

Vermont Library Association
Burnham Memorial Library, Colchester
November 8, 2017

Draft

Voting Members Present: Joy Worland, Margaret Woodruff, Kelly McCagg, Shara McCaffrey (remotely), Alana Nuth, Nancy Mark (remotely), Wendy Sharkey (remotely), Adele West-Fisher (remotely), Angele Mott Nickerson, Christine Porter (remotely), Sarah Snow (remotely), Steve Picazio

Non-voting Members Present: Tom McMurdo, Lawrence Webster

The meeting was called to order by Joy at 10:21.

MOTION: Margaret Woodruff made a motion seconded by Angele Mott Nickerson

TO APPROVE THE MINUTES FROM SEPTEMBER 13TH AS PREPARED BY KELLY McCAGG

YES: 12

NO: 0

ABSTAIN: 0

MOTION: Margaret Woodruff made a motion seconded by Angele Mott Nickerson

TO APPROVE THE CONSENT AGENDA AS PREPARED BY KELLY McCAGG

YES: 12

NO: 0

ABSTAIN: 0

OFFICER'S REPORTS

President: Joy reported the following:

In October Margaret and Cindy and I met with Scott Murphy and Tom McMurdo from VTLib. We discussed the direction of Vermont libraries, the roles of both VLA and VTLib, ways we can work together and what areas are better suited for one or the other organization. A big takeaway was the idea of focusing VLA's mission toward advocacy, as well as stepping up mentoring, especially before VTLib gets the certificate program going again.

To that end, I have looked into NELA's mentoring program. As there is only one Vermont librarian signed up for that, it seems logical to try a Vermont-specific one to see if there is more interest, as well as easier logistics and maybe more relevance, as so many NELA libraries are larger than Vermont's. I will send something out to the list serv to get a

sense of interest. NELA shared some ideas about how to match people, which was helpful.

I am meeting with Lawrence Webster Monday about the VLA strategic plan. She is an independent library consultant, and former VtLib and Florida State Library consultant, and has done strategic planning and other consulting with libraries all over the country. She is also coming to our meeting on the 8th to discuss VLA's mission with all of us.

I would like to suggest that VLA sign up for a GoToMeeting account so we aren't dependent on using other organization's accounts when we need to offer virtual meeting participation. For \$19/month or \$228/year we can get an account that includes up to 10 participants. We will vote on this on the 8th.

Last meeting we talked about possibly adding disaster relief to the VLA budget, with language specifying usage. We will look at the budget, including this potential new line, on the 8th, but here is proposed language defining the fund:

"The VLA Disaster Relief Fund provides financial assistance to libraries in Vermont that have been damaged or destroyed by natural or manmade disasters like flooding, hurricanes, fire, etc. Monies will go toward repairing library buildings, replacing destroyed items in the collection, staff assistance, and more. In instances of disasters affecting libraries outside of Vermont, consideration will be given to donations out of state, determined by a VLA Board vote.

VLA members are always encouraged to make individual donations through ALA, the Red Cross, or other established relief efforts."

Please be prepared to approve or suggest edits on this on the 8th.

A reminder: Each section should present some type of event of particular relevance to their members once each calendar year.

Vice President: Cindy reported that she, Margaret Woodruff, and Shara McCaffrey, have been meeting regarding the Government Relations Committee and the American Library Association's advocacy tool, Engage. They are in the process of setting up this tool, which will allow us to interact with our members and ask them to act upon specific advocacy issues.

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

Treasurer: Shara's report can be found in the attachment.

Secretary: Kelly has no report at this time.

SECTION & COMMITTEE REPORTS

College & Special Libraries Section: Alana reported that The College & Special Libraries Section is pleased to announce open registration for the 2017 VLA College & Special Libraries Fall Program. This year's event is taking place on November 17th at St. Michael's College in Colchester. Registration is open through Friday, November 10th. Thus far, twenty-four attendees have registered and we hope to gather a few more registrations before the deadline. EBSCO is sponsoring breakfast and we are excited to offer a free yoga session before the conference begins. The full program and link for online registration are available at the VLA website: <http://www.vermontlibraries.org/registration-is-open/>

Public Libraries Section: Jennifer reported that the VLA one day conference will be held at the Lake Morey Resort on May 18, 2018. The theme is Reach Greater Heights Together. Requests for proposals went out to multiple listservs, but if anyone didn't get it who might be interested; please contact Jeanette Blair at vermontlibraryconference@gmail.com

Technical Services Section: Stacey reported that the Technical Services Section is now seeking nominations for the 2nd biennial Birdie Award which recognizes an outstanding individual in the field of technical services. A call for nominations was sent to the VLA newsletter which is listed below.

Birdie Award

It is time to award the 2nd biennial Birdie Award to recognize an outstanding individual in the field of technical services. The Birdie Award was created in 2014 in memory of Birdie MacLennan, a librarian at UVM who went above and beyond to share her knowledge and skills with the Vermont library community.

Although many technical services tasks happen behind-the-scenes, they are the backbone of the library. Who has gone above and beyond in the technical services area in your library? Now is the time to give them the recognition they deserve. Please email your nomination to sknight3@smcvt.edu. Be sure to include the technical services staff member's name, place of work, and a brief statement supporting the nomination (no more than 250 words.)

Friends & Trustees Section: Nancy reported her thanks to Lara and Mara for all they did to organize yesterday's successful conference. Due to health issues, Adam Bortz will not be able to serve as the section president.

Youth Librarians Section: Adele reported that on Saturday, Nov. 4 Caitlin Corless from Essex Free, Hannah Peacock from Burnham Memorial, Diane Grenkow from Jeudevine Library, and Adele West-Fisher from the St. Johnsbury Athenaeum met at the Henry Sheldon Museum in Middlebury to view the Draw Me a Story — Tell Me a Tale: Vermont

Children's Book Illustrators & Authors exhibit. It is great and worth the trip. The exhibit will be on display through January 13, 2018. Go to the museum link for more information: <http://henrysheldonmuseum.org>. Lunch followed with a discussion of other possible "fieldtrips" and gatherings in the future.

Awards Committee: Lisa has no report at this time.

Government Relations Committee: See vice president's report

Inclusion Committee: Jessica has no report at this time.

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

Membership & Outreach Committee: Christine reported that as of October 31, we have 320 members, with 76 including NELA in their membership.

It doesn't appear that anything was discussed as far as the questions the committee brought up at the last meeting about postcards and such, so this needs to be addressed at today's meeting so that Christine can get started on the task of renewals. Also, there needs to be clarification as to when memberships are rolled into the new year. For example, two people joined this past week. Do they still expire on January 1st?

Christine would love to move from the current EXCEL spreadsheet format to a database format. Because of the size of each EXCEL spreadsheet (one having over 65 columns to scroll across) and because each spreadsheet that needs to share info does not match its companion sheet's columns leaving a bunch of copying/pasting/retyping of info, it is difficult to work with. Setting up a database would take a bit of leg work initially but will be SO much easier to work with long term.

Personnel Committee: Sarah has no report at this time.

Scholarship Committee: Jami has no report at this time.

American Library Association Councilor: Marti has nothing to report at this time.

New England Library Association Representative: Steve reported that at the September 15th NELA Executive Board Meeting there was a lengthy discussion of the NELLS program and its future. Difficulties with scheduling, publicity, financing, and equal state representation were discussed. It was decided that the NELLS Committee and the state representatives would begin meeting to discuss ways to improve the consistency and professionalism of NELLS and NELL2. At the first of these meetings, on October 12th, the areas addressed were:

- Extending the application timeline to provide greater time to applicant and selection process

- Improving the publicity and website to provide applicants more information about the program
- Reconsidering the selection process and who is involved with it

The next meeting on the NELLs program will be held on November 9th.

The 2018 NELA Conference will be held in Warwick, RI, October 21-23. For the 2019 conference, sites in Massachusetts are being considered. The next NELA Executive Board Meeting will be held on November 17th.

NEW BUSINESS

Department of Libraries Update: Tom reported that the Trustee Conference was very successful. Jason Broughton, the new Assistant State Librarian for Library Advancement will be starting November 29. VTLib expects to have a full staff of 18 by the new year. The new IT Consultant will be announced shortly. More CLOVER training is being offered on November 9th with a third training to come. An RFP for delivery service is currently open with hopes to make an announcement by mid-January.

There was a discussion about the need for mentoring. Currently the largest libraries are providing consultant services to many of the smaller libraries.

Lawrence Webster, VLA Strategic Plan: Lawrence reported that the VLA is in good position to take a leadership role, while VTLib reorganizes. She recommended getting all the stakeholders into the conversation—VT Public Library Foundation, Board of Libraries, VTLib. VLA needs to define two or three goals. The current strategic plan lacks any mention of the reason for libraries; what are we doing for the residents of Vermont? Lawrence feels the plan needs to be more vision related with a compelling vision. A good strategic plan can answer what you would do with surprise funding. Planning can lead to great side effects.

Budget Discussion: Shara raised some questions about VLA Conference expenses. Angele needs information about Swan Lecture monies. Currently there is \$350 budgeted, with additional \$200 to be earned. Usually the lecture runs around \$1000. Margaret reported that in 2015 the conference cost around \$16,000 and in 2016 it cost \$12,000. Jane Ramos mentioned at a prior meeting that over \$30,000 was left in conference budget when she moved out of state. Kelly asks that this issue be looked at in order to locate the monies. The conference will likely need \$16,000 for next year’s event.

MOTION: Joy Worland made a motion seconded by Margaret Woodruff

TO APPROVE THE BUDGET AS PRESENTED BY SHARA McCAFFREY

YES: 12

NO: 0

ABSTAIN: 0

Disaster Relief: Joy reported that she included the wording in her report.

MOTION: Joy Worland made a motion seconded by Margaret Woodruff

TO APPROVE THE CREATION OF A VLS DISASTER RELIEF FUND AS SPECIFIED IN JOY WORLAND'S REPORT

YES: 12

NO: 0

ABSTAIN: 0

GoToMeeting Account: Tom offered the use of VTLib's BlueJeans account for remote access. There would be no fee involved.

Liability insurance: Alana reported that she discovered we need liability insurance for our conferences. This needs to be included into procedures manual. The approximate cost is \$200 for a single day event. Margaret wonders if as a non-profit we might be except from this requirement. She will touch base with an attorney

VLA/NELA agreement: Margaret reported that she received a one page agreement in regards to the recent conference. Margaret will provide them with a signed copy of the agreement for their records.

President of Friends/Trustee Section: Nancy reported that due to medical reasons, Howard Burrows will not be able to serve his term as president of the section. Kelly will ask her Board at their monthly meeting if anyone is interested in serving. The new person would need to take over in May, following the conference.

Niche Academy: Margaret reported that NA supplies online training for e-resources, such as Overdrive, etc. It is tailored to each specific library. There is a fee based on population. NA provides consistency of training for staff, patrons, etc. Tom will investigate this on the state level and report back.

VLA Conference update: Margaret reported that Jeanette is looking at a registration fee of \$100 per person. This is a significant increase to prior years (\$65 for members). There were 146 attendees at last year's unconference. She is hoping for 150 this year. Jeanette is looking for sponsors & exhibitors. Steve will get the exhibitor list from NELA. Bill McKibben and wife will be the keynote speakers.

OTHER BUSINESS

Joy reported that Debbie Landaur said the ARSL Conference will be in Burlington in the near future.

The meeting was adjourned by Joy at 11:43am.

Respectfully submitted,

Kelly L. McCagg
VLA Secretary

Category Description	Actual thru September			Difference	Notes	Budget 2018
	2016 Budget	2017 Budget	9/30/2017			
Income						
Amazon Smile Income	\$ -	\$ -	\$ 70.23	\$ (70.23)		\$ 70.00
Conference Income VLC	\$ 16,000.00	\$ 16,000.00	\$ 11,839.60	\$ 4,160.40	0 if NELA is here 2017	\$ 16,000.00
Interest Income	\$ 50.00	\$ 50.00	\$ -	\$ 50.00		\$ 50.00
Membership Income VLA	\$ 10,500.00	\$ 10,500.00	\$ 16,954.41	\$ (6,454.41)		\$ 17,000.00
Scholarship Income	\$ -	\$ -	\$ -	\$ -		
Technical Service Income	\$ -	\$ -	\$ -	\$ -		
Trustees Section Income	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00		\$ 2,500.00
Uncategorized	\$ -	\$ -	\$ -	\$ -		
Total Budgeted Income	\$ 29,050.00	\$ 29,050.00	\$ 28,864.24	\$ 185.76		\$ 35,620.00
Expenses						
Administrative Expenses						
ALA Councilor Expense	\$ 2,927.00	\$ 3,313.00	\$ 4,113.47	\$ (800.47)	In place of Executive and misc.; Stamps meetings go to meeting	\$ 4,500.00
(ALA) Conference Scholarship	\$ -	\$ -	\$ -	\$ -	Raised from 2016 due to > in costs	\$ 1,000.00
(ALA) Annual Dues	\$ 150.00	\$ 150.00	\$ 150.00	\$ -		\$ 150.00
(ARSL) Annual Dues	\$ 150.00	\$ 150.00	\$ 150.00	\$ -		\$ 150.00
Awards Committee Expense	\$ 250.00	\$ 250.00	\$ -	\$ 250.00		\$ 250.00
Bulk Mailing Permit & Post Office Box Rental	\$ 122.00	\$ 130.00	\$ -	\$ 130.00		\$ 130.00
Career Facilitator Expense	\$ -	\$ -	\$ -	\$ -	One Time	\$ -
(CSJ) Section Expense	\$ 550.00	\$ 400.00	\$ -	\$ 400.00		\$ 450.00
Comic Con	\$ 600.00	\$ 600.00	\$ 1,200.00	\$ (600.00)	600.00 in Feb & 600.00 in Jul	\$ 600.00
Conference Committee Expense	\$ 12,193.00	\$ -	\$ 9,480.30	\$ 2,712.70	If NELA's conference is here 2017	\$ 10,000.00
(DCF) Award Annual Sponsorship	\$ 400.00	\$ 400.00	\$ 400.00	\$ -		\$ 400.00
Executive Board Expense	\$ 350.00	\$ 350.00	\$ -	\$ 350.00	Administrative	\$ -
Government Relations Committee Expense	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	Includes Washington Trip	\$ 1,000.00
Inclusion Committee Expense	\$ -	\$ 100.00	\$ 95.99	\$ 4.01	New in 2017	\$ 100.00
Legal & Auditing Fees	\$ -	\$ -	\$ 1,029.95	\$ (1,029.95)	One Time	\$ -
Marketing Expense	\$ 950.00	\$ 950.00	\$ -	\$ 950.00		\$ 950.00
Membership and Outreach Committee Expense	\$ 500.00	\$ 500.00	\$ 10.00	\$ 490.00		\$ 500.00
Miscellaneous Expense	\$ -	\$ 13.60	\$ 424.98	\$ (411.38)	Administrative	\$ -
NELA Advocacy Summit	\$ 150.00	\$ 150.00	\$ -	\$ 150.00	New in 2016	\$ 150.00
NELA Conference Expense	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00		\$ -
NELA Membership	\$ 350.00	\$ 500.00	\$ 1,655.00	\$ (1,655.00)	Includes Extended Memberships	\$ 2,000.00
(NELA) Representative Expense	\$ -	\$ -	\$ -	\$ -	Raised from 2016 due to > in costs	\$ 500.00
(NELLS) Conference Expense	\$ -	\$ -	\$ 2,000.00	\$ (2,000.00)	includes mentor	\$ 2,000.00
(NELLS) Scholarship	\$ -	\$ -	\$ 600.00	\$ 1,800.00		\$ 2,400.00
Passport to Vermont Libraries	\$ 600.00	\$ 600.00	\$ 250.00	\$ 350.00		\$ 350.00
Personnel Committee Expense	\$ 100.00	\$ 100.00	\$ -	\$ 100.00		\$ 100.00
Public Libraries Section Expense	\$ 250.00	\$ 250.00	\$ -	\$ 250.00		\$ 250.00
Scholarship Committee Expense	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 500.00		\$ 2,000.00
Survey Monkey Expense	\$ 25.00	\$ 25.00	\$ 162.00	\$ (137.00)	New in 2016	\$ 75.00
Technical Services Committee Expense	\$ 250.00	\$ 250.00	\$ -	\$ 250.00		\$ 250.00
Treasurer's Bond Expense	\$ 90.00	\$ 90.00	\$ 90.00	\$ -		\$ 90.00
Trustees Section Expense	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00		\$ 90.00
Vermont Library Association News	\$ 102.00	\$ 102.00	\$ -	\$ 102.00		\$ 102.00
Website Design and Maintenance	\$ 160.00	\$ 160.00	\$ 160.00	\$ -	LIS Webhost for VLC.org	\$ 160.00
Youth Librarians Section Expense	\$ 250.00	\$ 250.00	\$ 160.00	\$ 90.00		\$ 250.00
Total Budgeted Expenditures	\$ 27,969.00	\$ 16,283.60	\$ 25,431.69	\$ (9,148.09)		\$ 31,397.00

\$ 4,223.00

3,432.55

\$ 1,081.00 \$ 12,766.40 \$

Net

Net

KEY

VLA = Vermont Library Association

ALA = American Library Association

ARSL = Association of Rural & Small Libraries

CSL = College and Special Libraries

DCF = Dorothy Canfield Fisher

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