

Vermont Library Association Board Meeting

9/15/09

10a.m.-Noon

Shelburne Town Offices, Shelburne, VT

Called to order at 10a.m.

Present: John Payne (President), Sharon Thayer (Membership Committee Chair), Amy Howlett (DOL representative), Amy Grasmick (Personnel Committee), Lucinda Walker (Public Libraries President), Marti Fiske (Vice President), Charlotte Gerstein (College and Special Libraries President), Wynne Brown (Treasurer), Helen Linda (Advocacy Committee), Kip Roberson (NELA representative), Jane Napier (Conference Committee), Gail Weymouth (Intellectual Freedom Committee), Nancy Wilson (ALA Councilor)

1. **Approval of minutes** – Motion and seconded. Approved without changes.
2. **Membership Report** (Sharon Thayer) – 75 postcards were sent out with renewal reminders. 12 people responded. Several suggestions were made to increase membership:
  - a) Offer free membership for those that are laid off (Wynne), or ½ price.
  - b) Gail suggested sending out reminders near the end of calendar year before budgets come out
  - c) An early bird discount was suggested.

Tight financial times may have reduced membership. Many people have reported difficulty finding the membership form online. It was suggested that discontinuing the newsletter may have left members less connected and contributed to a drop in membership. It was suggested to add a Facebook page, Twitter or something similar. Privacy concerns were raised. There seems to be a consensus that communication needs to be improved.

3. **Finance report** – A finance report was previously sent out via email to the board. We have a CD with a \$1700 value. No one knows when and by whom it was created. What should be done with it? It was decided to discuss the issue at the next meeting. Wynne asked if she needed to create a check register. The board indicated this was not necessary.
4. **Voting Rights on the VLA Board** - The question was posed if we should extended voting rights to NELA and ALA reps and committee chairs? John stated that we would need to change bylaws to do this. John will investigate the process to amend the bylaws. Marti suggested having membership vote on this change next spring. Gail Weymouth volunteered to work on drafting some changes.

5. **Conference 2010** (Jane Napier) – Looking for a college location in May/November for the conference. Minutes taken by Larraby at a retreat in August. There is some confusion about what meeting generated these minutes.

Jane has contacted the following colleges to see if they could accommodate the conference.

**Norwich** – possible location, but prices are high and they don't have food service for late May.

**Green Mountain** – not interested, but will get back with prices

**Castleton**- Waiting to hear back.

**Lyndon** – Waiting to hear back

**St. Michaels** – They have May 25<sup>th</sup> available. Costs are reasonable and they have food service and adequate parking. Seems like the best location out of the group. Further discussion ensued.

The conference will be one day with no vendors. It was suggested to explore sponsorships other than vendor tables. For example, allow a vendor such as EBSCO to pay for time to do a product presentation.

Gail suggested incorporating the John Swaan lecture into the conference. This would allow merging of these costs and could bring in a keynote speaker. Chris Finan was mentioned as a potential speaker on the topic of the Patriot Act and intellectual freedom.

Amy Howlett brought forward some suggestions from Marty Reid. A possible topic is visioning libraries in the 21<sup>st</sup> century – Norma Blake, NJ State Librarian is available to present on this topic. She would come for \$1000. Could be facilitated discussions thinking about the future of libraries. John thought it might be difficult with such a large group. It could work with smaller breakout sessions and a trained facilitator.

Marty also suggested a statewide conference on the statewide ILL network. Arrange for demos of Evergreen, KOHA and other open source solutions.

It was suggested to bring in multiple keynote speakers. Another suggested speaker is Adrian Kostick who presents on workplace morale and using humor in the workplace.

It was suggested to make the one day conference longer (i.e. 9-6).

Jane will obtain detailed costs from St. Michaels and present this information to the board. She will obtain costs for 1 large room for the keynote and five breakout rooms. She asked about food service which is \$8 a person if we use the cafeteria. All agreed this was the way to go. Will obtain prices for morning coffee service. Equipment rental is free. Ask about space for vendors in case we choose to have some.

We should investigate costs of online registration/stuffing envelopes, etc. It was suggested to explore companies that can provide overall online services not just for conference registration.

Others suggested handling registration internally with volunteers. We need to do projections for revenue to help determine the registration cost.

Need to identify place and time soon and begin to develop tracks. It was stated that decision making authority in this areas rests with Jane and the Conference Committee.

6. **Increasing communication with members**– We may need a single point of contact for communications. We need to clarify the process for the website, newsletter, etc. Need to identify all the methods of communication used by VT Librarians. Simplify website. Helen was volunteered. Helen was elected. Helen will survey people about what forms of communication is preferred. We need to gauge interest in a newsletter for example. Charlotte is starting up a listserv for academics. The value of listservs was discussed.
7. **Posting to website** – Helen will work on improving the process and providing training for new board members. She will ask Judah for any training materials he had created.
8. **Patriot Act reauthorization** (Gail Weymouth) The Patriot Act is up for reauthorization in December. Gail and Trina have drafted a resolution advocating changes to this legislation. They (IF committee) will communicate with Federal Representatives regarding abuse of security letters and section 215. VLA board will need to adopt it. The letter was read. The board voted to adopt the resolution.

#### **Other business –**

**Personnel Committee Report** (Amy Grasmick) – Amy asked for support of a resolution for a minimum salary for public library directors who hold a bachelor’s degree and State Library certification. The current salary minimum is \$40,300. The board voted to approve adding COLA increase, but not to specify a particular figure. This year’s COLA increase may be 0%.

**Donation to support DOL Grant** - Amy Howlett reported that the Vermont Library Association had previously agreed to award the DOL with a \$500 donation to be applied towards increasing Broadband access in Vermont. The DOL has applied to the American Recovery and Reinvestment Act (ARRA) Broadband Technology Opportunities Program for Public Computing Centers. If the grant is awarded the \$500 donation will transferred to the DOL for this purpose.

**Membership Committee** – New volunteers for this committee are being sought, but at this time there hasn’t been any additional interest in membership committee.

Adjourned – 12:04