

**Vermont Library Association Board Retreat**  
**August 1, 2012**  
**Department of Libraries, 4<sup>th</sup> Floor Conference Room, Montpelier**  
**10am-3pm**

**Present:** Deb Gadwah-Lambert, Heidi Steiner, Andy Burkhardt, Marty Reid, Wynne Browne, Charlotte Gerstein, Cindy Weber, Grace Greene, Kat Redness, Lucinda Walker, Laurel Stanley, Helen Linda, Kip Roberson, Christine Friese, Amber Billey

**Meeting Minutes By:** Heidi Steiner

**Meeting Called to Order at 10:17am**

**Agenda Review**

Marty added a DOL update

Lucinda requested moving meeting schedules to the morning.

Grace added a holistic look at the Organization Handbook as an individual item beyond the job descriptions.

**DOL Update (Marty)**

Marty circulated a handout of updates coming from DOL (included at end of minutes as appendix). Tanya Marshall is the new State Archivist. She has a library degree from University of Maryland and the staff of DOL is excited to work with her! The National Book Festival on the Washington Mall in DC sponsored by the Center for the Book is in September. There is a Vermont booth every year and this year one of the two Vermont representatives is Kat! Also, it is VLA's year to send someone with Marty to National Library Legislation Day in DC (May 6-7). Marty asked the Board to begin considering who would be a good person to go.

DOL is excited about their open position (Collections and Digital Initiatives Librarian), which is a revision of the now retired Lorraine Lanius' position. They also have two new strategic plans. One is for the state government and allows them to do some new kinds of collaboration between agencies. The other is their LSTA plan for how they will spend their grant money. Both of these plans are ambitious and exciting!

Marty noted the state has recognized DOL is the lynchpin in digital literacy and this is happening at a national level, as well. Charlotte asked if the e-Vermont Broadband Project was over. Christine stated there was some money left, so there will be potentially another two years of the Library Intern project, specifically. Marty asserted we need to be better fast at collecting data and evidence of the impact of digital literacy education to make our case, because obviously funding is an issue. She is open to any ideas people have for how to do this. She has had a long conversation with new Government Relations Committee Chair, Oceana, and will be calling on us to help, come in and give testimonials, etc.

### **Round of Introductions**

With everyone expected present, a round of introductions took place. Amber Billey was the new face at the table as the Vice President and Charlotte Gerstein is back in a new capacity as ALA Councilor.

### **Meeting Schedule for the Year**

All Meetings from 10am-noon, except 10/10 at UVM

October 10<sup>th</sup> – Bailey Howe Library, UVM (11am-1pm)

January 9<sup>th</sup> – DOL Midstate

March 13<sup>th</sup> – Castleton State College

May 8<sup>th</sup> – Goddard College

### **Budget Report (Wynne)**

The Conference made a little over \$3000. A \$1000 donation to the Librarian Relief Fund has been received since funds were distributed, so the committee needs to decide what to do with it. The Association has a balance of \$17148 and all normal expenses this year look to come out even, so we are in good shape financially.

Laurel asked about the J. Swann Lecture series. Wynne said the endowment is in a CD and in the fall she transfers the interest gained into the checking account. Laurel gave the history of John Swann and Helen asked if anything was written up, as something should be on the website.

It is still that case that we have never had our books audited and Wynne once again asked if there might be anyone out there willing to audit pro bono. Helen will write up a quick couple of sentences for the VLA News with Wynne as the contact.

### **Job Descriptions and Section Reports**

**Deb (President)** – Deb attended most of the Board of Libraries meetings last year, but will not be able to this year as she is moving into a new position. They meet every other month and the same person does not have to be at everyone meeting. It was agreed that once the list came out, Deb would circulate it and other Board members would sign up to attend.

**Amber (Vice-President)** – Reviewing the VP job description resulted in discussion of the Nominating Committee on which the VP serves and that it definitely needs to be done more formally going forward. The Past-President chairs and the Secretary should also serve as the creator of the ballot. It was also decided to remove job duties involving event management and a master calendar from the VP description, as the website curates this.

**Conference Committee Chair** - Verbiage change from hotel to venue in job description is necessary. Conference update is in next section of minutes.

**Kat (Youth Section President – outgoing)** – Description is spot on. Kat took the opportunity to encourage an examination of diversity. She could see a Diversity Committee pushing programming at the conference, etc. as section presidents do. The Board decided a committee focused on diversity and

inclusion should be created (exact name TBD). Wynne moved to vote on the committee's creation, Helen seconded, and the **Board voted unanimously in approval**. Kat will Chair, Amber co-chair.

**Lucinda (Public Libraries President)** – Lucinda's yearly workshop is already scheduled and mentor list being assembled. Serving on the Board of the Vermont Public Library Foundation needs to be added to the job description. She still needs a VP and Kat recommended Lara Keenan from Essex Free Library.

**Heidi (Secretary)** – All agreed to was silly to have keeping track of the membership on both the Secretary and Membership Committee Chair's descriptions. It was decided to remove it from the Secretary's description now and from the bylaws eventually. This led to a realization that the Bylaw changes approved in 2011 were not on the website. Deb will check with John Payne for an updated copy. Board also decided to add management of current documents to Secretary job description (Bylaws, Handbook, etc.). Heidi never received anything from her predecessor, David, and will contact him.

**Wynne (Treasurer)** – Job description looks good.

**Andy (College and Special Libraries Section President)** – Description is fine. Had a workshop in June, including presenters from Wesleyan beamed in via Google Hangout. There were formal presentations in the morning and roundtables in the afternoon, held at St. Mikes and about 25 people attended.

**Laurel (Library Trustees Association Representative)** – Laurel noted the library trustees are actually a section, but the name as never been changed because they never meet. Laurel recommended a couple of changes to the TOEC portions of the description to remove over specificity on things that might change from year to year. Prices were removed from final paragraph for same reason. The Board agreed to change the name to Public Library Trustees Section.

**Grace (Awards Committee Chair)** – Job description is accurate. Both a Sarah Hager Award and Trustees Award were handed out this year. Grace also announced this would be her last year chairing the committee. She had three committee members and thinks it should be easy to find a new person to lead.

**Helen (Editorial Committee Chair)** – Decision was made to have verbiage on distribution of the News more flexible in the job description.

**Cindy (Membership Committee Chair)** – References to the Secretary need to be removed. She also picks up the mail every week, but that is also because she lives in Chittenden County. Decided to add this duty, but note it can also be delegated. Current membership is 344 with 25 new members, which is just shy of where we were last year at this time. Amber asked how many librarians are in the state (impossible to know) and Cindy is happy to hear any suggestions for recruitment, as her current methods are more about retention. Using the DOL's Library Director List to send out emails was suggested and Amber brought up the idea of postcards to individual libraries, or maybe a combination. Cindy and Helen will work on this and Christine can put the postcard in the packet they create for new directors.

**Kip (NELA Representative)** – Suggested adding “as needed” to the reports section of the description, as there is not always something to report. Also asked for term limit and it was decided his term is three years.

**Charlotte (ALA Councilor)** – Charlotte had some questions about reporting, but all seems well with the description. Decided to strike the formal report, as the Councilor usually writes blog posts while conferencing.

Grace noted the Handbook should state VLA will pay dues for ALA and NELA membership for the Councilor and Representative, respectively.

Deb will contact those who were not present to ensure their descriptions are also looked at closely.

Grace will add something to the Handbook about the Nominating Committee and we will iron out the details at the meeting in October. The Committee will definitely include Joe, Amber and Heidi. She noted we also need to create policies for anything we have questions about and put it in the Handbook for perpetuity.

### **Conference Update**

The Conference Committee will be meeting in September to decide on a layout for the conference. They are considering shortening workshops to allow time for more programming. Jane enjoys doing the Conference Committee, but would like to train someone as Co-Chair to take over for 2014. Laurel asked if there are any current committee members who would be good and a few names were thrown around. The venue went out to bids and the committee has only heard from one so far. Keynote and workshop ideas are needed.

Helen mentioned her dream of a shuttle from Southern Vermont to encourage attendance.

Kat suggested thinking about more defined tracks for the conference.

In conjunction Marty discussed the possibility of a pre-conference. DOL has wants to have an all day summit on e-books and e-content and intend to plan it this year. They want to bring in national speakers, have workshops, etc. She wanted the Board to explore the possibility of coupling this with the VLA Conference to get maximum exposure, but also did not want to take away from the conference. Kip noted attendees regularly say in feedback that they do not want a two day conference. After some discussion, there was consensus that pairing the two was not a good idea. DOL will move forward independently, but Marty asked for a Board member on the summit committee and Heidi volunteered.

### **Other Business**

**Strategic Plan** – Joe was supposed to be working on the strategic plan, so it has now been passed down to Deb. Deb and Amber will meet to discuss a draft for Board review at the October meeting. Heidi noted there are lots of ideas and history of discussion in the meeting minutes.

**Funding for Trustees Section Keynote Speaker** – Wynne moved the Board approve up to \$1500 for a keynote speaker. **Board voted and unanimously approved.**

**Website** - Linda and Heidi have wanted to revisit the website for a year and will aim to do so soon. It mostly needs to be adjusted to add menus, as it has outgrown the original intentions.

**Meeting adjourned at 3:07pm.**

**Next Meeting on Wednesday, October 10<sup>th</sup> – Bailey Howe Library, UVM at 11am**



**To: Executive Board of the Vermont Library Association**  
**From: Martha Reid, State Librarian**  
**Date: August 1, 2012**

**Subject: Department of Libraries' Agenda for FY 2013**

Thank you for including me in your Executive Board Retreat for 2012-2013. It is my pleasure to share with you some information about what the Department of Libraries has planned for the year ahead – including some areas where our two organizations can work together to advance libraries and library services in Vermont.

**1. Job Opening: Collections and Digital Initiatives Librarian**

Re-classified from the former Head of Technical Services position

See job ad on the VLA website.

Review of applications will begin August 15.

*Please spread the word! (with thanks to Helen Linda)*

**2. ALA National Library Legislation Day**

May 6-7, 2013 -- Washington D.C.

(Orientation on May 5 for first-time attendees)

This is the year for a VLA representative to accompany me to the ALA briefing sessions (5/6) and visits to congressional offices (5/7).

**3. Department Priorities for FY2013**

State of Vermont Strategic Plan

LSTA Five Year Plan, 2013-2017 (approval expected from IMLS by October)

Both plans are on the DOL website; see also my article in our July newsletter, also on the DOL website.

Highlights:

- Broadband expansion, especially deployment of fiber optic connectivity in 42 public libraries in the Vermont FiberConnect Project and a new state-supported Wide Area Network (WAN) for internet service for these libraries.
- Catamount Library Network (Evergreen ILS)  
First 5 public libraries to go "live" next summer (Brattleboro, Rutland, Ludow, Springfield, Waterbury)
- Replacement/upgrade of the Vermont Automated Library System (VALS) (2014-2017)
- Expanding and supporting the Vermont Early Literacy Initiative (partnership of: DOL, VT Public Library Foundation, Vermont Center for the Book)
- Explore statewide courier system (pilot project?) for Interlibrary Loan
- Expand e-content in the Vermont Online Library. Work with other state partners to make these resources free to all libraries (beginning with public libraries) and

universally available in Vermont. Include marketing and PR of the Vermont Online Library.

- Vermont libraries take leadership role in promoting and facilitating digital literacy skills/aptitude for Vermont citizens and students, continuing and expanding the work that began via the e-Vermont Community Broadband program. Digital literacy efforts will have an emphasis on:
  - Workforce development /jobs
  - Citizen access to E-Government services

#### **4. Other Projects and Goals for FY2013**

- New DOL website
- Revision of the *Minimum Standards for Vermont Public Libraries*
- Finish upgrades (furniture, etc.) at MLSC
- Google grant for videoconferencing project – to include videoconferencing at MLSC and in selected public libraries
- Introduction of webinar software for improved DOL communication and continuing education.
- Board of Libraries: VLA representative to attend meetings

#### **5. e-Book/e-Content in Libraries: Summit in May 2013**

- Preconference for VLA Conference?
- National speakers
- Discussions / Action planning (?)

#### **6. Advocacy at State Level**

- Government Relations Committee collaboration with State Librarian
- VLA member testimony at State House
- Showing link between expanded e-Government and libraries
- Statewide projects