

Vermont Library Association Board Meeting
May 16, 2012
Eliot D. Pratt Library, Goddard College, Planfield
10am – noon

Present: Joe Farara, Deb Gadwah-Lambert, Heidi Steiner, Andy Burkhardt, Wynne Browne, Laurel Stanley, Lucinda Walker, Marti Fiske, Cindy Weber, Helen Linda, Kat Redniss, Shara McCaffrey, Christine Friese,

Meetings minutes by: Heidi Steiner

Meeting called to order at 10:05am

Agenda Review

No additional items added

Committee and Section Updates

Kat (Youth) – Kat will be presenting at VLC and is excited represent youth librarians there. She noted that some people who could not make it to the February event have contacted her about small regional gatherings. The Youth Section is all set for leadership next year, with Amy McMullen serving as President and Tracey Dugdale as VP.

Helen (Editorial) – The VLA Newsletter went out and has been getting more positive feedback. Helen noted more people seem to be reading it now that it comes out more steadily. Laurel asked what can really be gleaned from the statistics. Helen/Kat specified the software used allows you to see link click-throughs, time on the page, etc. Helen said the number of people actually opening the email used to be around 20% and now it is closer to 45-50%. She confirmed the website is still a mess and that she intends to address it soon.

Cindy (Membership) – Memberships are up to 330. Most of the mail has been for VLC. Two more thank you notes from Librarian Relief Fund recipients were also received, which Cindy circulated and ultimately gave to Heidi as Secretary (included as scans at end of the minutes).

Marti (Past-President) - The calendar project is wrapping up. It turned out to be more work than expected, but will be a breakeven project because DOL is buying the rights to the images to use in their own campaign (in rest stops/Welcoming Centers). The remainder of the calendars went to the main northbound rest-stop when you come into the state for distribution.

Lucinda (Public Libraries) – Lucinda did her e-book training class at the end of March and the demand was even higher than she expected. 30 people registered and there was a waitlist. She has had inquiries about traveling around the state to do more training classes and is working with Judy Russell to possibly do a few more over the summer.

Lucinda also gave an update on the compensation survey done by the Personnel Committee. It went out and is now closed. The return rate was about 50%, which is lower than last time, but it was also sent out to much larger group of people this time around. The data is very raw at this point, so nothing to report out yet. However, Scott Schaffer is going to do some basic data manipulation and the committee will be

doing a brief presentation on Tuesday at the Annual Meeting during VLC and also in the Public Libraries Section Meeting. They plan to have the full report ready in the fall.

Laurel (Trustees Rep) - The Trustees meeting at TOEC was quite successful even though it is a bit expensive to attend. They have gathered a number of ideas for further conferences and workshops – perhaps bringing together librarians and trustees on specific issues. Their meeting this fall will be at VTC and they have discussed possibly not going through TOEC next year and doing the spring event independently. Marti noted that TOEC does have value beyond the Trustee sessions, as there are other things you can attend to get the most out of your registration fee.

Andy (College & Special Libraries) – Andy got his announcement to Helen for the News and has a space reserved at St. Michaels for CSLs summer conference. He has already received some expressions of interest, but is looking for people interested in presenting during 30 minutes slots in the morning on the topic of outreach and orientation. Kat suggested the work of Daisy Benson at UVM.

Shara (Personnel) – Shara corroborated Lucinda's report regarding the Personnel Committee. She also still plans to have a table at VLC next week for mentoring and wants to put together a poster. Shara is seeking photos of mentoring in action...or anything that *looks* like mentoring in action.

Budget Report (Wynne)

The budget was circulated via email prior to the meeting and is in good shape. A lot is currently out of whack because \$16K was transferred in from the VLC account and the expenses there are still very low because we do not have an invoice from the facility yet. There will be considerably more expenses there. The Misc Income/Expense listed are for the VT/NHLA Library Leadership Workshop which was pretty much in and out. The Marketing income listed is DOLs payment for the calendar photo rights Marti mentioned. More Librarian Relief Fund income came in, so our out was higher than expected. Overall general expenses are below what was budgeted.

Wynne then brought up that she did not include a Treasurer's Expense this year and we will eventually need to upgrade our Quicken software. Since she is staying on for one more year, the current version is fine, but it should be replaced for whoever takes over in 2013. Wynne noted she will train this person very carefully.

There was a bit of discussion around the necessity of being audited at some point. Wynne feels we should consider it, but professional auditing is very expensive. The Board discussed looking to the membership for anyone with expertise that might be willing to review the books every few years, as it could certainly be tightened up. As one initial step in doing so, Cindy will note start keeping track of checks (not just names) before sending Memberships on to Wynne.

Wynne was also supposed to put together a credit card policy. She said Jane would really like one of her own for VLC, but Wynne is not comfortable with this since leadership changes so often. Wynne will write up the policy and send it for approval at the summer retreat, but the basic gist is:

- Use by Treasurer and President or anyone else with permission by the Board for a special project or term.
- Notify the Treasurer prior to use or as soon as possible after, send the documentation to the Treasurer and what budget line it goes in.

Conference Update (Joe for Jane)

Things are looking good for next week. Someone inquired about registration numbers and Marti stated that they are down from last year.

Roy Blount, Jr. has been approached about keynoting in 2013 and is willing to cut his fee to \$5K. The conference committee is also looking into hopefully relocating for next year to a more central location, possibly VTC.

Annual Meeting

During the Annual Board meeting at VLC, Joe will give an overview of what's been accomplished this year and then pass the torch to Deb. Wynne (or Joe depending on timing) will also present a brief budget report.

VLA Board Positions 2012-2013 (Joe)

Joe reported finding new Board members has been a humbling experience, but there is almost a full slate:

- Vice-President/President-Elect (it's an Academic year) – Graham Sherriff was considering, but as of 5/17 has declined
- ALA Councilor – Charlotte Gerstein
- NELA Representative – Kip has decided to stay on!
- Public Libraries Section – Lucida has also agreed to stay on. Judy Russell will be the incoming VP.
- Youth Section – Amy McMullen for President and Tracey Dugdale for VP
- Intellectual Freedom Chair – Ray Brior
- Government Relations Committee Chair – Oceana Wilson

Heidi will present the slate of candidates at the Annual Meeting. As everyone is running unopposed, the Board confirmed an official vote will not be necessary.

VLAC Budget/VLA Budget (Wynne/Joe)

Combining the budgets has gone well. Wynne noted for next year we will need more detail for VLC than just a single combined budget line.

VLA Credit Card/PayPal Account Usage Policy (Joe)

This was mostly covered in Wynne's Budget Update. Regarding PayPal, Helen is not entirely sure what happened with the PayPal button for conference registration. She had it all set and coordinated with the website designer, but it was never added. She believes the issues were with workflow and the discussions broke down. Helen wants to have the button in place for next year's memberships and conference registrations.

Welcome Center Initiative (Joe)

Joe received a call from Ed Vonturovich (sp?) with the State inquiring whether VLA would possibly be interested in participating in a Welcome Center Initiative. They have since been playing phone tag.

Other Business

Wynne will send around the VLA Archives and Retention Policy she got from Paul, as the question of what to do with records came up a number of times.

Laurel announced the Educational Scholarship Committee is meeting after the current meeting. She has looked at other state association websites for ideas and they will have something to present at the summer retreat.

Deb brought up location options for the summer retreat. DOL in Berlin or the State House are potential centrally located options. She will coordinate with Christine to look at dates and get something booked. Kat encouraged making the meeting **more** retreat-like and really foster the new people: perhaps a “how to VLA” in the morning and business in the afternoon.

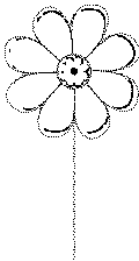
Shara asked if Grace ever finished the handbook. Christine will ask her about it and let the Board know where she is at. Grace confirmed after the meeting that the handbook is not done, but her, Nancy Wilson and Daisy Benson will be working on it over the summer and plan to have it ready for fall.

Christine let everyone know that DOL will be working on encouraging more people to do Turning the Page through PLA, as the state needs as many people trained in advocacy as possible. DOL will be hosting a live kick off in September and encouraging a Trustee, Librarian and Staff member from each library to participate as a team. The program is six weeks and free. Kat and Deb both attested to the quality, with Kat stating it’s pretty unbelievable what you get for free. Deb will also be talking about this in her President’s Speech at the Annual Meeting.

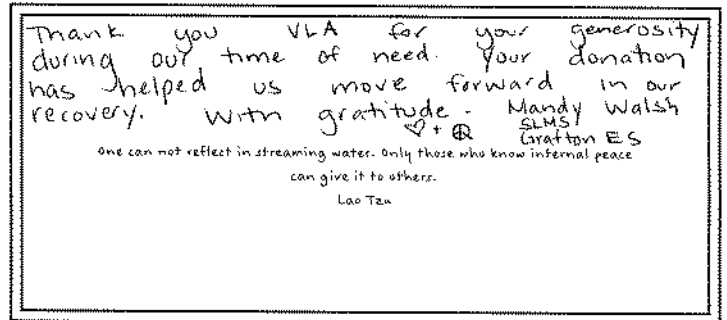
Meeting adjourned at 11:26am.

Next Meeting: Tuesday, May 22nd – Vermont Library Association Conference, St. Michael’s College, Colchester VT

Thank you from Chris, Mandy, Dylan and Oliver Walsh-Fischetti



love and light from VT.
Chris - Mandy - Dylan & Oliver



Thank you from Jill and Jenna Tofferi



Irene came and Irene went leaving behind her wake. I am sure I speak for all of us affected - without the "angels" - you that appeared at our doorsteps offering any assistance that you could, we would still be in the throws of August 28th, 2011



There are no words to express our gratitude for your generosity, spirit and sense of community. Please know that you have made a difference in our lives. My daughter and I have always given to our community as I have been a Rotarian for 20 years. Be assured that we will both "pay forward" your kindness.

With sincere and heartfelt Thanks,

Jill & Jenna Tofferi