

Vermont Library Association
Board Meeting

May 7th, 2009
10:00 a.m. – 12:00 p.m.
Downs Rachlin Martin, Burlington, VT
APPROVED MINUTES

Present: **Judah Hamer** (President/Presiding), **John Payne** (Vice-President), Brenda Ellis (Secretary), **Sharon Thayer** (Membership chair), **Marti Fiske** (Public Libraries), **Kip Roberson** (NELA – New England Library Assoc. Rep); **Wynne Browne** (Treasurer), **Barbara Doyle-Wilch** (Past President; Co-Chair Vermont Library Conference), **Nancy Wilson** (ALA Councilor); **Gail Weymouth** (Intellectual Freedom Committee) **Larraby Fellows** (CSL - College & Special Libraries), **Jill Coffrin** (Youth Librarians); **Grace Greene** (DOL/ VLA Awards Committee)

Meeting was called to order at 10:03

March meeting minutes were approved.

Treasurer's report (Wynne Browne)

Wynne distributed the treasurer's report [Attachment A]. She asked Barbara re: \$200 scholarship for VLC. Barbara verified it's ok for VLA to pay the bill.

Vermont Library Conference (Barbara Doyle-Wilch)

The Budget summary and statement from the conference co-chairs was distributed [Attachment B]. Barbara noted that the food costs are high. She noted the original quote was \$30,000 for the conference company not \$20,000. Barbara, Sarah Goldstein (VSLA Conference Co-Chair), Judah (VLA Pres.), Sue Monmaney (VSLA Pres.) met to discuss what to do about the impending deficit. One option was to cancel the conference, but instead they proposed scaling back some of the food and having the 2 associations contribute money to cover the deficit. Thus the advocacy reception won't be lavish. They reduced the cost to \$1500 and it will be sponsored by Gale.

Barbara explained some of the overage. The original budget was incomplete and the food costs were higher. The Company they hired to get sponsorships went out of business – so Marilyn Scoville (St. Michael's College) took over and got the Gale sponsorship. The number of exhibits is down - only 32 paying exhibitors. Registration is not as high as predicted. The number of people is almost 400 but most are coming for just one day, so it is significantly below expectations. Also there are lots of free registrations – the award winners, DOL certificates, and presenters. The bottom line is we're around \$26,000 over budget. We can cut close to \$4,000 by cutting out the afternoon break. We started with around \$14,000 seed money from previous years. Because of the

deficit there will be no money for starting the next conference. Without cuts VLA and VSLA will each need to come up with approx. \$5,800 to contribute to the Conference. All agreed to cut the afternoon break and cut the morning break in half.

Barbara showed the program done by Larraby and she went over the program contents. There will be an exhibits raffle. Barbara noted that almost 300 people signed up for advocacy party. 70 people signed up for state librarian address.

When will next year's decision be made? Judah and John met with Mary Danko and Stephanie Chase (our representatives on the VLA-VSLA joint committee for studying the conference and for examining future options for the conference). They talked about other models, including a one day conference. VSLA still hasn't come to a decision (their board meeting is later today).

MOTION: Brenda moved that VLA will spend up to \$5,000 to pay for this year's conference. All approved.

MOTION: Marti moved that VLA not do a 2010 two-day conference and instead explore other options for shorter conferences in the future. All approved.

Nancy reported that Maine is doing a conference every other year at a nice resort.

Brenda commended Barbara and Sarah for their work on the conference.

Judah asked section leaders for brief reports for him to include in his report to the membership at the annual business meeting. Gail asked to give an oral report for the Intellectual Freedom Committee.

Judith Krug Memorial Resolution (Nancy Wilson)

All states have been given this resolution [Attachment C]. So far about 30 have approved it. Nancy asked to present this resolution to the entire membership at the annual meeting. All approved. Gail commented on how much Judith has done for the profession.

Updates from Committees, Sections and ALA & NELA Representatives

Membership Report (Sharon Thayer)

As of May 6, 2009, we have 301 current VLA members, of whom 40 are new members [Attachment D]. Last year we had 370 members including 55 new members at this time. There was a large response to the postcards.

Intellectual Freedom Committee (Gail Weymouth)

Gail reported that the proposed amendment to confidentiality law never made it out of committee.

Youth Librarians Section (Jill Coffrin)

They have started a wiki. Jill will put a link to it on the VLA page. They are doing two programs at the conference. She attended (along with Grace) a conference for the national summer reading program.

College & Special Libraries Section (Larraby Fellows)

They got a good response to the webinar on customer service. A total of 27 institutions (33 people) participated. It was cost effective and environmentally friendly (no driving). In addition to colleges, 8 from public libraries and 2 from DOL registered.

New England Library Association - NELA (Kip Roberson)

NELA started brainstorming their next strategic plan. For now it's just notes that need to be synthesized. NELA is interested in partnering with us for their 2011 conference in Burlington.

VLA Awards Committee (Grace Greene)

The awards will be presented at the conference Wednesday morning. Two retirees are coming.

Department of Libraries – DOL (Grace Greene)

In the budget cuts, DOL lost 4 positions (3 people are already gone). The Northeast Regional Library closed to the public but not to libraries. The Midstate Regional Library closed to the public and will close at the end of June to libraries. Both will continue doing ILL as long as they have the books.

The Gates foundation just issued a broadband report.

Marty Reid (State Librarian) and Lisa von Kann (Gov't Relations Committee) are going to the legislative day in Washington DC. DOL will give the same level of sponsorship (\$250) for the conference this year. Grace thanked us for giving DOL and some nonprofits free exhibit space.

Barbara said this will be her last meeting. She expressed how being a part of VLA has been great, especially meeting lots of other librarians. Finally, she stressed how we all need to help make this conference really fun.

Meeting adjourned at 11:17 a.m.

Respectfully submitted, Brenda Ellis, VLA Secretary

Budget - Current Year

1/1/2009 through 12/31/2009 Using VLA 2009 approved

5/6/2009

Category Description	1/1/2009 Actual	- Budget	12/31/2009 Difference
INCOME			
Advertising Income	0.00	0.00	0.00
CAYAL Income	0.00	800.00	-800.00
College Special Libraries Income	0.00	300.00	-300.00
Conference Income	0.00	0.00	0.00
Government Relations Income	0.00	0.00	0.00
Intellectual Freedom Income	0.00	0.00	0.00
Lobbyist Income (State Aid for Pub.Lib.)	0.00	0.00	0.00
Membership Income	8,990.00	12,000.00	-3,010.00
Miscellaneous income	0.00	0.00	0.00
Public Libraries Income	0.00	0.00	0.00
Tax Preparation Income	0.00	475.00	-475.00
Vt. Lib. Trustees Assoc. Income	0.00	500.00	-500.00
TOTAL INCOME	8,990.00	14,075.00	-5,085.00
EXPENSES			
ALA Councilor Expense	947.24	2,400.00	1,452.76
ALA Dues	110.00	110.00	0.00
Awards Committee Expense	0.00	240.00	240.00
Bulk Mailing Permit, PO Box rental	0.00	90.00	90.00
CAYAL Expense	0.00	800.00	800.00
College Special Libraries Exp.	0.00	550.00	550.00
DCF Conference	400.00	400.00	0.00
Donations Expense	0.00	100.00	100.00
Government Relations Expense	93.00	200.00	107.00
Intellectual Freedom Expense	0.00	262.00	262.00
Lobbyist Expense	330.00	1,500.00	1,170.00
Membership Expense	142.21	600.00	457.79
Miscellaneous expense	20.00	0.00	-20.00
NELA Representative Expense	0.00	465.00	465.00
NELLS Conference	0.00	500.00	500.00
NELLS Scholarships	0.00	200.00	200.00
Personnel Committee Expense	0.00	0.00	0.00
President Expense	0.00	1,000.00	1,000.00
Public Libraries Expense	0.00	0.00	0.00
Secretary Expense	0.00	40.00	40.00
Tax Preparation Expense	0.00	475.00	475.00
Treasurer Expense	0.00	50.00	50.00
Treasurer's Bond Expense	90.00	90.00	0.00
VLA News Expense	0.00	0.00	0.00
Vt. Library Trustees Assoc. Exp.	0.00	500.00	500.00
Web Site Design Maintenance	0.00	225.00	225.00
TOTAL EXPENSES	2,132.45	10,797.00	8,664.55
OVERALL TOTAL	6,857.55	3,278.00	3,579.55

Account Balances - As of 5/6/2009

Attachment A

5/6/2009

As of 5/6/2009

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Account	5/6/2009 Balance
Bank Accounts	
Certificate of Deposit	1,749.89
Checking	19,560.18
Checking 2-NYNEX	0.00
DOL-Summer Reading	0.00
J. Swan Endowment	10,000.00
J. Swan Lecture Series	1,687.47
TOTAL Bank Accounts	32,997.54
OVERALL TOTAL	32,997.54

Vermont Library Conference
Budget Summary and Statement
May 6, 2009

As you all know, after last year's conference, the 2008 conference coordinator was let go. There were many errors throughout the year and during the conference that made the work of the co-chairs much more difficult than need be, and money was lost in many areas.

To hire a conference planning company to perform the same services as years past was far out of our price range. To handle all the details of the conference **except** programming (which was past practice) would have cost the VLC well over \$20,000. So, as we met with our association presidents and discussed the best course of action, looked at past feedback and needs, we decided to restructure the way VLC was managed.

Delaney Meeting and Event was hired to handle a short list of conference jobs. They have been handling registration, have helped us to negotiate with the Sheraton on rooms, AV, and food, and will be on-site during the 2 days of the conference. That is all they have been hired for, and it is costing the VLC \$10,500, plus credit card fees (a percentage of credit card sales), and \$3.50 per registration to process each registration.

After listening to feedback about past conferences, we decided to handle the programming differently too. In the past, the conference committee would get together and brainstorm potential programs. Complaints from past evaluations were that programming was repetitive within each year's conference and from year to year, and that we needed to hear speakers from out-of-state. So, we listened, sent out a call for proposals, reviewed the proposals, negotiated with speakers, and made arrangements for their sessions. But, as you know, to bring quality programming (and programming from out-of-state) is not cheap.

We took on the rest of the details with the help of an incredible number of volunteers. We formed a PR committee, a Reception Committee, and have organized volunteers on-site during the conference. The one piece we did not anticipate during the intense planning this fall was the terrible dive the economy took this year. Professional development funds have been slashed, staffing has been cut, and people are not able to travel for professional development – if they have jobs at all.

Exhibits are down almost 50% from what was budgeted in 2008. Sponsorships are low. Registrations are low.

At this point, if registrations stay steady between now and Monday, we will be in a deficit after the conference. Here are the numbers:

2008 VLC deficit: \$5,492.26

Amount currently in VLC accounts: \$14,662.91

Total Expenses: \$81,346 (\$35,215 OF THIS IS FOOD AND BEVERAGE AT SHERATON)

Total Income: \$55,119

Deficit: -\$26,227

- Worst case scenario: VLC accounts are spent on this deficit. Remaining deficit: \$11,554. Split between VSLA and VLA = \$5782 owed per organization. VLC accounts to zero.
- Better scenario: We cut some of the food and beverage expenses.
Remove afternoon break: reduces by \$3761
Cut AM break in half: reduces by \$2860
Total reduction: \$6621

Changes Expenses to: \$75,725

Income: \$55,119

Deficit: -\$20,606

Amount to be absorbed by VLA and VSLA: \$5941 = \$2971 per organization

We could make further cuts in food and beverage, but need to consider the implications for the conference. People will complain if we cut our morning break or continental breakfast. We need to make some choices, so we have attached the invoice from the Sheraton so you can see what their expenses are. They have risen astronomically since last year.

We need to know that the boards support the financial situation we are in. Our only other alternative is to cancel this year's conference, which would leave us over \$30,000 in debt to the Sheraton and to Delaney Meeting and Event. Obviously, this is not the best solution.

Please advise. We cannot move ahead without approval to tap into VLC surplus in order for this conference to go on.

Sincerely,

Sara Goldstein & Barbara Doyle-Wilch

Expenses

Administration

	Budget 2009	Actual 2008	08-09 Difference
Chair Discretionary	\$500.00	\$632.93	-\$132.93
Coordinator Salary	\$10,500.00	\$10,000.00	\$500.00
Sponsorship		\$220.00	-\$220.00
Mileage		\$618.15	-\$618.15
Exhibits coordinator stipend	\$2,000.00		
treasurer stipend	\$2,000.00		
Co-Chair stipends	\$5,000.00		
Copying & Printing (sponsorship++)		\$1,751.47	-\$1,751.47
Company charges sponsorships	\$256.25		
Postage (sponsorship++)	\$0.00	\$277.60	-\$277.60
Promo postcards	\$500.00		
Programs	\$1,080.00		
Supplies	\$200.00	\$3,000.11	-\$2,800.11
Telephone		\$28.48	-\$28.48
Other (Advertising)		\$0.00	\$0.00
Lodging (chairs, coordinator)	\$805.00	\$1,724.80	-\$919.80
Meals		\$736.67	-\$736.67
Conference Office Food			\$0.00
on-line registration cost 3.5 pp			
Credit Card acceptance expenses	\$1,000.00	\$842.12	\$157.88
Insurance	\$0.00		\$0.00
Signage (VSLA Change++)		\$351.00	-\$351.00
Other- give-away (hi-liter) - sponsor?	\$0.00	\$608.79	-\$608.79
Bank Account Charges		\$3.00	-\$3.00
Tax Preparation	\$500.00	\$450.00	\$50.00
Misc. (Web Page, Parking, etc.)	\$250.00	\$75.00	\$175.00
Total Administration	\$24,591.25	\$21,320.12	\$3,271.13

Exhibitors

Printing & Postage	\$0.00	\$921.75	-\$921.75
Vendor's Hospitality	\$75.00	\$65.81	\$9.19
Pipe & Drape, & Tables	\$4,000.00	\$3,611.25	\$388.75
Emerald Ballroom costs	\$2,500.00	\$2,530.00	-\$30.00
Total Exhibitors	\$6,575.00	\$7,128.81	-\$553.81

Programs

A/V&PC Rentals	\$5,341.60	\$4,968.16	-\$2,417.76
PC Workstations	\$0.00	\$2,791.20	
Internet Service		\$1,029.49	-\$1,029.49
lunches and breaks	\$32,307.90	\$6,347.77	\$25,960.13
Seated	\$0.00	\$4,489.87	-\$4,489.87
Refreshment Breaks	\$0.00	\$10,607.99	-\$10,607.99
Party cost	\$500.00		
Speakers & Cmte lunches	\$0.00	\$97.40	-\$97.40
Sign Interpreters	\$1,000.00	\$852.14	\$147.86
Speakers fees	\$7,275.00	\$4,300.00	\$2,975.00
Speakers Lodging	\$1,175.00	\$862.40	\$312.60
Speakers Expenses	\$0.00	\$233.85	-\$233.85
Mileage	\$1,800.00	\$983.22	\$816.78
Speakers Copying		\$51.00	-\$51.00
Meeting Expenses (Tips & gifts)	\$0.00		\$0.00
Scholarships	\$780.00	\$130.00	\$650.00
Transportation to UVM	\$0.00		\$0.00
Entertainment DJ	\$0.00	\$543.90	-\$543.90
Total Programs	\$50,179.50	\$38,288.39	\$11,391.11
Total Expenses	\$81,345.75	\$66,737.32	\$14,108.43

Income

Exhibit Fees	\$12,800.00	\$15,750.00	-\$2,950.00
Interest on Savings	\$0.00	\$115.41	-\$115.41
Registrations	\$39,975.00	\$522.00	\$39,453.00
		\$43,957.65	-\$43,957.65
Sponsorships ++	\$2,343.75	\$900.00	\$1,443.75
Other			\$0.00
Total Income	\$55,118.75	\$61,245.06	-\$6,126.31

Net Profit (Loss)

	-\$26,227.00	-\$5,492.26	
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Account Balances as of 6-13-08

Checking	\$1,402.90
Savings Money Market	\$13,220.01
Total in Accounts	\$14,622.91

1,402.90
Money Market: 13,220.01

	Budget 2008	Actual	Remainder
	\$500.00	\$632.93	-\$132.93
	\$10,000.00	\$10,000.00	\$0.00
		\$220.00	-\$220.00
	\$400.00	\$618.15	-\$218.15
	\$4,500.00	\$1,751.47	\$2,748.53
	\$1,800.00	\$277.60	\$1,522.40
	\$1,200.00	\$3,000.11	-\$1,800.11
	\$90.00	\$28.48	\$61.52
	\$600.00	\$0.00	\$600.00
	\$2,290.00	\$1,724.80	\$565.20
	\$600.00	\$736.67	-\$136.67
	\$600.00		\$600.00
	\$800.00	\$842.12	-\$42.12
	\$0.00		\$0.00
	\$3,000.00	\$351.00	\$2,649.00
	\$800.00	\$608.79	\$191.21
	\$30.00	\$3.00	\$27.00
	\$500.00	\$450.00	\$50.00
	\$75.00	\$75.00	\$0.00
	\$27,785.00	\$21,320.12	\$6,464.88
	\$1,000.00	\$921.75	\$78.25
	\$100.00	\$65.81	\$34.19
	\$4,000.00	\$3,611.25	\$388.75
	\$2,500.00	\$2,530.00	-\$30.00
	\$7,600.00	\$7,128.81	\$471.19
	\$4,000.00	\$4,968.16	-\$3,759.36
		\$2,791.20	
	\$1,500.00	\$1,029.49	\$470.51
	\$2,400.00	\$6,347.77	-\$3,947.77
	\$6,000.00	\$4,489.87	\$1,510.13
	\$6,200.00	\$10,607.99	-\$4,407.99
	\$1,000.00	\$97.40	\$902.60
	\$2,000.00	\$852.14	\$1,147.86
	\$10,000.00	\$4,300.00	\$5,700.00
	\$800.00	\$862.40	-\$62.40
		\$233.85	-\$233.85
	\$1,800.00	\$983.22	\$816.78
	\$750.00	\$51.00	\$699.00
	\$150.00		\$150.00
	\$780.00	\$130.00	\$650.00
	\$600.00		\$600.00
		\$543.90	-\$543.90
	\$37,980.00	\$38,288.39	-\$308.39
	\$73,365.00	\$66,737.32	\$6,627.68
	\$21,300.00	\$15,750.00	\$5,550.00
	\$150.00	\$115.41	\$34.59
	\$8,000.00	\$522.00	\$7,478.00
	\$42,000.00	\$43,957.65	-\$1,957.65
	\$3,000.00	\$900.00	\$2,100.00
			\$0.00
	\$74,450.00	\$61,245.06	\$13,204.94
	\$1,085.00	-\$5,492.26	

Resolution Honoring Judith F. Krug (1940-2009)

Whereas Judith F. Krug was the public face of our profession's every effort to preserve, protect and defend the First Amendment right to freedom of expression and the corollary right to receive ideas, information and images so essential to the functioning of a free and democratic society throughout her long and distinguished tenure as director of the Office for Intellectual Freedom of the American Library Association since 1967 and as director of the Freedom to Read Foundation since 1969; and

Whereas Judith F. Krug also served as chair of the Board of Directors of the Center for Democracy and Technology, as chair of the Media Coalition, as vice-chair of the Internet Education Foundation, and as a member of the Advisory Board of GetNetWise, and also served on the Board of Directors of the Fund for Free Expression, the Board of Directors of the Illinois Division of the American Civil Liberties Union, as a member of the American Bar Association's Commission on Public Understanding About the Law, and as a member of the Advisory Council of the Illinois State Justice Commission; and

Whereas Judith F. Krug's efforts on behalf of librarianship and freedom of expression and the right to receive expression were recognized repeatedly throughout her career, including the Irita Van Doren Award from the American Booksellers Association, the Harry Kalvern Freedom of Expression Award from the American Civil Liberties Union, the Robert B. Downs Award from the Graduate School of Library and Information Science at the University of Illinois, the Carl Sandburg Freedom to Read Award presented by the Friends of the Chicago Public Library, the Open Book Award and the President's Award from the Minnesota Civil Liberties Union, the Intellectual Freedom Award of the Illinois Library Association, the Ohio Educational Library Media Association/SIRS Award for Intellectual Freedom, the Freedom to Read Foundation Roll of Honor Award, the Joseph W. Lippincott Award of the American Library Association, an honorary doctorate from the University of Illinois at Urbana-Champaign, and, most recently, the William J. Brennan Jr. Award from the Thomas Jefferson Center for the Protection of Freedom of Expression; and

Whereas Judith F. Krug provided practical assistance and unstinting support to thousands of librarians, library workers and library trustees throughout the United States striving to fulfill their ethical obligation and public trust to preserve the complete record of human expression and to provide free and unbiased access for all to the full range of ideas, information and images; and

Whereas Judith F. Krug was an indefatigable champion of libraries and librarianship and a steadfast advocate for First Amendment rights for all people; and

Whereas Judith F. Krug was a trusted colleague and a cherished friend and mentor to so many in the library community and beyond who learned their principles and commitment from her example; therefore be it

Resolved: that the Membership of the Vermont Library Association salutes the life and legacy of our champion, friend and mentor, Judith F. Krug; and be it further

Resolved: that the Membership of the Vermont Library Association extends its deepest sympathy to the family of Judith F. Krug on the loss of their beloved wife, mother, grandmother and sister; and be it further

Resolved: that the Membership of the Vermont Library Association bestows Honorary Membership in the Vermont Library Association upon Judith F. Krug in gratitude and appreciation for her dedication and commitment to libraries, librarianship, and the First Amendment rights of all people.

VLA Board Meeting – May 7, 2009

Membership Report

- As of May 6, 2009, we have **301** current VLA members, of whom 40 are new members.

My Activities

- VLA membership database is current and accurate.
- VLA mailbox is checked, at minimum, once a week – often more than that. Membership renewals and joins are processed within a day or two of receipt of materials.
- Sending out the ALA-provided Oprah's Book Club selections as they arrive
- Continued activities include supporting VLA board members and Vermont Library Conference people

by providing mailing addresses and updated lists of VLA members, as requested.

- Will periodically send VLA membership invitations to renew/join out via the VLA website and listserv.
- In late March, I sent out reminder postcards to 250 2008 members encouraging them to renew.