BOARD MEETING AGENDA
July 23, 2020 • 1:00-3:00 pm • WLA online meeting room

Read in Advance of Meeting: April 2020 Board Meeting Minutes, Leadership Reports, Draft Reimbursement Policy, Draft Alki Reprint Policy, ScLD LIFT Proposal

Facilitator: Emily Keller & Brianna Hoffman
Notetaker: Hannah Streetman

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>LEAD</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to order</td>
<td>Emily Keller</td>
<td>1:00</td>
</tr>
<tr>
<td>Online meeting reminders</td>
<td>Brianna Hoffman</td>
<td>1:05</td>
</tr>
<tr>
<td>Approve minutes from January 2020 meeting (vote)</td>
<td>Emily</td>
<td>1:10</td>
</tr>
</tbody>
</table>

New Business

Leadership Reports: follow-up questions/updates
- Action Item: Reimbursement Policy
  Finance Committee | 1:20 |
- Action Item: Alki Reprint Policy
  Alki Committee | 1:30 |
- Action Item: LIFT Proposal
  Hillary Marshall | 1:40 |

2020 WLA Conference Update
Conference Committee | 1:50 |

WLA Webinar Series
Brianna | 1:55 |

2020 Strategic focus: EDI
Emily | 2:05 |

WLA Elections and Awards
Emily | 2:15 |

Legislative Updates
Carolyn Logue | 2:30 |

Old/Ongoing Business and Updates

ALA Councilor - ALA Updates
Steven Bailey | 2:45 |

Member Needs Assessment
Emily | 2:55 |

Closing questions or comments
Emily | 2:55 |

Meeting adjourns
Emily | 3:00 |

Future 2020 Board Meetings:
October: Stay Tuned for Doodle Poll for New Date! (Due to conference moving online)

2020 WLA Board, voting members:
Emily Keller, President 2020
Danielle Miller, Vice-President/President Elect 2020
Rhonda Gould, Past President 2020
Ahniwa Ferrari, Director/ALD Rep 2019-20
Lisa Vos, Director/PLD Rep 2020-2021

2020 WLA Board, non-voting:
Brianna Hoffman, WLA Executive Director
Kaitlyn Griffith, Student Rep 2020

Advisory leaders:
Jane López-Santillana, PNLA Rep 2020-2021
Kate Laughlin, WLA Strategic Advisor
Board Meeting Minutes
July 23, 2020 • 1:00-3:00 pm • WLA online meeting room

Present Board: Emily Keller, Joy Neal, Danielle Miller, Steven Bailey, Ahniwa Ferrari, Joe Olayvar, Rebecca Wynkoop, Lisa Vos, Kaitlyn Griffith
Present Section, Division & Committee leadership: Suzanne Carlson-Prandini, Amy Thielen, JoLyn Reisdorf, Beth Bermani, Angi Anderson, Greg Bem, Nic Figley, Hillary Marshall, Mark Pond, Judy Pitchford
Present Staff & Advisory Positions: Brianna Hoffman, Kate Laughlin, Jane López-Santillana, Hannah Streetman, Carolyn Logue
Notetaker: Hannah Streetman

Meeting called to order 1:02 pm.

Approve minutes from April 2020 meeting (vote)
- Lisa moved to approve the April 2020 minutes. Joe seconded. Minutes approved.

Leadership Reports: follow-up questions/updates
- Ahniwa updated the board on the ACRL-WA merge. Reed talked with Judy Andrews on the phone and sent the MOU, and now we’re waiting to hear back. Next, the ACRL-WA Board will vote.
- No other updates about leadership reports.

Action Item: Reimbursement Policy
- The Finance Committee has spent several months working on member expense reimbursement policy, and they have presented this document as a recommendation to the board.
- Kate and Joe questioned the 25 mile policy.
  - Kate suggested adding language like “if you are traveling around the greater Seattle-Tacoma area.”
- Hillary asked if it’s first come, first served? Joy said that it is, at this point, but it can be revisited.
  - We can add language to clarify this.
- Joe asked if this policy would also be used for Division reimbursements.
  - Yes, if the reimbursements are for a general WLA purpose. If it’s something specific to a Division or Section, they can use their own budgets to reimburse.
- Steven asked whether ALA Councilor expenses are included in this.
  - The ALA Councilor position, among others, already has a stipend. This policy is intended for members who don’t have a stipend or a Division/Section budget to cover reimbursements.
- The board would like to make two changes:
  - add “first come, first served” language
  - add “greater Seattle-Tacoma area” language
• Joy moved to approve the reimbursement policy with these two edits. Danielle seconded. Policy approved with edits.

Action Item: Alki Reprint Policy
• When *Alki* goes out, WLA is sometimes contacted with requests for reprints. WLA has not had a formal policy. The Alki editorial committee presented a policy as a recommendation to the board.
  ○ The policy proposes that the authors retain the rights, and they have a conversation with the editor around where article is printed.
• Should there be a procedure to go with the policy? Joe asked if there should be documentation.
  ○ Suzanne said they were leaning away from documentation because it adds logistics.
• Rebecca asked if there’s a rubric.
  ○ No, Suzanne said the committee determined to leave it up to the author in discussion with the editor.
• Greg said cross-publishing might drive more traffic to Alki. We might consider adding a requirement of citing Alki.
• Suzanne will add a citation requirement to the policy. The updated policy will be re-sent to the board for an online vote.

Action Item: LIFT Proposal
• The School Library Division presented a proposal for their LIFT program.
• If everybody accepts, it will be about $12,000 for the School Library Division, but the costs are unknown at this time. The ScLD has this money and doesn’t necessarily want to spend all of it, but these are unprecedented times.
• Rebecca Wynkoop thinks that we might have a larger number of people interested than we have spots for. She thinks we need to have a transparent selection process.
• The next steps will be to find additional funding and sponsors. WEA is first place to look for additional funding.
• The hope is to host a web portal on the ScLD website. The website will likely be a static, not requiring much maintenance.
• Kaitlyn Griffith asked about special education support. Hillary says it should definitely be a part of the planning and processing. The ScLD also plans to prioritize students of color and those with limited or no access to wifi.
• Ahniwa asked if we can partner with WebJunction to help with web hosting and maintenance.
• Rebecca asked if we could start by voting on the Core Team section of the proposal at this point, rather than the whole thing. With so many unknowns, it’s difficult to vote on the stages beyond Core Team.
  ○ The board agreed to get things started with the Core Team section (no vote required), then come back for a vote after the funding questions are answered. Joy agrees.

2020 WLA Conference Update
• Mark gave an update on the status of the 2020 WLA Conference.
  ○ Moved entirely online, decoded on Whova as online platform.
  ○ Offering organizational registration rates to encourage all staff levels to attend.
• Ahniwa asked if attendees will be able to download programs. Attendees will only have access to recordings through December 31, 2020. The committee is still deciding on the best way to archive and store recordings.
• Preconferences have been separated from the regular conference and will instead be held as a webinar series leading up to the conference.

2020 Strategic focus: EDI
• Emily had hoped to have in-person workshops in the spring and that would drive the EDI work going forward. That has gotten pushed back into the fall, and they will now be online.
• Emily crashed the last LISS meeting, and that group demonstrated passion for equity work.

WLA Elections and Awards
• Elections can be self-nominated, or you can nominate your colleagues. Nominations are due August 19.
• Ahniwa wants to set up Q&A sessions for folks interested in getting involved in the Academic Library Division. He asked if it would be worth expanding to the rest of WLA. Ahniwa will coordinate with the office to set these up.
• Board encouraged to think about who to nominate for awards.

Legislative Updates
• Carolyn Logue called in to give updates on library-related legislation.
  ○ They are currently in the interim, keeping up with proclamations. They don’t anticipate a special session, unless they make that decision after the special elections. Figuring out logistics of virtual meetings and testimony. Tax structure work group.
  ○ If any members have employees laid off, make sure to fill out an unemployment form for any layoffs related to COVID-19.
  ○ Going forward, our work will be focused on protecting capital budget dollars. There’s discussion about requiring a majority instead of a supermajority to pass levies.
  ○ Working with the governor’s office for Phase 3 instructions specific to libraries.
  ○ Encouraged WLA to show support for Sen. Murray’s CCCERA. WLA is sending a letter of support.
  ○ Ahniwa asked about HB 2513, which will allow colleges to hold transcripts if a student has unpaid library fines.

ALA Councilor - ALA Updates
• Stephen Bailey gave an update on ALA.
  ○ ALA had its first ever virtual conference in July, with 7,000 people and 600 exhibitors. That’s a lot fewer attendees than an in-person event.
• ALA voted to dissolve three separate divisions and merge into a new group.
• The final SCOE report was delivered to Council. Find it at Forwardtogether.ala.org.
• There will be a Council special session this fall, and what is being billed as a “constitutional convention” in January. At that point more details will be finalized and voted on. Additional votes in April, June.

Member Needs Assessment
• The board has seen the full report and is encouraged to give feedback. Division Chairs will get it soon, then a report to the full membership.

Stephen moved to adjourn the meeting. Joe seconded. Meeting adjourned at 2:50 pm.
PRIOR BOARD MEETING MINUTES
April 16, 2020 • 2:30-4:30 pm • WLA online meeting room

Read in Advance of Meeting: January 2020 Board Meeting Minutes, Leadership Reports

Facilitator: Emily Keller & Brianna Hoffman
Present: Lisa Shaw, Kate Laughlin, Hope Yeats, Joe Olayvar, Ryan Grant, Steven Bailey, Danielle Miller, Kaitlyn Griffith, Greg Bem, Jane Lopez-Santillana, JoLyn, Judy Pitchford, Nic Figley, Rebecca Wynkoop, Rhonda Gould, Samantha Schmehl Hines, Suzanne Carlson Prandini, Warren, John Sheller, Tami Masenhimer, Beth Bermani

Notetaker: Na-Moya Lawrence

TOPIC

Call to order
● Online meeting reminders
Board Meeting Procedure Reminders
● All WLA board meetings are open and participation is encouraged from any attendees ● Only nine WLA Board members are eligible for voting
Approve minutes from January 2020 meeting
● No corrections needed. Minutes approved.

New Business
● Leadership Reports: follow-up questions/updates
  ○ Jane provided an update from PNLA: they're considering cancelling till next year due to budget. Also considering virtual conference (though they are concerned people might be too oversaturated with Zoom meetings by then)
    ■ Brianna and Kate are planning to reach out to Rick at PNLA.
● Academic Virtual Conference Recap
  ○ After refunds, the Academic conference made a profit of $4,055 after refunds.
● 2020 Strategic focus: EDI
  ○ Talking w/ CiKeithia about an in-person workshop for WLA leadership sometime in Fall after the conference for about 35 people.
  ○ ASGCLA is dissolving within the next 6 months so there will be a gap in activities related to disabilities and access within ALA.
  ○ Most resources and library websites are not providing translation online so even trying to get an online library account is almost impossible for non-English speakers right now, when they most need the access.
  ○ There are studies that low-income neighborhoods are being targeted by ISPs in terms of throttling service.
  ○ Over 70% of talking book & braille library patrons are over 65 (30% over 85) and many, many live in skilled nursing homes or care facilities and don't have access or the ability to be using the internet and we aren't able to mail out our books right now. It is really difficult.
  ○ Broadband access, SHLB (Schools Hospitals, Libraries, Broadband Coalition)
    ■ E-Rate requirements are being softened like opening access points after hours.
● 2020 Legislative Report
  ○ Sales tax & BNO tax are dropping drastically
○ Retail and car sales dropping
○ Governor Inslee looking at how to reopen construction
○ Talked with Marissa Rathbone about getting Spokane school librarians to present to them (Washington State School Director’s Association) about the value of libraries.
○ It’s recommended that libraries go in for a big budget ask for next year.
○ ScLD bill died in the house appropriations committee.
○ 6670 allowing up to two Discover Passes per patron.
○ Board members should email Carolyn to organize a meeting with Ormsby and Bilig in Spokane.

WLA Division/Section Hosted Zoom RT Discussions
○ Encouraged folks to sign up
○ Putting the registration info on the COVID resources page

Library Snapshot Day
○ Coincides with National Library Week
○ Visual photo sharing type of event
○ Maybe combine with Snapshot day (via Elizabeth)
○ Hoping to get twitter access to @WLA_School to provide location for School Librarians to post and then retweet @walibassn (via Rebecca)

Old/Ongoing Business and Updates
● ALA Councilor - ALA Updates
  ○ June 24-26 Virtual Conference
  ○ Forward Together initiative
  ○ LITA, LLMA, ALCTS have voted to dissolve and combine as CORE.
  ○ Patty Wong for ALA President 2020
  ○ ALA has COVID-19 page with survey data, updating pandemic resources, webinar
  ○ Discussed making MidWinter all virtual

● Member needs assessment, April 29th

● ACRL-WA Update
  ○ Will still be the ACRL-WA state chapter within WLA.
  ○ ACRL is a 501(c)6 and needs to dissolve as such so we can draft an MOU.
  ○ MOU will go to ACRL board and WLA board.

Closing questions or comments
Meeting adjourns
<p>| <strong>Alki Journal Editorial Committee Chair</strong> | <strong>Suzanne Carlson-Prandini</strong> | <strong>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</strong> | <strong>Gather content for a new AEDI column, establish bylaws to further define committee roles, determine if social media outlets dedicated to Alki specifically would be sustainable and helpful, finalize an article reprint policy</strong> | <strong>Monthly committee meetings, created an ongoing MLIS student position and filled it, July’s publication almost ready to be released</strong> | <strong>We’ve been working on creating a new Anti-racism, Equity, Diversity, and Inclusion column as well as networking, publishing calls in WLA Wednesdays</strong> | <strong>In the last quarter, how has the work of the Division/Section/Committee/Officer fit in with its mission and goals?</strong> | <strong>Goals or activities to accomplish by the next Board meeting:</strong> |</p>
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Responsibilities</th>
<th>Accomplishments</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claws Chair</td>
<td>Greg Bem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WLA Board Member</td>
<td>Joy Neal</td>
<td>Treasurer</td>
<td>Finance Committee meeting</td>
<td>We worked on developing a reimbursement policy for the organization</td>
</tr>
<tr>
<td>WLA Board Member</td>
<td>Danielle Miller</td>
<td>Support the Board President and the Board</td>
<td>Attend meetings and continue to learn about the Association, add support to initiatives where possible</td>
<td>Contributed and explored WLA's resources on anti-racism and plan to continue to make use of those resources. Participated in the EDI breakout session at the ALA Chapter Leaders Forum.</td>
</tr>
</tbody>
</table>

**Statement on standing with Black Lives Matter**

**Finance Committee meeting**
<table>
<thead>
<tr>
<th>CAYAS Chair</th>
<th>Beth Bermani</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>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.</strong> 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. Encourage, promote and develop cooperation with all agencies serving children and young adults. Encourage new members to become active.</td>
<td><strong>We are working on recruiting for elections, and we are in the process of forming a committee to recruit nominations for the Visionary Award. In addition, we have been working with ScLD leadership to plan and host an Author Breakfast at WLA for the four WA book award winners.</strong> We have been activity updating Facebook. However, workshops and other activities have stalled a bit due to Covid-19. We have been able to continue to plan the WLA Author Breakfast virtual event. We keep this priority in mind when organizing workshops in terms of topics, etc.</td>
</tr>
<tr>
<td><strong>Through social media, WLA Wednesdays, surveys--it's an ongoing goal.</strong></td>
<td><strong>Our activities, social media promotions, etc., are tied to our mission of training and continuing education opportunities.</strong></td>
</tr>
<tr>
<td><strong>-have Incoming Chair &amp; Communications Officer nominees</strong></td>
<td><strong>-liaise with iSchool reps to coordinate WLA presentation, Booktalking the Best</strong></td>
</tr>
<tr>
<td><strong>-continue to organize Author Breakfast with ScLD leadership.</strong></td>
<td><strong>-have Incoming Chair &amp; Communications Officer nominees</strong></td>
</tr>
</tbody>
</table>
participants in our professional organizations. Recruit children’s and young adult librarians.
<p>| SRRT Chair | Samantha Hines | The purposes of SRRT shall be to: uphold and maintain the social responsibilities of libraries within the library community of Washington State; encourage continuing education of library personnel and library supporters on topics related to social responsibilities of libraries; advocate for improved library services for all residents of Washington State; provide a forum for discussion of issues related to the social responsibilities of libraries. | Book Talk around Indigenous People’s History of the United States at conference | Alexa Andrews, Secretary, sent out a message to members around BLM with suggested reading materials and actions. Huge kudos and thanks to her! | The upcoming book talk, the BLM email, and previous virtual meetings around section events and supporting tribal libraries and librarians. | activities like the ones above | by engaging membership in current events | Book talk at conference |</p>
<table>
<thead>
<tr>
<th>Awards Committee Chair</th>
<th>Beth Bermani</th>
<th>-to develop student interest in reading for pleasure for 9 to 13-year-olds -to present a list selected by school and public librarians representing high quality, enjoyable literature -to allow students to choose a state-wide favorite</th>
</tr>
</thead>
<tbody>
<tr>
<td>We are still trying to recruit one more member, preferably a public Librarian to even things between school/public. We will also begin working on our WLA presentation in conjunction with the OTTER Committee. We are trying, with difficulty, to contact the current award winners, Shannon Hale and LeUYen Pham to invite them to the WLA Author Award Breakfast.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>We met virtually and selected the next batch of nominees. We have also been working with ScLD and CAYAS on the WLA Author Award Breakfast.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>that contribute to WLA's prioritization of equity, diversity, and/or inclusion? It's written in to our selection criteria: Considerations will include reading enjoyment; reading level; interest level; genre representation; gender representation; racial diversity; diversity of social, political, economic, or religious viewpoints; Washington State interest; effectiveness of expression; and imagination.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>We have one committee member’s whose main job is recruitment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>We used the mission in selection of titles and by letting students vote for the winner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same as the goals listed above for next quarter.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| WALE Chair | Warren Chin | To build a communication network among library employees  
To encourage continuing education for library personnel  
To improve library service through skill development | 1) Set up the Merit Awards Committee for WALE Outstanding Award 2020  
2) To select the winners for the WALE Scholarships (WALE Continuing Education Scholarship & WALE Library Para-Professional Scholarship) both up to $1,000.  
3) Inform WALE members of upcoming election for WALE Officer positions.  
4) Monthly WALE Virtual Meet Up, August 5th and September 2nd at 1 PM | I sent out monthly emails to inform WALE members of WALE Scholarship and Merit award. However, WALE Social Events will be postponed till the end of this year. | Email WALE members on a regular basis to highlight on the related subjects. | N/A | Took the lead to answer questions and concerns from WALE members, and to remind WALE members of upcoming deadlines. | Select the winners of the WALE 2020 Scholarships |
<table>
<thead>
<tr>
<th>School Library Division Chair</th>
<th>Hillary M. Marshall</th>
</tr>
</thead>
</table>

The WLA School Library Division provides networking opportunities and professional support for teacher-librarians and library paraprofessionals, administrators, teachers and parents. Together we work to ensure that Washington's students are effective users and producers of ideas and information by providing:

- support for information and technology literacy
- instruction reading advocacy
- for lifelong learning and enrichment
- equitable access to information resources and services

### 1. Supporting TL in WA with strong communication
- 2. Membership increase
- 3. Advocacy for our TL positions

### 1. Social Media
- presence - cleaned up, WLA is purchasing a social media management tool, our division is the inaugural division to make this a priority - 3 leaders 1 per platform - ??? # members engaged in those messages is hard to track
- 2. Using our School Libraries Listserv, Social Media accounts, Zoom Roundtables and offering PD - hoping to see an increase in membership - Also, have in a LIFT proposal to put together some much needed access to digital resources & waiting on the WLA Executive Team for final approval before moving forward - Have potential 4 leaders, 4 TL researchers and the impact would reach across the

### EDI
- We had a plan to run 2 pre-conferences but they need to run in real time. The virtual platform is not as effective. We are going to table those ideas for next in-person conference. Solicited a survey - once the LIFT Proposal is approved & the survey data is analyzed - we can address the EDI issues of our division by creating clear goals/focus and then a pathway forward

### PD webinars
- we have one this week! I invited many from my UPS Crisis Communication class.

### Matched them perfectly - it's our focus for this entire year

| 1. Host several PD webinar experiences & Roundtables based on needs from our survey |
| 2. LIFT Proposal approved and the work started |
| 3. Social Media consistent communication - Facebook, Twitter (Hope to start Instagram), and our ScLD Listserv |
state for access to these resources
3. Met with WASSDA - put in a proposal for their November conference,
   Regular meetings with Carolyn Logue, 8 key members interested in helping with Legislative Efforts who are spread throughout the state
Hoping to help support library students who may be facing unsure times with upcoming fall classes, would like some input from WLA on how to encourage library school students who may be struggling with online schooling, or capstone concepts. We need to continue momentum in supporting the black community and people of color, especially when it comes to representation in the library workforce and students of color pursuing an education in library science.

Emailed the deans office at UW requesting information on UW's stance on and actions it will take regarding the recent act that declared students in the US on visa who will be fully online must return to their home countries. Several schools filed legal actions and the decision has been reversed.
<p>| WLA Board Member | Ahniwa Ferrari | Represent academic library needs, concerns, and voices on the WLA Board | Solicit new academic leaders to step up and self-nominate for positions on the WLA Board, in project groups, in divisions, and in sections. Finalize merger with ACRL-WA and WLA's ALD. Highlight academic library offerings at WLA’s virtual conference (and pre-conference webinars) coming up in the fall. Examine outreach and communication efforts; expand with some virtual meeting offerings. | Lots of meetings / work on the ACRL-WA merger and getting academic library staff to submit proposals to WLA’s fall conference. Amplified WLA’s message on this topic using personal and professional channels. Participated in online discussions with other academic libraries around this issue via Slack and email. Create an Anti-Racism Library Resource Guide and events over the summer for Evergreen staff and faculty. If it goes well, we could do something similar within WLA? | Word of mouth and personal connections, mostly. Lots of big, moving pieces this last quarter. Very excited about the ACRL-WA merger; this has been a long time coming and is a big deal, despite the relative lack of splash it is currently getting. But it’s worth celebrating! More online outreach and communication. Online information sessions for potential academic library leaders interested in open WLA positions. Finalize ACRL-WA merge. |
| WLA Board Member | Joe Olayvar | Support WLA efforts to better the many facets of librarianship with an eye on the SpLD perspectives and needs. | Support the WLA election process | Due to Covid and other factors, my activity was minimal Due to Covid and other factors, my activity was minimal | Due to Covid and other factors, my activity was minimal Due to Covid and other factors, my activity was minimal | Due to Covid and other factors, my activity was minimal | Support the WLA election process |</p>
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Planning/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing &amp; Communications Committee Chair</td>
<td>Sam Wallin</td>
<td>The mission of the Marketing &amp; Communications Committee is to expand WLA's presence &amp; influence, as well as enhance its image &amp; credibility inside &amp; outside the organization. Work on our capacity to plan social media posts and campaigns, and involve more of our team in creating content for social media. We have a monthly online meeting to discuss various parts of our work. Last month we had a workshop around our social media policy.</td>
</tr>
<tr>
<td>Public Library Division Chair</td>
<td>Sam Wallin</td>
<td>This division has yet to define a vision or mission. I would be interested in establishing a mission and vision for the Public Libraries Division. It's been challenging to get something started.</td>
</tr>
<tr>
<td>WLA Board Member</td>
<td>Emily Keller</td>
<td>To set directions for WLA in conjunction with the board; participate in financial planning, advocacy, and communicate with relevant stakeholders (ALA, other state and regional organizations, partners) Facilitate July board meeting; finalize plans for EDI consultant's work with WLA leadership in the fall; participate in WLA annual conference and board retreat. Facilitated April board meeting; participated in discussions and decisions about WLA's new travel grant; co-facilitated a WLA open house with Danielle Miller; participated in discussions about ACRL-WAs merger with WLA; participated in ALA Chapter Leaders Forum; attended LISS meeting with officers; wrote column for Alki. Participated in discussions about WLA's anti-racism statement; continuing to work with the WLA office to move forward with our EDI initiative, in spite of viral roadblocks.</td>
</tr>
<tr>
<td>WLA Board Member</td>
<td>Emily Keller</td>
<td>Work with our consultant to finalize plans for EDI work at the board retreat and beyond; participate in WLA annual conference and board retreat.</td>
</tr>
<tr>
<td>WLA/PNLA Representative</td>
<td>Jane Lopez-Santillana</td>
<td>Act as liaison between WLA and PNLA</td>
</tr>
<tr>
<td>LISS Chair</td>
<td>Marissa Rydzewski</td>
<td>To promote the interest of library students by assisting them in networking, WLA membership, career and scholarship resources, mentorship, social awareness, and help foster a professional relationship with WLA community.</td>
</tr>
<tr>
<td>Continuing Education Committee Chair</td>
<td>Joanna Freeman</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>The Professional Development Committee supports professional development activities for and</td>
<td>We are meeting to discuss and award scholarships to WLA members for continuing education and</td>
<td></td>
</tr>
<tr>
<td>We are following our mission by promoting scholarships and awards, supporting WLA members at all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review scholarship applications and award scholarships for the next academic year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>together to come up with LISS values and a diversity and inclusion statement to add to our website and help us navigate our action plans and resources we collect.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One of the scholarships awarded is the John Stanford Scholarship, to be awarded to a student of color</td>
<td></td>
<td></td>
</tr>
<tr>
<td>We use the resources of the WLA office and our own personal connections to find new members.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| As a committee we examined the rubric we used for determining the scholarship winners and revised that to | We are following our mission by promoting scholarships and grants, supporting WLA members at all
<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair/Coordinator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Services Committee</td>
<td>Hope Yeats</td>
<td>Add new committee members, begin disseminating information from the Member Survey, give members a chance to talk with the committee, identify what we should work on next. We helped create questions for the member survey (two committee members took the lead), tested the survey and provided feedback, and have begun to analyze results. I want to recruit more committee members of color if I can, and would like to prioritize coming up with better ways to assist members of color through the association. Begin sharing snippets of Member Survey response in WLA Wednesday, and ideally hold an open Zoom meeting for members to talk with the committee.</td>
</tr>
<tr>
<td>Advocacy Committee</td>
<td>Kristin Piepho</td>
<td>The WLA Advocacy Committee’s charge is to develop and promote library advocacy initiatives, and to advise the WLA Board, staff, and members, to ensure that the interests of libraries, staff, and volunteers are represented. Continue monthly advocacy articles in WLA Wednesdays; add resource session to committee website. The committee continues to submit WLA Wednesday articles. Roughly 6-8 people attend monthly committee meetings. I also attended a meeting of committee chairs, initiated by the WLA office. We've discussed as a group the need for us to advocate not only for libraries, but for marginalized communities. Complete resources webpage</td>
</tr>
<tr>
<td>Special Library Division Chair</td>
<td>Judy Pitchford</td>
<td>The Special Libraries Division unites and strengthens membership by promoting continuous learning, partnerships, and sharing common skills and expertise utilized in specialized library and information settings.</td>
</tr>
</tbody>
</table>
WLA Member Expense Reimbursement

Purpose of Account: This account was established to reimburse WLA members who are occasionally asked to attend events “for the good of the order.” and whose expenses may not be covered by their employer and/or may present a hardship if paid out of pocket.

Intended events are described below. For events not identified as an “intended event,” pre-approval from the Board President and WLA Office is required.

Intended Events:
- Annual Leadership Retreat
- Testifying on behalf of the WLA
- Events that require WLA presence as determined by the Board President

Eligibility Requirements:
- Current WLA member, unless exception made by Board President
- Event attendance is at the request of the Board President, WLA Board, or Division Chair with approval of the Board President

Reimbursement Parameters:
- Expenses will be reimbursed at the current rate set forth by the WA Office for Financial Management: 2020 reimbursement guide.
  - Expenses include mileage/travel, lodging and meals.
- Lodging may be reimbursed if over 25 miles of member's residence
- Reimbursement shall be requested within 30 days of the event
- Reimbursement will be requested by using the WLA Reimbursement Form
- Members may request up to three reimbursements per calendar year unless otherwise stipulated by the Board President
- Requests for out of state travel will be considered on a case by case basis

Other Considerations:
- Bylaws prohibit expenses being reimbursed to attend meetings held at the annual conference, if the member is also attending the conference.
- WLA Divisions are encouraged to include reimbursement for Division-specific activities in their annual budget
  - Division budgets shall be approved by the WLA Executive Board

Current Annual Budget, $7000:
- $3000 for General Membership Expense (eg: Testifying on behalf of WLA)
- $2500 for annual Leadership Retreat
- $1000 for annual onsite meeting of Conference Committee
- $500 for WLA Board (eg: represent WLA at partner org event)
- Total budget may be redistributed as needed to meet actual use.

**ALKI REPRINT POLICY:** Please contact alkieditor@wla.org if interested in reprinting an article. Permission is usually granted for authors to reproduce their contributions as published in the Alki. Others wishing to republish the text of an article are referred to the author for permission. Special arrangements may be necessary to reproduce illustrations or photographs.

Alki's purpose is to communicate philosophical and substantive analyses of current and
enduring issues as well as facilitate the exchange of research, opinion and information. To that end, the open exchange of information is valued. Authors, please consider the following when deciding to reprint your article:

- Is the article being reprinted in a for-fee publication or are they taking paid advertising?
- Does the interested party create or solicit their own original content, or reprint pieces of other publications?
Learning Innovation Facilitation Teams (LIFT)
LIFT Resource Center
COVID-19 Specialized Response Project

Project Goals/Objective:
Dynamic and curated professional training and support resources to reinforce effective remote and blended learning in Washington State schools focused on widely-adopted digital learning tools currently in use.

Proposed Timeline (bracketed numbers indicate deliverables - seen below):

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>June 2020</th>
<th>July 2020</th>
<th>August 2020</th>
<th>September - October 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLA &amp; ScLD</td>
<td>Finalize and fund proposal</td>
<td>Recruit and identify participants (1)</td>
<td>Establish contracts, etc. (1)</td>
<td>Promote resources (7)</td>
</tr>
<tr>
<td>Core team</td>
<td>Review and advise</td>
<td>WLA ScLD survey</td>
<td>Develop promotional resources (7)</td>
<td>Evaluate progress and next steps and advocacy (8)</td>
</tr>
<tr>
<td>Stipend:</td>
<td>$1000 per person</td>
<td>Mark Ray</td>
<td>Review and prioritize digital tools (2)</td>
<td>Review web template (4)</td>
</tr>
<tr>
<td>Invite:</td>
<td>Aggregate data from</td>
<td>Christie Kaaland</td>
<td>Create design elements for web template (4)</td>
<td>Consult and advise ScLD regarding outcomes and advocacy (8)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shana Ferguson</td>
<td>Creation of criteria and rubric (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hillary Marshall</td>
<td>Seek additional funding sources (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Organize and begin meetings</td>
<td>Finalize web template w/ Core Team (4)</td>
<td></td>
</tr>
</tbody>
</table>

Web team Create web template (4)

Resource teams $800 for creation of resource pages | secondary librarians & 4 elementary librarians (1) | Identify, create and curate resource pages (5) |
$200 for initial edit review of peer of other page | Core Team will Recruit and identify 4 partner teams (4) | Peer review/edit other team pages (6) |
Stipend: $1000 per person (in pairs of Elementary & Secondary Librarian) | | |

Deliverables, proposed timeline, and responsible parties

1. Recruitment and identification of individuals and teams to complete the work.
   Timeline: June 2020
   Responsible party: Invite to the Core Team (Mark Ray, Hillary Marshall, Shana Ferguson, Christie Kaaland)
   Cost: In kind from WLA ScLD members

2. Review and prioritization of digital learning tools already in wide use in Washington
3. Creation of criteria and rubric for selection of training and support resources.
   Timeline: July 2020
   Responsible party: Core team
   Cost: Core Team stipends

4. Design of resource web template for standardized presentation and ease of use.
   Timeline: July 2020
   Responsible party: Web team (1 person) - Web Design & Where does it live?
   Cost: Source out a web designer - WLA Office recommending a graphic designer (TBA Financial Cost)
   WLA Office - Nem available to create this? - not available
   Note: Need to determine where the resource will live: WLA ScLD page attached to LIT? OER Commons? State Library? Center for Strengthening the Teaching Profession (CSTP)? Potential to coordinate with CSTP project with representation from Sam Harris & Mark Ray on behalf of WLA ScLD.

5. Identification, vetting, curation, and annotation of resources using established rubric and template.
   Timeline: August 2020
   Responsible party: Resource team(s) - Pair of Librarians on each of the tools (Elementary/Secondary focus)
   Cost: $800 per person in pairs (each will source 2 digital tools)

6. Editing and review of pages and resources
   Timeline: August - September 2020
   Responsible party: Initial - Resource team(s) - vet and edit another team's page and information; Final - Core team/ScLD; Published - Web team
   Cost: $200 per person from Resource Teams; built into Core Team stipend

Promotion of 8 digital resources through WLA and other channels. Timeline: September 2020

   Responsible party: Core Team, SLcD, Publicize through OSPI, WLA, WSL, Technology Education & System supports (ISTE & Ed Tech)
   Strong strategy to direct traffic to WLA ScLD page to generate membership for WLA
   Cost: In kind by WLA SLcD

8. Project evaluation
   Timeline: October 2020 (during WLA annual conference)
   Responsible party: Core Team, SLcD, Resource Teams, and Web Team
   Cost: In kind by Core Team, Resource Teams, and Web Team

**Total cost to WLA ScLD Budget for LIFT Resource Center: $12,000**

**Questions to Address:**

- **CORE Team**
  - What was the thinking behind the CORE Team selection? Was it strategic because of the networks? (Especially in regards to the recruitment of the Resource Teams.)
    - Mark’s initial idea he brought to fruition
    - Hillary’s goal for her term as Chair for ScLD
Christie Kaaland for her network has a statewide reach & her breadth of experience
Shana Ferguson for her breadth of experience and talent in delivering professional development as well as her participatory interest in this project from the beginning.

- What role will the CORE Team have after the Resource Teams are identified? If all 4 CORE Team members accept
  - They will finalize the product after the Resource Teams have completed their peer review & agree to publish with the Web Team
  - Responsible for marketing
    - Responsible for project evaluation - after action report

- How will you identify and recruit Resource Team members?
  - It would be great to have some fresh voices recruited as well as some geographic variation.
    - Initial interest from our WLA ScLD survey - 55 participants to go through their talents
    - Initial interest from our outreach as we cultivated this LIFT proposal
    - Christie Kaaland recommendations
      - Initial invites for the Resource Team will be finalized by the Core Team with a varied regional and size of school library as our guide

- Funding
  - There is both logistical/office support and financial support requested. Assuming WLA/ScLD were able to shoulder the logistical support, are there other organizations who would benefit from this effort who would partner with WLA for the financial support? (WEA, etc?)
    - OSPI is very interested in our partnership but I didn’t apply for a grant in time - but we will reach out to them for marketing support
    - Haven’t reached out to other funding sources - I’d be happy to add this to the Core Team expectations
    - ScLD has a healthy budget and a recent donation. This is a timely, unprecedented opportunity and I felt that this would be an excellent use of our funds and our statewide talent to support school libraries opening September 2020. And, if marketed properly, could really drive traffic to our ScLD website and potentially increase membership which is another goal I have for my term.

- End Product
  - There is still some confusion over what the end product will be. A web portal?
    - Resource Center will be a web portal - YES
      - A space to go to for curated resources, how to guides, and implementation into curriculum opportunities in one neatly packaged space
  - In regards to where it could “live,” it certainly could be a part of the ScLD’s page, but the office staff will not be available as a graphic designer. We can put you in touch with the graphic designer we work with on Alki, but that would be a cost that would need to be taken into consideration.
    - We would love to work with the graphic designer and I’m happy to add
additional costs to this budget to fund those efforts. We will potentially need a
professional web portal designer. We want a polished product that will be
useful to WA state librarians for many years to come but is
accessible at the start of the 2020-21 school year.

■ Other options if we have an in-house web designer (that hasn’t been
realized yet), potentially fund a subscription to a web design model?
  ● Square Space
    ● Wix.com
    ● WLA site - platform?
  ■ Core Team will finalize the Web Team - or Company - or volunteer with a
subscription to build a web portal. I envision this being 1 person.