term.	When a response is needed re: a legislative action, I engage with the WLA and Public Library directors.	We have fielded a bill from Sen. Patty Murray's office re: digital literacy, which has been shared with public library directors for their comments. Ben Merkel, of Patty Murray's office, visited the State Library to talk generally about pending legislation and generally about rural broadband, another hot topic that will be part of state legislative activity as well as federal.	Continue to stay in touch with our federal representatives.
10/10/2018 11:	WALE Chair	Warren Chin	To lead the WALE Section by communicating with members on upcoming social events at the WLA Conference; Meet & Greet Reception, WALE Reception during the Brewery & Winery Crawl, with a focus to build a communication network among library employees and to focus on improved working relations in the library community	Completing WLA Conference and plan for the 2019 WALE goals.	Main activities are to plan out details and logistics for the WLA Conference; having WALE host the Meet & Greet Reception, WALE Outstanding Employee Award, and WALE Reception during the Brewery & Winery Crawl. We formed an Awards Committee (Warren C, Di Z, Brian H, and Carol E) to review and finalize the nominations for the WALE Outstanding Employee Award.	Through email distribution list & Facebook Group page, and we will engage with new members at the social events at the WLA Conference	Communication to the WALE membership is more frequent via email and Facebook event page. We finalized the awards nomination.	Plans for the WALE 2019 goals & duties.

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10/12/2018 12	Alki Journal Editorial Committee Chair	Frank Brasile	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.	The editorial board is working on publication of the fall conference issue. Originally scheduled for release before the conference, it was decided that publication after the conference, with a "conference recap" issue, would be best this time around. Both myself, as the chair, and Sheri Boggs, the editor of Alki, will complete our terms at the end of 2018, and have begun a search to fill these positions, as well as the editorial board. We've had interest in the chair position, but not the editor position as of yet.	In the last quarter the July issue was published. The theme, What No One Ever Tells You About Working in Libraries, was quite popular and we received more contributions than normal, leading to a 40-page publication (rather than the standard 32 pages).	We utilize WLA Wednesdays to promote issues related to Alki, and will consider listservs to reach interested parties beyond the WLA membership.	Alki continues to be relevant to the WLA membership, and we've had consistent contributions from members that have exceeded those in the past.	Promote interest in joining the Alki leadership/editorial board for 2019.
10/13/2018 8:	Member Services Committee Chair	Ralph Hayden	The mission of the Member Services Committee is to recruit and retain WLA members, ensure value is provided to new and existing members and to develop and promote the benefits of WLA membership to the library community.	Continue work on a comprehensive directory of libraries and librarians statewide to use as a recruiting and communication resource. Recruit and establish a working committee.	Pretty minimal. I have worked on and been in contact with state library staff regarding the list of librarians. Committee members also worked on recruitment/promotion materials and presentation.	A handful of e-mails. Haven't really engaged in this. See next question.	Work has been a bit fitful. My thought is to get a clearer picture of the library community in whole so that we can more actively identify and recruit. I am putting a lot of stock in The List, using geographic designations to recruit new committee members for instance.	Get to know the board and see if I'm on the right track. Meet and recruit potential committee members.
10/14/2018 15	LISS Chair	Dovi Mae Patiño	-Build a stable and ongoing professional network for MLIS students within the WLA -Promote resources and support for MLIS students who will soon be joining the library profession -Advocate for the interests of MLIS students in WLA activities and planning -Promote WLA membership and active participation in WLA events among MLIS students	-Promote WLA membership and active participation in WLA events among MLIS students	In September 2018, interim-Chair Dovi Patiño participated in a recruitment event at the University of Washington iSchool's New Student Orientation to promote the mission of WLA, encourage new membership, and spark interest to attend the WLA Conference.		At the recruitment event, interim-Chair Dovi Patiño was able to: promote resources and support for MLIS students who will soon be joining the library profession and promote WLA membership and active participation in WLA events among MLIS students	n/a

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10/14/2018 15	IFS Chair	Rosalie Olds	The purpose of our Section is to raise awareness of intellectual freedom issues such as censorship, protecting privacy and uphold the basic rights of patrons and those in the library community. We also provide an opportunity for training and discussion through programs at the annual conferences and other workshops and communications throughout the year.	We will be running a panel on strategies for facing censorship challenges this coming week at WLA. We're also collaborating with OLA to put in a proposal for a program on Intellectual Freedom at the combined conference next Spring. Our new officers will take the helm in January and make plans for the new year.	Karen Kline and Rosalie Olds (myself) have worked together to plan our session at this year's conference and the one coming up at next year's conference. We've taken turns attending the monthly national meeting with the ALA's office of Intellectual Freedom.	We are pleased to have volunteers willing and elected to fill all positions for next year.	We've worked to set up continuing education opportunities at this year's annual conference and at next year's that offer tools to our members in facing Intellectual Freedom challenges. We've also kept our listserv informed of some news of interest in the areas of intellectual freedom and censorship.	Getting our proposal in for the Spring conference session. Welcoming our new officers.
10/14/2018 18	WLA Board Member	Craig Seasholes	President Presides over regular meetings of the WLA Board of Directors Prepares in advance for decision-making and policy formation at Board meetings Responsibly reviews and acts upon committee recommendations brought to the Board for action Evaluates performance of Board and Executive Management	Conduct an evaluation of board, officers and management service and performance. Prepare for transition of board leadership and committees Conduct board retreat and meeting Review current budget process and establish a clear timeline for next year's finance committee and board budget approval process.	Weekly check in with WLA office.		Stayed informed of executive director priorities, committee leadership needs and response to calls.	Conduct an evaluation of board, officers and management service and performance. Prepare for transition of board leadership and committees
10/14/2018 21	WLA Board Member, ALA Chapter Councilor	Christine Peck			Made arrangements for an ALA Exhibit Booth at the WLA Conference in Yakima. Made arrangements for a conference session on the Future of ALA and WLA at the WLA Conference in Yakima.			Orient incoming ALA Chapter Councilor. Assist new ALA Chapter Councilor plan for WLA Exhibit Booth at ALA Midwinter in Seattle.
10/15/2018 9	Special Library Division Chair	Danielle Miller	The Special Library Division unites and strengthens membership by promoting continuous learning, partnerships, and sharing common skills and expertise utilized in special library and information settings.	Hold reception, conference meetings, and transition officers.	Planned SpLD reception for conference and worked on journal article club.	Works to connect with SLA PNW, other specialized library organizations, and student groups.		Smooth transition of officers.

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10/15/2018 11	WLA Board Member	Brianna Hoffman, WLA Past-President		Complete transition off of the WLA Board as my term of Past-President comes to an end on December 31, 2018.	As chair of the WLA Awards Committee, I led the process of choosing the 2018 WLA Awards winners. Winners and their nominators were notified, as well as the nominees who were not selected. I have continued to create a more detailed process and procedure for the WLA Awards Committee including committee expectations and norms, and communication templates. WLA Elections were completed and incoming WLA Officers were notified.		The Awards and Elections Committee completed its task according to the awards and elections timeline created in conjunction with the WLA Office.	Complete transition to incoming officers.
10/15/2018 11	WLA Board Member	Joe Olayvar	To help WLA realize its goals by representing the interest of Special Libraries and by offering whatever my skills and talents can contribute.	Participate in the WLA Board Retreat in Yakima Stay on point for post conference items, and other WLA actions needed.	Voted on WLA contract for the 2019 conference	Have not engaged yet with recruiting activities	No actions have had a direct impact for Special Libraries, but have aided WLA overall with its forward progress of reorganization and future needs.	None scheduled
10/15/2018 11	WLA Board Member	Kim Hixson	Fiscal oversight	Updated financials, proposal for investment firm, plan for non-profit status 501(c)(3)	Finance committee monthly overview		Implement new budget	See above goals - include monthly finance committee meeting
10/15/2018 11	Conference Planning Committee Chair	Brianna Hoffman	To produce a successful annual conference.	Produce a successful annual conference, complete evaluations of conference	The conference committee continued to meet monthly to finalize planning for the 2018 annual conference. This year's planning committee was a little different in that it featured three conference co-chairs who also served as program chairs (due to one of the original conference chairs leaving the state for a new job). This arrangement worked well. The committee has been wonderful to work with. Every one has had great ideas and have been extremely high functioning. I would recommend every one of the committee members to another committee or task.			Report the outcomes of the conference: financial, attendance, etc.

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10/15/2018 11	Conference Planning Committee Chair	Brianna Hoffman	Complete planning and execution of the 2019 OLA-WLA Conference	Finalize key elements of the conference: keynote speakers, events, etc.	<p>Planning of the 2019 OLA-WLA Conference has been put on hold for the last month in lieu of the 2018 Conference (for which I am also a co-chair). OLA has been gracious in giving WLA the time for our conference, as WLA did in the Spring for OLA.</p> <p>Logo was finalized (you will see it a lot this conference!) and the Request for Sessions Proposal was released. Proposals are due October 29th by 12:00pm. Please consider submitting a session and please encourage your divisions and sections to as well.</p> <p>Planning will kick back into high gear in November when regular meetings will resume.</p>	N/A	The committee continues to come together and blend processes and procedures from two very different library associations.	Confirm all keynotes and events.
10/15/2018 13	WLA Board Member	Rhonda Gould	Support the WLA president and ED, learn about the ins and outs of WLA	Continue to grow in knowledge of the organization and get to know incoming board members and officers				Work with Craig and Emily and Kate to ensure continuity of WLA initiatives.
10/15/2018 14	WLA Board Member	Emily Keller	This Board Director position advises the Executive Board on various issues facing the Association and helps implement strategic directions.	Finishing up my term as Board Director and handing the role off to the newly elected Board Director representing the Academic Library Division (ALD).	The previous chair of ALD, Christina Pryor, left the region and resigned her position this summer. Anniwa Ferrari graciously took the helm in the intervening time and has been overseeing key ALD activities for conference. New leadership has been voted into office. CLAMS (College Library and Media Specialists), library workers from community and technical colleges, plans to dissolve and encourage their members to join WLA, and we look forward to welcoming them into the Association and division.		Primarily, through fostering the integration of CLAMS members into the Association and division. Also through participation in recent board activities, such as review and approval of the contract for conference facilities in Spokane in 2020, and supporting progress of a project to better track capital budget needs.	Conference! We'll have a "Welcome CLAMS" reception co-hosted by ALD and CLAMS, as well as an academic library unconference.

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10/15/2018 16:00	WLA Board Member	Dave Sonnen	Represent the School Library Division, school libraries, and school teacher-librarians on the board and communicate between the two groups as needed.	Continue participation on the SLD Steering Committee and the Professional Development Committee. Work with the SLD to develop new guidelines.	Attended SLD Steering Committee meetings, attended PD Committee meetings - including our meeting to determine scholarship winners. Organized and co-ran the WCCPBA Work Session at Covington Public Library in June to create additional materials for WCCPBA curriculum. Attended the Sept. meeting of Puget Sound Council Book Review group. Attended "Heart, Head, and Hands: Culturally Responsive Libraries" held at S. Seattle College - sponsored by the Puget Sound ESD.		All activities fit the mission and goals. At meeting outside WLA I am speaking with members and potential members, gaining insight and feedback.	Continue to work with and support the SLD Leadership in creating SLD governance. Attend WLA Conference. Attend ALA Mid-Winter Meeting in Seattle.
10/15/2018 16:00	Legislative Planning Committee Chair	John Sheller	Legislative advocacy for WLA member libraries	Preparing for 2019 state legislative session; Recruiting committee members from all divisions.	Recruiting activity: preparing for conference program; active members engaged in 1 online meeting and several email threads. 2 members created video content. WLA President & committee chair planned committee legislative advocacy content for WLA Annual Business Meeting.	Committee will use WLA conference to demystify committee work and invite participation by members.	WLA Lobbyist and committee chair actively engaged in state legislative candidate monitoring as preparation for November elections and 2019 State Legislative Session.	1. Finalizing 2019 committee roster in time for January start of legislature. 2. Establishing Zoom meeting times for weekly check-ins during session. 3. Promoting February 6, 2019 WLA Library Day in Olympia.
10/15/2018 16:00	WLA Board Member	Chris Skaugset	To represent the PLD of WLA on the Board and to share information back to the PLD members	Continue to work with PLD leadership to reach more members	PLD finished work on charter and goals and continued to send out newsletters. I attended WLA Board Meetings.		It continues to get better as I learn more	Continue what has been started

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10/15/2018 17	Continuing Education Committee Chair	Jeanne Fondrie	Foster professional development and continuing education opportunities for all library staff, including supporting WLA annual conference, stand-alone workshops, self-directed learning opportunities, and graduate and other scholarships; coordinate with Washington State Library on a biennial CE needs assessment survey.	1) Update the Seed Grant application and procedures 2) continue developing a WLA mentoring program	PD Committee review scholarship applications and selected 6 scholarship award winners. Five to eight members of the committee participated in the selection.		The newly re-named Professional Development Committee has taken over the WLA scholarships process with the intention of fostering continuing education and professional development for existing members and as a way to recruit members.	Update the Seed Grant Program; further develop the WLA mentoring program with the end goal of a proposal for the WLA board.
10/16/2018 5:	Public Library Division Chair	Amber Williams	PLD facilitates collaboration between public libraries, shares knowledge on innovation and advancements in library service, and represents the interests of public library staff, Friends, and Trustees within the larger organization of WLA.	PLD will uphold the charter by: provide a forum for an exchange of ideas increase awareness of professional development opportunities provide at least one in-person training per year	We sought input from our members to establish those goals, held an online meet-up (4 in attendance) and organized the Unconference session. We sent out a monthly email to our members informing them of Board updates, successes and opportunities.			Host the last morning meet-up. Decide workflow with the incoming Vice Chair and Secretary for the start of 2019.
10/16/2018 1:	School Library Division Chair	Marianne Costello	To advocate for a full-time teacher librarian in every school in WA, funding of school library collections and support for school librarian professional development.	ALA mid-winter conference pd for school librarians	Coordinated a 2 day Institute partnership with Puget Sound ESD	NCCE table invite, e-mails, institute	Yes	To create a pd opportunity for school librarians and to start the planning process for our division conference next Fall.

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10/17/2018 11	WALT Chair	Brian Haight	<p>The primary purposes of Washington Library Trainers shall be to share information, communication, learning, and support for those involved in or interested in:</p> <p>Training, career development, and continuing education for library staff Education and instruction for library users</p>	<p>Sponsoring two WLA conference sessions and the VR booth for the State Library. Holding a brief business meeting at the conference on Friday the 19th. 8:30-9:45. All are welcome to join us to meet members of the WALT group. Creating a display table to have at the conference to help make others aware of the opportunities to participate in WALT.</p>	<p>Met online Wednesday June 27th 9-10 AM: Zoom Meeting Software Met in person Friday August 24th 9:30 AM - 2:30 PM: In person at the Everett Public Library. Learned about and discussed "Transfer of Training" taught by Darlene Pearsall and Terry McQuown.</p>	<p>Primarily through members spreading the message by word of mouth and by annually creating a display table at WLA. The WALT WLA website pages are maintained with current meeting information and minutes for WLA members to access.</p>	<p>Each meeting in person focuses on a different training topic. Information is shared and then disseminated when/where appropriate to library systems across WA state.</p>	<p>Transfer of chair leadership to Anne Bingham. Brian Haight will continue in leadership as Chair Emeritus. Incorporate Alan Jacobson into the leadership for WALT as the secretary/communications person. Establish WALT meeting dates for 2019.</p>