

Vermont Library Association
Annual Business Meeting
Sheraton Hotel, Burlington, VT
May 15, 2007

APPROVED MINUTES

The annual business meeting was called to order by VLA president Lisa von Kann, with approximately 60 persons present.

Lisa acknowledged the members of the VLA Board and the VLA representatives of the Conference Committee for their work over the past year.

Minutes from the last annual meeting were corrected and approved after correction.

Treasurer's report

Donna Edwards presented the treasurer's report, distributed with the meeting agenda.

- A question was asked about the apparent shortfall. There really isn't one, the organization is not in the red. The treasurer's report as presented includes only one of the organizations accounts, there are others. All account balances will be included in future reports.
- A question was asked about the conference income. VLA received its share of the profit from three annual conferences in the past year.
- A question was asked about auditing of VLA's accounts. Edwards explained that although an official audit is not conducted annually, the tax accountant does look over the books. She will see about getting a letter certifying the books are in order.
- A question was asked about where the money for the lobbyist was coming from. The three-years-worth of conference profit is allowing us to pay the lobbyist.
- A question was asked about the increasing costs of technology for the conference—were there any provisions for the future? The conference is a joint venture of VLA and VEMA and there is an agreement between the organization regarding conference finances and consideration of increasing costs should originate with the joint conference committee.
- A question was asked about why the expenditures for the newsletter were so over budget last year—did the new electronic edition cause this expense? No, the electronic version of the newsletter did not cause the expense, but it is unclear what those expenses were; Donna will look this up. The membership did increase under Membership Chair Pat Mardeusz's leadership, so there was an increased cost in the number of newsletters printed and mailed.

Election

Presidential candidates Marti Fisk and Judah Hamer were asked to talk briefly about themselves and why they wanted to be VLA President. There were no additional nominations for any of the open offices. Ballots were collected and counted by members of the Nominations and Elections Committee.

Academic librarian salary survey

Scott Shaffer of the Personnel Committee briefly went over the results of the academic librarian salary and benefit survey, conducted this year by the Personnel Committee [Attachment A].

State funding initiative

John Shullenberger, our lobbyist in Montpelier, spoke about Bill H.99 [Attachment B], which would authorize a study of state funding for public libraries. He related that he was told the supporting material and testimony before the legislative committees on this topic “was some of the best presented” on any issue. The testimony was “succinct” but “passionate.” Should the bill pass, a VLA committee will be set up to help produce evidence for the legislative study committee. John will give the committee “homework” to do over the summer and fall.

Martin Hahn, new chair of the Government Relations Committee, said the committee is recruiting new members. He thanked Linda Wells for her leadership of the committee in the past years. Martin will post updates on the state funding issue to the VTLIBRARIES listserv. The committee’s report on Library Legislative Day, and a review of its activities during the past year were distributed [Attachment C].

Confidentiality statute

Trina Magi distributed a document entitled “Why we need a library confidentiality statute” [Attachment D]. A list of helpful online resources is also on the document. Trina encouraged those with questions to contact a member of the Intellectual Freedom Committee for assistance.

A question was asked about the statute covering municipal public libraries only; this is correct, incorporated libraries are not covered by the statute.

A question was asked about whether the current or a future confidentiality statute would distinguish between paper and electronic records; the answer is no.

In answer to another question, Trina said a confidentiality statute would require that a court order be produced before any personal records be turned over.

Bylaws revision

Teresa Faust reported that the Board had identified some parts of the VLA Constitution and Bylaws in need of revision. A document indicating the suggested changes was distributed to those in attendance [Attachment E] and is also on the VLA web site under Publications. Changes to the bylaws must be approved by the membership after a prescribed period of time for discussion of the changes. Teresa encouraged those with questions, comments, and suggestions about the bylaws changes to post these to the VTLIBRARIES listserv, or send them to incoming VLA President Barbara Doyle-Wilch. The vote on the bylaws changes is slated to take place during the next Annual Meeting, May 2008.

A question was asked about the rationale for the changes. Teresa explained that the reasoning had been eliminated in the printing of the draft because of space, but that anyone wondering why a certain section of the bylaws had been targeted for change could pose that question to the listserv, or to Barbara, and the reasoning would be shared on the listserv.

Election results

Teresa reported that the election was close, and that there were several write-in votes. The winners of the election and the new officers of the VLA Board are: Judah Hamer, President-elect; Brenda Ellis, Secretary; Mary White, NELA Councilor.

New President

Barbara Doyle-Wilch announced that communication would be a focus for VLA in the next year, and she invited those interested to a meeting to be held in June. She acknowledged that all the VLA members had full-time jobs and other things to do in addition to any VLA duties, so “spreading the work out” is another goal for the coming year. Barbara pointed out that the current VLA Strategic Plan goes through the year 2009, but that it shouldn’t be ignored.

Meeting adjourned.

Recorded by Teresa Faust, VLA Secretary, 2005-7.

Vermont Library Association Financial Statement 2006-2007

INCOME	2006 Actual	2006 Budget	2007 Budget
Advertising Income	\$225.00	\$200.00	\$200.00
CAYAL Income	\$405.00	\$1,000.00	\$1,000.00
College & Special Libraries Income	\$515.00	\$300.00	\$300.00
Conference Income	\$15,250.49	\$2,000.00	\$2,000.00
Government Relations Income	\$0.00	\$200.00	\$200.00
Intellectual Freedom Income	\$48.00	\$300.00	\$235.00
Membership Income	\$11,905.00	\$9,500.00	\$12,000.00
New Orleans Library Relief Fund	\$574.00	\$0.00	\$0.00
Public Libraries Income	\$0.00	\$500.00	\$500.00
Tax Preparation Income (VL Conference)	\$400.00	\$475.00	\$475.00
Vermont Library Trustees Assoc. Income	\$1,995.00	\$250.00	\$250.00
EXPENSES			
ALA Councilor Expense	\$2,091.77	\$2,000.00	\$2,000.00
ALA Dues	\$110.00	\$110.00	\$110.00
Awards Committee Expense	\$557.52	\$350.00	\$3,697.00
Bulk Mailing Permit/PO Box Rental	\$234.00	\$185.00	\$185.00
CAYAL Expense	\$630.20	\$1,000.00	\$1,000.00
College & Special Libraries Expense	\$423.67	\$300.00	\$300.00
DCF Conference	\$0.00	\$400.00	\$400.00
Donations Expense	\$600.00	\$300.00	\$300.00
Government Relations Expense	\$512.15	\$575.00	\$575.00
Intellectual Freedom Expense	\$0.00	\$300.00	\$100.00
Lobbyist Expense	\$0.00	\$0.00	\$17,000.00
Membership Expense	\$262.63	\$520.00	\$600.00
NELA Representative Expense	\$156.09	\$200.00	\$465.00
New Orleans Library Relief Fund	\$574.00	\$0.00	\$0.00
Personnel Committee Expense	\$142.77	\$200.00	\$430.00
President Expense	\$104.46	\$200.00	\$200.00
Public Libraries Expense	\$0.00	\$500.00	\$500.00
Secretary Expense	\$0.00	\$50.00	\$50.00
Tax Preparation Expense	\$400.00	\$475.00	\$475.00
Treasurer Expense	\$21.55	\$135.00	\$50.00
Treasurer Bond Expense	\$0.00	\$0.00	\$90.00
VLA News Expense	\$4,248.78	\$3,200.00	\$3,200.00
Vermont Library Trustees Expense	\$2,089.09	\$250.00	\$250.00
Web site Design Maintenance	\$220.00	\$216.00	\$225.00
<u>TOTAL INCOME</u>	\$31,317.49	\$14,725.00	\$17,160.00
<u>TOTAL EXPENSES</u>	\$13,378.68	\$11,466.00	\$32,202.00
<u>TOTAL</u>	\$17,938.81	\$3,259.00	-\$15,042.00

Submitted by Donna Edwards May 15, 2007

VLA's Achievements May 2006-May 2007

VLA Mission

The Vermont Library Association is an educational organization committed to the development, promotion, and improvement of library and information services and librarianship in the State of Vermont with the goal of ensuring equal access to information for all residents of the State.

The VLA Board has identified six strategic areas:

Advocacy: This strategic area concerns the efforts of VLA in the area of advocating on behalf of libraries in the State of Vermont.

- Vermont State Funding for Public Libraries Initiative
 - presented the Initiative to the Vermont Commissioner of Finance, asking for an appropriation of \$1.6 million for public libraries in the Governor's Budget (*grc*)
 - hired a lobbyist to represent VLA at the State House and to help develop a plan for the Initiative (*grc,treas*)
 - raised awareness among trustees with a panel discussion at the annual VLTA conference (*grc*)
 - spread the word among and solicited questions, concerns, and ideas from public librarians about the Initiative by holding 13 county meetings (*grc*)
 - held the first Library Legislative Day on 1/11/07 – a huge collaborative effort, including brochures and a presentation, "I support state \$\$ for public libraries" stickers, a storytime attended by 60 at the State House, and the opportunity for librarians to discuss with legislators the value of public libraries to Vermonters (*grc,cayal*)
 - arranged for librarians, trustees, and patrons to provide testimony before the House Appropriations, House General, and Senate Education Committees, both in person and via VT Interactive TV (*grc*)
 - sent a letter about the need for state funding to the editors of 35 Vermont newspapers (*grc*)

The Vermont House and Senate passed H.99, which establishes a committee composed of the Joint Fiscal Office and the Legislative Council, in consultation with the Department of Libraries and VLA, to study public library funding mechanisms in states similar to Vermont.

- prepared materials for and encouraged public librarians to hold legislative breakfasts in February; 8 legislative breakfasts were held (*grc*)
- drafted, administered, analyzed, and reported the results of a survey of Vermont academic librarians' salaries and benefits (*pc*)

Education: This strategic area addresses issues relating to the education and professional development of librarians in Vermont.

- 113th Vermont Library Conference, "Hands on the Land" (*conf*)
- VLTA annual conference, "Economic Value and Vermont's Public Libraries": featured John A. Arnold, who discussed ways of communicating the economic value of public library service; nearly 80 attendees (*vlta*)
- Town Officers Educational Conferences (TOEC): four workshops for public library trustees and librarians – Keeping Libraries Safe for Customers and Staff, From "Patron" to "Customer," Funding Public Libraries, Tomorrow's Library: Electronic Cafeteria?; nearly 100 attendees at the four conferences (*vlta*)
- CAYAL workshop, with Peter and Mary Alice Amidon, to be held in October (*cayal*)
- workshop on social software in libraries, with Meredith Farkas and Abby Blachy, planned for June (*csl*)

Intellectual Freedom: This strategic area has to do with promoting and protecting intellectual freedom for all Vermonters.

- inform Vermont librarians about intellectual freedom issues
 - prepared content for an "Intellectual Freedom Toolkit" to be published for the VLA website (*ifc*)
 - began a regular column in *VLA News* – "Intellectual Freedom Q & A" (*ifc*)
 - Internet neutrality press conference (*ifc*)
 - presentations for librarians and trustees (*ifc*)

- appeared on VPR's *Switchboard* regarding the USA PATRIOT Act (*ifc*)
- surveyed public librarians about censorship attempts – results pending (*ifc*)
- surveyed library directors about confidentiality policies – report available on VLA website (*ifc*)
- began the process of drafting a stronger state statute to better protect the confidentiality of library records (*ifc*)
- John Swan Intellectual Freedom lecture, “Gagged by the Government – Two Librarians Tell How They Resisted the USA PATRIOT Act”: about 100 attendees; aired on C-SPAN and Channel 17 (*ifc*)

Partnerships: This strategic area addresses the need for VLA to build lasting working relationships with other organizations.

- VLA conference co-sponsored with VEMA (*conf*)
- VLTA conference co-sponsored with VT Department of Libraries (*vlta*)
- TOEC organized by the Vermont Institute for Government (*vlta*)
- John Swan Intellectual Freedom lecture co-sponsored with UVM (*ifc*)
- NELA conference held in Burlington
- ALA Midwinter Meeting and Annual Meeting attendance (*ala*)
- DCF awards co-sponsored with VEMA
- Internet neutrality press conference with ACLU (*ifc*)

Membership: This strategic area addresses issues relating to the recruitment and retention of members, as well as to the services provided to members.

- Recruitment:
 - as of 4/27/07, VLA has 345 members, 52 of them new! (*mem*)
 - solicited new and lapsed members through targeted promotional letters and brochures (*mem*)
- Participation:
 - customized mailing lists and labels to aid in recruiting members to committees (*mem*)
 - actively recruited academic librarians (*pc*)
- Communication:
 - *VLA News* alternates in print and electronic formats, with ongoing discussion about how to maximize accessibility and user-friendliness (*news*)
 - revisions to www.vermontlibraries.org to maintain currency and ease-of-use (*mem,grc*)
 - wiki in the works to faster information sharing among academic and special librarians (*csl*)

Structure and Governance: This strategic area has to do with the work of running the organization.

- revised bylaws (*board*)
- successfully applied for 501(H) Election IRS status, which allows more spending by a non-profit on lobbying (*board*)
- obtained bond to protect the Association against embezzlement (*treas*)
- oriented new board members by reviewing the Strategic Plan at an all-day retreat (*board*)
- processed new VLA member applications and maintained member database (*mem*)
- upgraded financial software (*treas*)

Key

ala=ALA Councilor, Nancy Wilson

board=VLA board, President, Lisa von Kann

cayal=Children & YA Librarians Section, Chair, Megan B. Allison

conf=Conference Committee, Co-Chair, Larraby Fellows

csl=College & Special Libraries, President, Selene Colburn

grc=Government Relations Committee, Chair, Linda Wells

ifc=Intellectual Freedom Committee, Chair, Trina Magi

mem=VLA Membership Chair, Patricia Mardeusz

news=Newsletter Editor, Lise Ewald (ret.) – Teresa Faust

pc=Personnel Committee, Chair, Amy C. Grasmick

treas=VLA Treasurer, Donna Edwards

vlta=Vermont Library Trustees Association, Chair, Marianne Kotch

**VLA Personnel Committee
Achievements of May 2006-May 2007**

Committee Members: Clara Bruns, Goddard College; Jo Anne Edwards, Johnson State College; Amy C. Grasmick, Kimball Public Library; Amy Howlett, VT Dept. of Libraries; Stacey Knight, Union Institute & University; Scott Schaffer, UVM; Sarah Koehl Sanfilippo, Southern Vermont College; Lucinda Walker, Norwich Public Library; Judy Watts, Middlebury College

At the request of librarians in the Association of Vermont Independent Colleges (AVIC), the Committee turned its attention to the remuneration of academic librarians in the state.

The Committee

1. drafted the survey
 - “demographics” – length of career as MLS librarian, current area of responsibility, length of time in current position, etc.
 - benefits – medical / dental / vision, paid time off, retirement, etc.
 - salary
 - institutional information – FTEs in library, enrollment, library’s budget, etc.
2. developed an e-mailing list of every academic librarian in the state
3. administered the survey via SurveyMonkey
4. analyzed the results

Of the 116 librarians contacted, we received 71 valid responses – a response rate of 61%. Although we did not receive institutional data from five schools, each of the 24 schools in the state was represented by at least one respondent. Thanks to everyone who took the time to participate!

Initial conclusions:

- annual salaries (adjusted to FTE) range widely, from \$29,000 to \$167,000, with an overall mean of \$54,277
- the highest paid librarians, not surprisingly
 - have been in the field longest
 - have the highest level of responsibility
 - work in the largest institutions, as measured by student enrollment, library budget, and total library FTEs
 - supervise professional librarians and other staffand somewhat surprisingly
 - work in public institutions
- all full-time and some part-time surveyed librarians are eligible for paid time off
- all full-time and some part-time surveyed librarians are eligible for medical benefits
- nearly all full-time and some part-time surveyed librarians are eligible for a retirement plan

The attached tables present a summary of the high points of the survey. We will publish a preliminary report on the VLA website (www.vermontlibraries.org) shortly, with a full report to follow later this summer.

Special thanks to Alan Howard (Academic Computing, UVM) for his assistance analyzing the data.

Statistics

	Valid N	Mean	Std. Deviation	Minimum	Maximum	Percentiles		
						25	50	75
What is your annual Salary?	71	\$53,065	\$25,641	\$12,000	\$167,000	\$37,700	\$48,098	\$61,000
Annual Salary Adjusted to FTE	71	\$54,277	\$24,559	\$29,000	\$167,000	\$38,000	\$49,360	\$61,000

The following tables include part-time employees with salary adjusted to FTE

	Valid N	Mean	Median	Std Deviation	Minimum	Maximum
How many years have you been working as a librarian with an MLS?						
0 - 4 years	11	\$35,660	\$35,500	\$4,856	\$29,000	\$46,350
5 - 9 years	13	\$48,794	\$49,360	\$9,672	\$35,700	\$70,000
10 - 14 years	12	\$47,473	\$42,250	\$15,002	\$33,503	\$85,000
15 - 19 years	12	\$53,008	\$54,820	\$10,834	\$36,050	\$70,000
20 - 24 years	9	\$66,850	\$61,000	\$42,039	\$32,000	\$167,000
25 + years	14	\$72,834	\$65,500	\$30,300	\$30,000	\$148,000

	Valid N	Mean	Median	Std Deviation	Minimum	Maximum
Which best describes your title or area of responsibility?						
Director/Dean/Chief Officer	17	\$69,188	\$57,982	\$38,973	\$32,000	\$167,000
Dept Head/Asst or Assoc Director	14	\$58,009	\$55,926	\$15,621	\$35,500	\$85,000
Reference Librarian	20	\$48,033	\$48,680	\$15,026	\$29,000	\$90,618
Systems, Technical, or Other Librarian	20	\$45,234	\$41,002	\$14,629	\$30,000	\$93,000

	Valid N	Mean	Median	Std Deviation	Minimum	Maximum
What is your institution's total FTE enrollment?						
0 - 500	10	\$40,047	\$36,875	\$10,509	\$29,000	\$61,000
501 - 1000	9	\$41,728	\$37,000	\$11,515	\$30,000	\$63,000
1001 - 2000	7	\$45,523	\$38,480	\$10,357	\$35,700	\$62,000
2001 +	36	\$67,222	\$56,125	\$27,665	\$39,000	\$167,000

	Valid N	Mean	Median	Std Deviation	Minimum	Maximum
How many FTEs are employed in your library?						
0 - 4	15	\$37,668	\$36,050	\$8,111	\$29,000	\$57,982
5 - 9	11	\$48,151	\$50,000	\$10,979	\$35,700	\$63,000
10 +	36	\$67,222	\$56,125	\$27,665	\$39,000	\$167,000

	Valid N	Mean	Median	Std Deviation	Minimum	Maximum
What is the library's total budget (including personnel, materials, and operating budget)?						
\$0 - \$300,000	12	\$39,206	\$36,875	\$9,938	\$29,000	\$61,000
\$300,001 - \$1,000,000	14	\$44,587	\$38,480	\$10,920	\$33,000	\$63,000
\$1,000,001 +	36	\$67,222	\$56,125	\$27,665	\$39,000	\$167,000

	Valid N	Mean	Median	Std Deviation	Minimum	Maximum
Is your institution:						
PRIVATE	44	\$53,537	\$48,500	\$22,249	\$29,000	\$148,000
PUBLIC	18	\$64,392	\$55,150	\$31,008	\$38,000	\$167,000

	Valid N	Mean	Median	Std Deviation	Minimum	Maximum
Do you supervise Professional Librarians?						
No	32	\$44,414	\$43,514	\$11,005	\$29,000	\$70,000
Yes	24	\$71,117	\$62,500	\$32,751	\$33,503	\$167,000

	Valid N	Mean	Median	Std Deviation	Minimum	Maximum
Do you supervise staff?						
No	21	\$42,532	\$39,000	\$10,831	\$29,000	\$70,000
Yes	40	\$61,064	\$55,150	\$28,320	\$32,000	\$167,000

	Valid N	Mean	Median	Std Deviation	Minimum	Maximum
Supervises anyone?						
No	20	\$42,983	\$39,989	\$10,908	\$29,000	\$70,000
Yes	45	\$60,905	\$55,000	\$27,749	\$32,000	\$167,000

Statistics

	N		Median	Minimum	Maximum
	Valid	Missing			
How many days of consolidated leave per year are offered to you?	23	48	30.00	18	40
How many days of paid vacation leave per year are offered to you as a separate benefit?	45	26	20.00	10	36
How many days of sick leave are offered to you each year as a separate benefit?	39	32	15.00	8	182
How many days of personal time are offered to you each year as a separate benefit?	18	53	4.00	1	6
How many paid holidays are offered to you as a separate benefit?	60	11	12.00	3	18
What percentage of the medical insurance premium NOT including co-pays and other out-of-pocket expenses do you pay?	26	45	20.00	6	40

BILL H. 99

An act relating to legislative interim study committee on public libraries.

The Senate proposes to the House to amend the bill by striking out all after the enacting clause and inserting in lieu thereof the following:

Sec. 1. LEGISLATIVE STAFF STUDY OF LIBRARIES IN OTHER STATES

(a) The joint fiscal office (JFO) and the legislative council (LC) shall identify other states that are comparable to Vermont in terms of population or population density. Once identified, the JFO and LC, in consultation with the Vermont department of libraries and the Vermont library association, shall examine those states regarding:

- (1) The number of public libraries per capita.
- (2) The funding mechanisms for libraries.
- (3) The governance structures of libraries.
- (4) The services provided to libraries from the state library.

(b) After acquiring information regarding libraries in states of comparable population, the JFO and LC shall:

- (1) Determine the number of public libraries operating in Vermont.
- (2) Examine the demand for the services provided by public libraries, including circulation of materials, use of electronic resources, prevalence of literacy programs, and interlibrary loan transactions,.
- (3) Examine the current and potential involvement of public libraries in providing adult education.
- (4) Explore the current and potential role of public libraries in connection with workforce training and development.
- (5) Compare the level of state funding provided to public libraries in Vermont to state funding provided to public libraries in states of similar population.
- (6) Identify the additional funding that will be required to meet the growing demand for services from public libraries in Vermont and maintain the quality of their operations.
- (7) Identify those libraries in the state at which existing toilet facilities are not accessible and determine the total cost of making necessary accessibility improvements to them.
- (8) Identify the number of incorporated libraries in the state that do not have the ability to install toilet facilities; explore the implications of providing them with exemptions to existing law to enable installation; and make recommendations to facilitate a solution.

(c) The JFO and LC shall submit a report detailing the results of their study to the general assembly by January 15, 2008.

(For text see House Journal March 23, 2007 – P. 409-411; March 27 – P. 428)



VERMONT
LIBRARY
ASSOCIATION

Library Legislative Day Vermont State House January 11, 2007

Library Legislative Day in Montpelier was a huge success! Librarians, trustees and friends from all over Vermont gathered at the State House in Montpelier on Friday, January 11th for the first Vermont State Library Legislative Day.

In the morning they met with their legislators over coffee and pastries in the cafeteria and discussed the State Funding for Public Libraries Initiative. They asked their legislators to support state funding for public libraries in the coming legislative session and to wear a red sticker that said, *I support state \$\$ money for public libraries.*

During the morning supporters spoke with their legislators. Everyone enjoyed the power point presentation showcasing libraries around the state and gave powerful information about why we need state funding. Great numbers of librarians and trustees were available to greet legislators, hand out brochures and answer question. Governor Douglas stopped by the card room to visit with library supporters and hear their stories.

At 10:30 children and parents gathered for a story hour presentation by Megan Alison of Kellogg-Hubbard Library. As legislators passed by the card room the stories and songs brought smiles to their faces.

At 11:00am librarians were invited into the House Chamber for the days opening ceremony. Representative Janet Ancel spoke about the importance of libraries and need for state funding. Speaker of the House, Gaye Symington then asked the librarians to stand while the members of the House applauded

The overall response to the state funding initiative from our legislators was excellent. Most of the legislators we spoke to said that they supported state funding and the only reservations some had was the timing. This is a very tight budget year. The conversation has changed from *if* we should receive state funding to *when*.

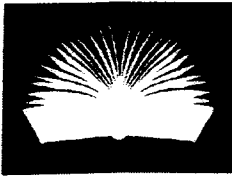
In the afternoon over 150 people met in Room 11 for a presentation on the issue of state funding. Representative Harry Chen, Poet, David Budbill and Authors, Howard Coffin and Chris Bohjalian spoke eloquently about the importance of our public libraries and why we must support them with funding.

Government Relations Committee
Review of 2006/2007

- In June, members of the Government Relations Committee met with the Commissioner of Finance, Jim Reardon and presented the Vermont State Funding for Public Libraries Initiative. We asked for an Appropriation of \$1.6 million dollars for public libraries to be included in the Governor's Budget.
- The committee with the help of the Vermont Library Association Board hired John Schullenberger, a lobbyist, to represent VLA at the state house and to help develop a plan for the state funding for public libraries for this legislative session.
- There were 13 county meeting for librarians around the state to spread the word about the Vermont Public Library Funding Initiative. Members of the Government Relations Committee were on hand to respond to concerns, questions and solicit ideas from librarians.
- The committee created promotional material, a brochure, and a power point presentation. We had stickers made for Library Legislative Day which said *I support state \$\$ for public libraries*. Volunteer coordinators from each county, took on the task of helping to organize Library Legislative Day, spreading the word, and served as contact points to reach key legislators. This was a huge collaborative effort.
- The first Library Legislative Day took place on in January 11, 2007. Librarians from around the state came to the state house to meet with their legislators and encourage support for public libraries.
- Committee members, along with other librarians, helped provide testimony before of the House, General Committee, the House Appropriations Committee, and the Education Committee.
- Committee members contacted key people to testify before the House Appropriations Committee on VT Interactive T.V at sites around the state.
- There were 8 Legislative breakfasts held around the state and the Government Relations Committee created a packet of material and encouraged public librarians to hold legislative breakfasts in February.
- Members of the committee continually updated the VLA website with current information and sent our updates on the Vermont listserv.

Committee Members:

Paula Baker, Sue D'Amico, Hilari Farrington, Martin Hahn, Cindy Karasinski, Marianne Kotch, Marty Reid, Deborah Spackman, Lisa Von Kann, Linda Wells



VERMONT
LIBRARY
ASSOCIATION

WHY WE NEED A LIBRARY CONFIDENTIALITY STATUTE

Why is it important to protect the confidentiality of library users?

Freedom of speech is meaningless unless people also have the freedom to read. Confidentiality and privacy are essential to these freedoms, because if library users have to worry about being judged, punished, ostracized, or put under surveillance based on what they read, they may self-censor and not read the things they want to read or seek answers to their questions. Such self-censorship is dangerous to individuals and democracy.

What does the library profession have to say about confidentiality?

The library code of ethics, adopted by the 65,000-member American Library Association, says, "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

How is confidentiality of library patrons currently protected?

The confidentiality of library records is protected to some degree in every state in the country, either through state statute or attorney general opinion. Also, many libraries have written policies stating that information about their users is confidential.

What does Vermont law currently say?

Vermont offers a moderate level of privacy protection to library users. It does this in the public records law by stating that library records are exempt from public inspection. This means that a librarian does not have to show records to someone who asks for them. However, the law does not clearly declare library records to be confidential nor explicitly prohibit the sharing of library records. This has caused confusion for librarians, library users, members of law enforcement, and the public.

What do we want?

We would like the Vermont law to embody the spirit of the library code of ethics and affirmatively declare that library records are confidential and *must not* be disclosed except in response to a valid court order. This would better ensure that the privacy of Vermonters is protected, while allowing us to cooperate with members of law enforcement when necessary. Many other states have this type of law, including Maine, Connecticut, Florida, Montana, and California.

Is this really an issue?

Yes. A survey of Vermont libraries conducted in the spring of 2006 showed that in the past year, Vermont libraries received at least 1,200 requests for personally identifiable information about library users. It's important that librarians and the public are clear about how those requests will be handled.

HELPFUL RESOURCES

Library Code of Ethics

<http://www.ala.org/ala/oif/statementspols/codeofethics/codeethics.htm>

Library Bill of Rights

<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>

Interpretation of the Library Bill of Rights on Privacy

<http://www.ala.org/ala/oif/statementspols/statementsif/interpretations/privacy.htm>

Guidelines for Developing a Library Privacy Policy

<http://www.ala.org/ala/oif/iftoolkits/toolkitsprivacy/guidelinesfordevelopingalibraryprivacypolicy/guidelinesprivacypolicy.htm>

In July 2006, the VLA Executive Board began review of the VLA Constitution and Bylaws, in an effort to clarify unclear passages and keep the document in line with changes in actual practice. In December 2006, the Executive Board proposed a set of changes to the bylaws to the entire VLA Board. From January to May 2007, the Board has been reviewing and revising those proposed changes. Now it's time for the VLA membership to make comments on these proposed changes. Please send your comments to Barbara Doyle-Wilch, bdoylewi@middlebury.edu , or post your comments on the VTLIBRARIES electronic discussion list, vtlibraries@list.uvm.edu.

PROPOSED CHANGES TO THE VLA BYLAWS
Changes as of May 10, 2007

~~Wording to be eliminated is stricken through~~
[Wording to be added is in brackets]

VERMONT LIBRARY ASSOCIATION

CONSTITUTION

ARTICLE I: NAME

The name of this Association shall be "The Vermont Library Association." Abbreviated form, VLA.

ARTICLE II: OBJECTIVES

The Vermont Library Association is an educational organization committed to the development, promotion, and improvement of library and information services and librarianship in the State of Vermont ~~with the goal of insuring equal access to information for all residents of the State.~~ These objectives shall be implemented under the structure and by means of the activities specified in the Bylaws, and in accordance with Section 501 (c) (3) of the Internal Revenue Service Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

ARTICLE III: INUREMENT

All monies of the Vermont Library Association shall be used in carrying out the objectives of this Association. No part of the net earnings of the Vermont Library Association shall inure to the benefit of, or be distributed to, its members, officers, or other private persons, except that the Vermont Library Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II: Objectives. In the event of the dissolution of the Vermont Library Association all assets which remain after liabilities have been satisfied, shall be transferred, for its unrestricted use, to the Vermont Department of Libraries or its successors, or to an organization exempt under Section 501 (c) (3) of the Internal Revenue Service Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

BYLAWS

ARTICLE I: STRUCTURE

1. To supervise and administer the affairs of the Association, officers shall be elected and there shall be an Executive Board.
2. To accommodate the various specialized interests of the membership, Sections by type of library and type of activity may be formed.

3. To support work in those areas where there is continuing Association concern, Standing Committees shall be established.
4. To carry out special assignments for the Association, Ad Hoc Committees may be established.
5. To fulfill the requirements for liaison and/or affiliation with other Associations and agencies, Representatives shall be elected or appointed.
6. All of the above shall be considered as integral parts of the Vermont Library Association structure.

ARTICLE II: ACTIVITIES

The Vermont Library Association and its components may pursue the objectives of the Association through meetings, dissemination of information, collection and disbursement of funds, research, education and any other activities which are pertinent and proper.

All activities shall be conducted in accordance with accepted parliamentary procedure. The guide for this Association shall be Robert's Rules of order (latest edition). The rules contained herein shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or any special rules of order of this Association. No rules may be made or actions taken that are in conflict with these Bylaws or civil law.

Unless the power is specifically delegated by the Board, only the Executive Board of the Vermont Library Association may make financial, policy, or other commitments on behalf of the Association.

Upon the call of the Executive Board, each Committee, Representative, and Section shall submit a written Annual Report, and such other written or verbal reports as may be requested. All inactive records shall be passed to the ~~Secretary~~ [Archivist] for deposit in the Association archives.

ARTICLE III: MEMBERSHIP

Any person, library, or other agency concerned with the objectives of the Association may become a member of the Vermont Library Association upon payment of dues or receipt of Honorary Membership. Dues schedules shall be recommended by the Executive Board and approved by the membership. Honorary Membership may be conferred upon individuals, institutions, or agencies when the Executive Board judges that they have merited such through their contribution to library service, and votes to confer this honor.

The membership year shall be the calendar year, dues payable on or before December 31.

Individual members may vote, be nominated and elected to office, and serve on Committees or as representatives, choose membership in any Section, attend any VLA meetings at member rates, and receive all general publications of the Association.

[Only members in good standing may represent VLA in an official capacity.]

Institutional members are not eligible to hold office.]

~~Institutional, Trustee Board and Friends Group memberships confer the right to membership in any Section, and to receive all general publications of the Association.~~

ARTICLE IV: OFFICERS

Officers shall be elected by the Association as provided in these Bylaws. They shall serve for a period of one year (except as noted below for Secretary and Treasurer), or until successors are elected or appointed.

The **President** serves as the Executive Officer of the Association and of the Executive Board. As such, ~~she~~ [the President] shall:

1. Preside at meetings.

2. [Appoint committee chairs, to be confirmed by the Executive Board.]
3. Serve as ex-officio voting member of all committees, except the Nominations and Elections Committee.
4. Represent the Association whenever necessary and desirable.
5. [Attend or designate a representative to attend meetings of the Board of Libraries.]
6. [Pick up and distribute the association's mail from the Burlington post office box, or appoint a representative to do so.]
7. Perform other duties as requested by the Executive Board, or as required by the office.
8. Upon retirement from office ~~the President shall~~ serve as a member of the Executive Board in the capacity of **Immediate Past President**.

The **Vice-President** serves as the Vice-President of the Association and of the Executive Board. As such, ~~s/he~~ [the Vice-President] shall:

1. Perform such duties as may be assigned by the President or the Executive Board.
2. Serve as President in the absence of the President.
3. ~~The Vice President shall be responsible for [A]ppointing a Co-Chair [-in-training] of the Conference Planning Committee and shall coordinate the programs of the sections and committees.~~
4. [Serve on the Nominating Committee.]
5. [Coordinate association communications, which may include newsletter or online presence.]
6. ~~S/he shall~~ [B]e President-Elect.

The **Secretary** serves as the Secretary of the Association and of the Executive Board. The term of secretary is for two years, and s/he may not serve more than two consecutive terms. As such s/he shall:

1. ~~Carry on correspondence for the Association.~~
2. Send notices of, and serve as recording officer at, meetings.
3. [Maintain the official record of meetings.]
4. ~~Receive and distribute official publications and communications.~~
5. Notify Officers, Committee Chairs, and Representatives of their appointment or election, and furnish necessary papers and credentials.
6. Prepare official ballots and announce the results of votes thereon.
7. Maintain complete and accurate records of the association's membership. [This responsibility may be delegated to the Membership Chair.]
8. Perform other duties as requested by the President, Executive Board, or as required by the office.

The **Treasurer** serves as the Treasurer of the Association and of the Executive Board. The term of Treasurer is for two years, and s/he may not serve more than two consecutive terms. As such ~~s/he~~ [the Treasurer] shall:

1. Solicit, collect, disburse, and maintain an accurate accounting of dues and other monies.
2. Secure and maintain for the Association a ~~commercial blanket~~ [fidelity] bond covering the ~~Executive Board of the Vermont Library Association~~ [Treasurer].
3. Maintain a corporate checking account for the Vermont Library Association.
4. Submit, upon the call of the Executive Board, a written Annual Report, and such other written and verbal reports as may be requested
5. Perform other duties as requested by the President or Executive Board, or as required by the office.

No individual may hold more than one of these offices at a time.

ARTICLE V: ~~EXECUTIVE~~ [VOTING MEMBERS OF THE] BOARD

The officers of the Association, ~~the immediate Past President~~, and one authorized Representative from each existing Section shall serve as voting members of the Board. The American Library Association (ALA) Councilor, the New England Library Association (NELA) Representative, and the [Newsletter] Editor ~~of the Association~~ shall serve as Board members without vote.

ARTICLE VI: EXECUTIVE BOARD

[The Executive Board consists of the officers of the association, which are the President, Vice-President[/President-elect], Immediate Past President, Treasurer and Secretary.] The Executive Board shall have and may exercise all the powers of the Association except those that are conferred upon the membership and its Officers by civil law and by these Bylaws. It may act in an advisory and an executive capacity. It may also state and vote upon proposals in formal meetings and by mail ballot. A simple majority of those voting shall suffice to pass a motion.

The Executive Board shall:

1. Act as the Financial Committee of the Association.
2. Review petitions for and suggest changes to the Constitution and/or the Bylaws.
3. Confirm the appointment of Committee Chairs and special Association Representatives.
4. Fill vacancies in office within 30 days; appoint one of the Section chairs to the Office of Vice-President/President-Elect if a vacancy occurs.
5. Authorize meetings of the Association.
6. Meet at least four times a year.
7. Call for and publish reports from Sections, Committees, Representatives, or others as appropriate.
8. Act on other matters within its jurisdiction.

ARTICLE VII: SECTIONS

A Section shall be a formally organized subdivision of the Association, composed of Vermont Library Association members who wish to pursue their special interests together within the framework of the Association, and who wish to assure that their interests will be adequately represented to and by the Association.

To implement a Section a written petition, setting forth the purpose and need of the Section, must be submitted to and be approved by the Executive Board. Such a petition shall be signed by not less than seven Vermont Library Association members, who are actively engaged in the work that will be the special field of interest of the Section, and who signify their intention of becoming members of the Section. There can be but one Section established for each type of library, and each type of activity.

Subject to these Bylaws, each Section shall have autonomy over and responsibility for the conduct of its own affairs, except that:

1. Only members of the Association shall be members of a Section.
2. Upon the adoption of a Constitution and/or Bylaws the Section shall file a copy of such document(s) with the Secretary of the Vermont Library Association.
3. Amendments to such documents shall be similarly filed as they occur.
4. Names and addresses of a Section's officers shall be filed with the Secretary of Vermont Library Association upon the occasion of each election or appointment.

The Executive Board may authorize the dissolution of a section if it fails to hold any meetings for two consecutive years or if it violates the provisions of the Vermont Library Association Constitution and/or Bylaws. A Section may elect to disband upon a 2/3 vote of all its members. Any remaining funds shall revert to the Vermont Library Association.

ARTICLE VIII: COMMITTEES

The Vermont Library Association Executive Board, or the President with the approval of the board, shall appoint Chairs for Ad Hoc Committees as necessary. Ad Hoc Committees shall serve as directed by the Executive Board.

Committee Chairs for Standing Committees shall be appointed at the beginning of the Association's Executive year by the Executive Board, or the President with the approval of the Board. They shall serve for one year, and their appointment may be renewed at the pleasure of the President with the approval of the Board. Standing Committees shall have these responsibilities.

1. ~~The **Conference Committee** shall be responsible for planning and presenting the Annual Conference. The committee shall include a Chair appointed by the Vice President, a representative from each of the sections, as well as a Co Chair and representatives from VEMA.~~
2. ~~The **Continuing Education Committee** shall be concerned with all aspects of continuing education for all those in the Vermont library community.~~
3. The **Editorial Committee** shall be concerned with the information program of the Association. The committee will be responsible for the publication of a newsletter, for the composition and distribution of news releases and other publicity for VLA and its components.
4. The **Government Relations Committee** shall prepare [a] ~~an annual~~ legislative agenda for ~~adoption~~ [review] by the membership ~~at the annual meeting~~, work towards implementation of the legislative agenda with the Executive Board and appropriate committees, and keep abreast of state and national legislation which affects libraries, and report on this to the Board, and to the membership.
5. The **Intellectual Freedom Committee** shall be concerned with the rights of freedom of expression, and shall stand ready to assist Librarians and Trustees in any situation where these rights may be in danger. The Intellectual Freedom Committee is responsible for arranging the ~~annual~~ John Swan Memorial Lecture.
6. The **Membership Committee** shall recruit members to the Association, oversee the member renewal process, develop member benefits, and make recommendations for honorary membership.
7. The **Nominations and Elections Committee** shall be composed of not less than three members representing the various regional and professional interests of the Association, and including the Vice-President/President-Elect. It shall operate as specified under the article on elections.
8. The **Personnel Committee** shall address any personnel issues which affect the membership and make recommendations to the Executive Board.

Subject to these Bylaws, Committees shall be empowered to take all steps necessary to carry out their charges. A simply majority of those voting shall suffice to pass a motion. Committee Chairs shall be responsible for developing the membership of their Committees and fulfilling the purposes for which the Committees were created.

ARTICLE IX: REPRESENTATIVES

A representative shall be delegated to interpret and transmit VLA interests, desires, policies, etc., to another body. In this capacity, the representative shall convey to VLA information relating to the goals, activities, policies, etc., of the organization to which the representative is a delegate. A Representative may also be empowered by the Executive Board to make commitments for VLA. Vermont Library Association Representatives to American Library Association and New England Library Association shall be elected by the Association as provided in these Bylaws. They shall:

1. Serve on the Vermont Library Association Executive Board without vote.
2. Serve as specified in the Bylaws of the American Library Association and New England Library Association.
3. The Representative to American Library Association, known as American Library Association Chapter Councilor, will as part of ~~his/her~~ [the Councilor] duties ~~transmit~~ [insure that] all amendments and changes of the chapter constitution and Bylaws ~~Committee for review of compatibility~~ [are compatible] with the American Library [Association] Constitution and Bylaws. ~~She~~ [The councilor] will also provide ~~such~~ [the] American Library Association ~~Committee~~ with a copy of any approved amendments or revisions of the Vermont Library Association Executive Board as necessary. ~~They~~ [The councilor] shall serve as directed by the Board.

4. Be members of the organization to which they are representatives. Other Vermont Library Association Representatives may be appointed by the Vermont Library Association Executive Board as necessary. They shall serve as directed by the Board.

Subject to these Bylaws, a Representative shall be empowered to take all steps necessary to carry out the representative's duties.

ARTICLE X: MEETINGS

All meetings of the Board or Association shall be chaired by an elected officer. In the absence of the President, the Chair shall pass to the Vice-President, Secretary, and Treasurer, in that order. Voting shall be conducted as specified elsewhere in these Bylaws.

Executive Board meetings shall be held at least four times per year. They shall be called by the President or upon request of any Board member, and shall require a minimum notice of ten days.* Board meetings shall require a quorum of 2/3 of the voting members to permit the transaction of business. Any voting member who fails to attend three consecutive Board meetings without cause shall be considered as having resigned from the Board and from his/her office.

Sections may hold meetings at their discretion.

Committees may hold meetings at their discretion. These shall be called by the Chair or upon the request of any Committee member. Committee meetings shall require a quorum or a simple majority of the Committee members to permit the transaction of business.

Membership meetings shall be general meetings open to all members of the Association. Membership meetings shall require a quorum of 10% of the membership to permit the transaction of business.

Annual Meeting[s]. There shall be an annual business meeting to be held during the Annual Conference. The time and place shall be determined by the Board. Notice shall be given to the members by the Secretary not less than twenty days prior to the meeting.* ~~It shall include at least a general meeting and a business meeting.~~

Other Meetings. The Executive Board may provide for additional general meetings in any year upon not less than twenty days notice.*

ARTICLE XI: ~~FINANCIAL~~ FINANCES

The Fiscal Year shall be January 1 to December 31.

Sections, Committees, Representatives, and members of the Executive Board who desire financial support for the conduct of their official duties, such as mailing, transportation, etc., shall submit to the VLA Treasurer a work program and budget for the current Fiscal year. Having received such estimated budgets, and considering its own anticipated revenues and its estimated financial obligations for the Fiscal Year, the Vermont Library Association Executive Board shall construct a general budget for the Association.

Additional funding for unanticipated expenditures may also be requested from the Executive Board during the course of the Fiscal Year; such requests should be made in writing and directed to the Treasurer of the Board. If approval is given by the Executive Board, funds for such expenses shall be encumbered and disbursed by the Treasurer.

The Executive Board may require an external audit of its financial records at any time. All components of Vermont Library Association which receive financial support from the Association shall incorporate into their Annual Reports an accounting of Association funds received and spent.

ARTICLE XII: VOTING

Voting for Officers and Representatives, voting upon proposals for amendment to the Constitution and Bylaws, and voting by the Board, Committees, and other component parts of Vermont Library Association shall be conducted as specified elsewhere in these Bylaws.

Other matters may be voted upon at any meeting of the Association, or, when required, by mail ballot. A simple majority of those voting shall suffice to pass a motion, except that a 2/3 majority [of those responding] is required to pass a motion rescinding an action of an officer or of the Executive Board.

ARTICLE XIII: ELECTIONS

Election of officers shall take place during the Association's annual business meeting. The Nominations and Elections Committee shall present a slate of nominees to the Vermont Library Association at least one month prior to the Association's annual business meeting. The slate shall present at least one nominee for each eligible vacancy and shall specify the term of office for each position.

The Secretary shall prepare an official slate which shall be printed in the association's newsletter one month prior to the Association's annual business meeting. There will also be a printed ballot for write-in candidates and absentee voting. All voting must be on official ballots.

Write-in candidates and nominations from the floor must have the candidate's permission to place his/her name in nomination.

Absentee ballots shall be received and votes shall be tabulated by the Nominations and Elections Committee [or its designee] prior to the Association's annual business meeting. Absentee ballots must be received ~~five (5) days~~ [one week] before the Association's annual business meeting. ~~If nominated and approved by the membership, the name of the write-in candidate is placed on the ballot.~~ A simple majority of members voting at the Association's annual business meeting or by absentee ballot shall elect a candidate.

~~Absentee ballots will be given to the Secretary of the Association~~ [The Secretary or designee shall tally the votes] immediately after the election. The Secretary will notify all candidates of election results no later than two (2) weeks after the Association's annual meeting [if needed]. Upon election of the American Library Association Chapter councilor and the New England Library Association Representative, the secretary shall immediately accredit the Chapter's ALA councilor and/or NELA Representative to the Secretary of the ALA Council and/or Secretary of the NELA Executive Board.

Elections shall be considered effective on adjournment of the Association's annual business meeting. Those elected shall serve during the executive year, except in cases where a different term is specified in these bylaws. The executive year shall be the period beginning with the adjournment of the Association's annual business meeting and ending with the adjournment of the succeeding annual meeting.

ARTICLE XIV: AMENDMENTS

Amendments to the Constitution or Bylaws may be proposed upon vote of the Executive Board, or upon submission to the Secretary of a written petition signed by not less than seven members of the Association.

The Secretary shall issue announcements of the proposed amendments to the membership, including therein both the present and proposed text, any recommendations from the Board, and the time and place of the general meeting at which the proposed amendment will be discussed.

Proposed amendments shall be presented and discussed at the next general meeting of the membership ~~which follows~~ [following] upon their formal proposal and allows for a minimum of ten days notice.

Not more than ten days following such a ~~discussion~~ [meeting] the Secretary shall send ballots to the membership. Ballots shall detail the present and proposed text, include a summary of arguments of the

membership for and against the proposed amendment, and specify time and other conditions for return of ballots. They shall contain the information that a 2/3 majority of those responding shall suffice to pass the proposed amendment.

*Written communications to the membership shall be considered as issued and given when have been conveyed into the custody of the U. S. Post Office.

Approved by the VLA membership 6/25/2001.
Previous version was dated 5/15/1997.