

Vermont Library Association
Vermont Historical Society, Barre
June 8, 2016
DRAFT

Voting Members Present: Margaret Woodruff, Joy Worland, Virgil Fuller, Kelly McCagg, Angela Bernard, Beth Dietrich, Nancy Mark, Stacey Knight, Ian Gauthier, Selene Colburn, Shara McCaffery, Jessica Summer (phone), Amy Wisehart, Karson Kiesinger

Non-voting Members Present: Alana Verminski, Adele West-Fisher, April Shaw, Marty Reid,

The meeting was called to order by Margaret at 10:09.

Conference Review: There was a brief discussion prior to making the phone call. Toni provided the following details via email prior to today:

- The total bill from Stoweflake was \$7,933 plus the \$2,000 deposit = \$9,933
- This includes a \$500 facilities fee, 250 people at \$10 (+ 20% gratuity) for breakfast, 275 people at \$18 (+ 20% gratuity) for lunch, 50 people for networking refreshments, use of projectors (+ 20% gratuity), and overnight accommodations for our speaker
- Additional conference costs include \$1000 stipend for the conference chair, \$1,200 for the keynote speaker, and the fee charged by Eventbrite for registration (2.5% plus \$0.99 per ticket)

A conference call was placed to Jessica by Margaret at 10:30am. Margaret voiced some concerns held by the board: having an overall budget for conference; is Jessica able to continue as chair concerning new job. Jessica reported that she has a call into Melissa at Stoweflake about postponing the second year of contract in order to partner with NELA. Alana asked when the conference committee will be meeting. Jessica stated that it would depend on NELA.

MOTION: Kelly McCagg made a motion seconded by Beth Deitrich

**TO TERMINIATE JESSICA SUMMNER AS CONFERENCE CHAIR, CONDITIONAL ON
LEGAL ADVICE**

YES: 13

NO: 0

ABSTAIN: 0

MOTION: Virgil Fuller made a motion seconded by Angela Bernard

**TO OFFER TONI JOSEY THE POSITION OF CONFERENCE CHAIR TO FULFILL THE
REMAINING TERM**

YES: 13

NO: 0

ABSTAIN: 0

Kelly McCagg will create a contract for the Conference Chair that she will share with the Executive Board. The completed agreement will be presented at the September VLA meeting.

MOTION: Selene Colburn made a motion seconded by Nancy Mark

TO APPROVE THE CONSENT AGENDA PREPARED BY KELLY McCAGG

YES: 13

NO: 0

ABSTAIN: 0

OFFICER'S REPORTS

President: Margaret would like to start putting together a database of services available at Vermont libraries, across the board. She hopes this will become a resource for those of us looking for information on library services and those wanting to share their knowledge and expertise in digital, concrete, and intellectual assets. If anyone is interested in working on this, please get in touch with Margaret.

She would also like to start putting together a VLA tickler list so that we can keep track of activities and the tasks associated with them. Margaret will make up a draft and then share that with everyone on the board to get feedback.

Vice President: Joy has no report at this time.

Past-President: Virgil has no report at this time.

Treasurer: Angela has no report at this time.

Secretary: Kelly asked that everyone please send their reports to the President and Secretary. If you have no report, please send an email stating that.

SECTION & COMMITTEE REPORTS

College & Special Libraries Section: Beth reported that at the annual meeting, they selected the theme of "Inclusion, Engagement, and Outreach" for the fall event. We will look to host it in one of the mid-state colleges like Norwich, Castleton, or VT Tech. She is looking forward to working with the new section VP Alana Verminski to pull that program together.

Alana has also expressed interest in working on the NELA conference planning committee should that plan move forward.

Public Libraries Section: Christine reported that there was good attendance at the section meeting at the conference, though less folks than the year before. As his last duty as chair, Kevin gave a brief report to the attendees on the events of the past year, plus events we are planning for the upcoming year. Snapshot Day was a success and we plan on doing it again next year during National Library Week. We hope that with increased reminders, even more libraries will participate. You can find the final report from this year's Snapshot Day on our blog page: <https://vtlibraryday.wordpress.com/>

Because there was so much happening in the Spring, we pushed our section workshop off to the fall. Andrew Piper from McGill University will be our speaker on a date in September TBD. He does interesting work in the digital humanities, and he will be speaking about his 2012 title: [*Book Was There: Reading in Electronic Times*](#). The work is a meditation on where reading has been and where it might in the digital future. Since this topic will likely have appeal beyond just the Public Library section, we will be inviting all members of VLA to the talk. One item we need to discuss/vote on is the speaker's fee. His speaking fee is \$500-\$750. If we can negotiate the lower amount, do you think VLA would be willing to cover that or even part of that? Kevin asked this on a previous email thread and it was decided to discuss during the Board retreat.

Also, at the meeting, we elected Jennifer Lee Murphy, Director of the South Burlington Community Library, as the new section VP. We welcome her on board!!

Technical Services Section: Rachel reported that the section met at the VLC. Though the crowd was small, we did elect an excellent section vice president. Accordingly, I'd like to welcome Stacey Knight, Associate Library Director for Systems and Metadata at Saint Michael's College. I'd also like to thank her and Kelly McElligott for their future and past service to the section!

She and Stacey will be working together to ideally create a small virtual "conference" in the fall and to add more tech services sections to next year's conference. At our section meeting, the group brainstormed some terrific ideas for future trainings based on the actual work done by technical services librarians in the state, and we're excited to reinvigorate our section with new offerings this coming year.

Friends & Trustees Section: Nancy reported that Friends and Trustees from libraries around Vermont met at the Conference in Stowe on May 18. The discussion centered around ways that we can support one another and finding opportunities to share our successes as well as our challenges in our respective roles. In addition, many members expressed an interest in organizing informal, regional meetings and indicated their willingness to take a leadership role for that purpose. Although no one in attendance agreed to to assume the role of Vice President for this new year, in a follow up email sent to all that attended, one member has offered to assume the role of Vice President for the following year. Nominations for the current office of Vice President are welcome!

Youth Librarians Section: Ian reported that the section met at VLC to discuss what they would like to see from VLA this coming year in regard to support for collection development, outreach, and programming for youth services. To support collection development for youth in Vermont libraries, the section requested a list of books for youths addressing transgender issues (possibly compiled in collaboration with Outright Vermont). To support outreach they requested a half-day workshop on using social media to connect with tween and teen patrons. To support programming: a summer performer's forum (specific to northern and southern parts of the state); a coding workshop for librarians; examples of teen-specific program ideas (as a resource on the VLA website); an online forum where librarians can post programs they have done; a workshop where librarians can share program ideas with their peers (in person).

Awards Committee: Amy has identified a potential committee chair and hopes to bring her name to the meeting for the president's approval.

Department of Libraries: Marty reported lots of exciting work being done in Montpelier. Her complete report is attached. Nancy Mark asked about Vermont minimum standards. A consultant will be hired to lead us through the process of creating a committee and revising the standards.

Government Relations Committee: Selene reported that the committee spent the past year focusing its work on building infrastructure and clarity around future advocacy efforts.

Completed work in 2016:

- Met with Martha Reid (Vermont State Librarian) to understand the picture of Vermont Department of Libraries FY 17 funding requests and status.
- Authored a press release on behalf of VLA, thanking the Governor and legislature for maintaining stable funding levels for the Vermont Department of Libraries. The press release highlighted the significant cuts faced by VTLIB in last year's budget cycle, praised their work and emphasized the importance of preserving federal funding. It appeared in Vermont Digger and was sent to relevant listservs.
- Gov Relations committee member Dan De Santo, who also serves as a library trustee in Waterbury, authored a letter in support of VTLIB to regional legislators. Our intention is to make this available as a sample/template to other library boards and commissions.

- Drafted letter to legislators thanking them for their service and highlighting the important work of the Vermont Department of Libraries and public libraries across the state.
- Surveyed VLA members seeking input on legislative priorities and strategies, to help shape the committee's work and structure moving forward. State legislative advocacy and funding for DOL and Vermont libraries were clear priorities.

Project in process include:

- Getting Engage up and running as an online tool to facilitate advocacy and action alerts.
- Developing a library legislative breakfast series, by targeting a finite number of regions in 2017.
- Establishing a collaborative relationship with the VSLA government relations committee.

Inclusion Committee: Amanda has no report at this time.

Intellectual Freedom Committee: Ray has no report at this time.

Membership & Outreach Committee: Kelly McElligott has no report at this time.

Personnel Committee: Shara reported that the committee's goals for the coming year are as follows:

- Review the Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Outside Sales and Computer Employees under the Fair Labor Standards Act
- The personnel committee is recommending in 2016 that the salary for a Vermont public library director with a MLS or a BA and VTLIB certificate of public librarianship be a minimum of \$44,563 (21.42/hr). This is calculated by a 1.7% COLA for 2015. In addition to the salary, VLA urges a full benefit package.
- Complete Increasing Public Library Compensation: a How-to Guide for Vermont Libraries for 2016 and post on VLA with 2015 Salary and Benefit Survey
- To conduct a survey to determine the value of conducting an Academic Salary and Benefit Survey or just to design a toolkit for Academic librarians to use in job searches.
- Continue Mentor Program

Scholarship Committee: April reported that the committee has meeting scheduled in June so that they can review how the application process and see if we need to make any tweaks or clarifications.

Conference Committee: Jessica has no report at this time.

American Library Association Councilor: Amy reported that she is collecting some information from other state library associations about hiring a lobbyist, including ideas about funding. She will have more to report at a future meeting.

New England Library Association Representative: Karson reported that she received eighteen written comments at the NELA table during the raffle and a few more in conversation. Comments included: enthusiasm for VLA/NELA joint membership, awareness (and praise for) and lack of awareness of NELA annual conference, requests for continued collaboration and interaction between VLA and NELA, and a lack of awareness/understanding of what NELA does or how it helps members. If people have VLA why do they need NELA?

NELA gift tote raffle Winner: Shara McCaffrey, “new NELA member – yay!”

If anyone on the VLA board is attending (or knows others who are) the NELA Information Technology Section Spring Event “Digital Privacy: A Practical Approach for You & Your Patrons” June 13 at Providence Public Library (RI) please let me know. I’m trying to get materials from Vermonters who are attending so information can be shared.

Registration for the NELA Advocacy Summit, July 19 at Tower Hill Botanical Gardens in Boylston, MA is available through the NELA website (nelib.org).

The NELA Board met May 20, 2016. After the regular executive board meeting board members discussed the topic of recruitment in large and small groups. Members were asked to describe why they are active in NELA/why they volunteer. Specifically, small groups brainstormed ways to add depth to NELA/to recruit active committee members. Initial ideas included: more assertiveness at the state level and NELLs follow-up, a NELA table at annual conference, follow-up after annual conference to keep the buzz going, highlighting fun aspects via social media and electronic communication, and offering NELA professional lunches instead of evening gatherings.

OTHER BUSINESS

Government Relations--Engage: Selene reported that a survey of membership focusing on committee priorities was completed. Results show a desire to concentrate on state funding, revitalizing the legislative breakfast, and building local support. The committee is currently working on planning a legislative breakfast. The committee meets at end of

this week. The packet detailing how to host your own legislative breakfast will be updated. They would also like to pick 2-3 regions where the committee would assist with planning of the legislative breakfasts. Selene suggested inviting selectboard members, mayors, town managers, etc.

Engage has been implemented and the committee is working to populate it. Kelly McElligott is working with Selene on this—if you are a member of VLA, your email will be shared. They are also working on hosting a gubernatorial forum. Marty mentioned that ALA sent a questionnaire to all presidential candidates. We might want to send a questionnaire to gubernatorial candidates along with a library passport.

Amy Wisehart reported that she has collected a lot of information about lobbyists from ALA and NYLA Executive Director that she will pass along to Selene.

Non-profit Status: Margaret reported that progress is being made.

Scholarship Committee update: April reported that they have made some changes to the Continuing Education grant. The rolling deadline has been changed to a spring and fall deadline—March 1st and August 1st. The committee will be asking formally for an increase of \$500 for these grants. The committee has also brainstormed some possible fundraising ideas to cover the increase including raffles, adding a line on the membership form, and creating a zazzle page where you could order VLA merchandise.

Angela suggested a poster fundraiser featuring the doors of VT libraries. Directors would take pictures of their front doors to be included on poster.

The deadline for graduate scholarship has been changed to November 15th so that the check can be sent out in time to be applied toward spring semester tuition.

Selene left at 12:02pm.

The meeting was adjourned for lunch at 12:03pm by Margaret.

The meeting was called back to order at 1:02pm by Margaret.

Marty Reid left at 12:45pm.

Membership—increase rates, purchase membership software: Kelly McElligott was not able to attend the meeting due to a car emergency, so this topic will be tabled.

Friends & Trustees: Nancy Mark reported that she is in need of a vice president and welcomes any suggestions.

Personnel Committee: Shara asked the Board to vote on the following recommendation made by the Personnel Committee: The personnel committee is recommending in 2016 that the Vermont public library director with an MLS or a BA minimum recommended salary is \$44,563 (\$21.42/hr) with a BA and VTLIB certificate of public librarianship. This is calculated by a 1.7% COLA for 2015. In addition to the salary, VLA urges a full benefit package.

MOTION: Bethany Dietrich made a motion seconded by Ian Gaunthier

TO APPROVE THE SALARY RECOMMENDATION MADE BY THE PERSONNEL COMMITTEE

YES: 12

NO: 0

ABSTAIN: 0

Nancy Mark left at 1:16pm.

VLA Strategic Plan: Margaret reported that our next strategic plan is due in 2017. Shara recommended looking at NELA or ALA as a starting point. Virgil recommended we start revisions by reviewing the current plan and decide what has been accomplished, what is timeless, etc. April suggested using a google doc to allow people to access and comment. Amy Wisheart suggested asking membership for input. Margret and Joy will create the google doc and email it out to committee chairs.

Budget 2017: Angela reported on some housekeeping changes: huge credit limit was reduced to \$1,000. We have 4 banking accounts—2 checking (primary, John Swan lecture series) and 2 CDs (one for us, one for John Swan). Payment for the John Swan lecture came due prior to the CD maturing so we had to borrow from our primary checking account, which will be paid back when the CD matures in October 2016. Angela proposes a change to the CDs. CD 2535020875 will be made into a savings account.

Angela presented a draft budget—see attachment. Our fiscal year is the same as the calendar year. Angela reported that she will never leave the office of Treasurer without training the new person, and asked that this be reflected in minutes.

Kevin is asking for permission to hire a speaker for a fall PLS conference. They are budgeted \$250, but need \$500-750.

MOTION: Kelly McCagg made a motion seconded by Virgil Fuller

TO AUTHORIZE THE PUBLIC LIBRARY SECTION TO SPEND UP TO \$500 FOR A SPEAKER FOR THEIR FALL CONFERENCE

YES: 11

NO: 0

ABSTAIN: 0

Future Meetings:

September 14—Stowe Free Library, 90 Pond Street, Stowe VT
November 16—Midstate Regional Library, 578 Paine Trnpg N, Berlin VT
January 11—Durick Library, St. Michael's College, Colchester VT
March 8—Hartland Public Library, 1 Quechee Road, Hartland VT
May 10—Burnham Memorial Library, 898 Main Street, Colchester VT

Funding of School Libraries: In the wake of some significant budget cuts across the country, Margaret asked how we would feel about VLA officially supporting school libraries. Virgil suggested working with VSLA. Everyone was in favor.

The meeting was adjourned by Margaret at 2:11pm.

Respectfully submitted,

Kelly L. McCagg
VLA Secretary