

**VLA Board Meeting  
November 8, 2007  
Midstate Regional Library  
Berlin, VT**

**APPROVED MINUTES**

9:30 Call to order

Present: Barbara Doyle-Wilch (presiding), Brenda Ellis (recording), Judah Hamer, Marianne Kotch, Larraby Fellows, Richard Ambelang, David Brown, Lisa von Kann, Amy Grasmick, Donna Edwards, Gizelle Guyette, Trina Magi, Marie McAndrew-Taylor, Nancy Wilson, Sharon Thayer

Minutes of the September meeting were approved with changes.

The consent agenda was approved (Department of Libraries report) [Attachment A]

**Treasurer's report and budget preparation process** – (Donna Edwards)

Donna distributed her treasurer's budget report [Attachment B] and answered questions. Trina reminded her to fix the intellectual freedom line (\$375 uses an endowment fund instead). Donna distributed the budget worksheets for the next year and reimbursement forms [Attachment C]. Income and expenses should match as close as possible. We can use past years' budgets as a guide. It was noted that the awards committee expense will not be as much because last year was unusual with the danforth pewter awards. It was also suggested that it is easier for people to submit expense vouchers rather than use the bulk mail permit. The various categories were reviewed. For example, donations includes things like Freedom to Read. **The board approved a motion to donate \$100 to Freedom to Read again.** Also we anticipate needing a much lower amount for the VLA news expense next year because of the move from a newsletter to website distribution of information.

**OLD BUSINESS**

**NELA leadership training support for NELLS**

Request for donation for NELLS – New England Library Leadership Symposium. The symposium is held very other year. In 2003 VLA gave \$600, and in 2005 VLA gave \$700. **A motion was approved to give \$500 for the 2008 conference** (and in 2008, also budget \$100 for each of our 2 participants). Donna suggested making a line item in the budget for these 2 scholarships).

## **Vermont Library Conference (VLC) update – (Larraby Fellows)**

Larraby announced that **Ann Blake** is the new conference coordinator. The VLC conference .org site has been brought down, but there's a link to the VLA website and there will soon be a VLC section on the VLA site. Larraby announced that the **keynote speaker for 2009 is Marshall Keys**. (who gave a future of libraries presentation at the New England Library Assoc. Conference). The committee is still working on a theme for the 2008 conference (related to technology). They are pushing for more sponsorships this year and more exhibitors (these are down). Send suggestions for exhibitors to Jessica Allard. Program proposals are due tomorrow (Nov. 9<sup>th</sup>). Larraby noted that it's difficult to get academic librarian volunteers because they tend to be involved in other conferences. Brenda suggested tapping support staff in academic libraries because VLA might be their only conference opportunity. Barbara suggested we devote a future meeting on the issue of planning for member volunteer support of officer positions, conference member positions, etc.

**The committee has discussed way of changing the conference.** Perhaps locate it somewhere else, or perhaps devote one day towards schools and another day for academics and public libraries to help focus it. The board brainstormed exhibitor ideas such as symquest, small dog electronics, CQ weekly, internet providers, Marotti Conservation labs, book binders, etc. Also, there's a need for us to move to better website with forms online. Our paper format is holding us back.

Send Sponsorship ideas or exhibitor/vendor contacts to:  
Marjorie Shane  
Exhibits Chair  
[mls22553@hotmail.com](mailto:mls22553@hotmail.com)

Send other Conference items/ideas/section meeting info for conference to  
Jessica Allard  
Co-Chair  
[vlcvlachair@hotmail.com](mailto:vlcvlachair@hotmail.com)

## **Government Relations Update – (Lisa von Kann)**

Lisa and members of the government relations committee have been meeting regularly with members of the **Legislative Study Committee** to help prepare a report to the Legislature as requested in legislation passed during last year's session. They recently met with lobbyist John Shullenberger and Helen Linda (VLA advocacy committee). Lisa stressed that it is important that people meet with their legislators on the Legislative Day on January 18, 2008.

**Fundraising.** The committee is going to go to libraries directly to ask for contributions to support the cost of our lobbyist.

**State job cuts:** David mentioned that the state has announced that it is cutting 400 state jobs through attrition and libraries aren't protected. It was noted that retiring librarian

Marianne Kotch's job hasn't been posted. [note: it was posted soon after the meeting and the deadline for applications was Nov. 30. **Barbara sent a letter to Mike Smith, Secretary of Administration (State of Vermont), asking him to meet with VLA & VSLA heads (Barbara and Jean Fornier) and Lisa von Kann (past VLA president) to discuss replacement of the State Librarian.** It was noted that there's only one legal requirement for the state librarian – the person has to have graduated from an accredited library program.

### **Vermont Library Trustee Association (VLTA) update – (David Brown)**

**State Librarian Search Committee:** David reported that Secretary of Administration Mike Smith wants the Board of Libraries to select among themselves who will be on the search committee and then submit 3-5 candidate names for him to choose among. David read off the goals from retiring State Librarian Sybil McShane's LSTA 5 year plan for the next State Librarian. He asked members to send him ideas about what the highest priorities should be for the next State Librarian. (send email to [david2brown@verizon.net](mailto:david2brown@verizon.net)).

**Interview process.** David reviewed the process. They are required to ask if the person has any limitations. There's a set of formal protocols. The same 3 people ask the same set of questions and score them. Barbara suggested that the committee allow VLA and VSLA to interview the candidates and send in their preferences. Mike Smith has floated the idea of a \$77,000 salary (minimum amount in the state statute, but the position can go as high as 50% more) for the State Librarian position. Lisa suggested comparing this position with peers in state government as well as these positions in other states. For example, look at salaries for school superintendents, town managers, etc. Lisa expressed thanks to David for his work on the hiring of this position.

Marianne reported that the November 3rd VLTA Conference had about 55 people and lots of good content.

### **Confidentiality Statue update – (Trina Magi)**

Trina reported that she met with our lobbyist John Shullenberger and he alerted her to the drafting deadline. She reported Senator Claire Ayer is very supportive. John is confident he can get bipartisan sponsorship. Trina shared the draft bill with Cheryl Hanna at the Vermont Law School to review the language and she also gave a presentation at the VLTA Conference. Trina made the point that libraries could set the age requirement (for withholding records) lower. This bill just sets a minimum requirement. She still needs to get information from the American Library Association as to whether Vermont libraries could consult ALA if they needed legal counsel. She is still working on a packet to send out to members about this issue.

She may possibly create a handout that would explain the issue – Q & A or a brochure that could be distributed to library patrons when the issue comes up. Trina is scheduled to meet with the board of the Vermont School Library Association this evening to determine whether it will support the bill and include school libraries.

Unrelated to the confidentiality statute, Trina also reported that she received a **response from Congressman Peter Welch** in response to the association's summer letter about the **PATRIOT Act**. She distributed copies of his letter [Attachment D].

### **New Web Page update – (Judah Hamer)**

It took a long time to get the login and password to change the domain name, but that finally happened. The next step is to move the new website off of the temporary server and put it on the permanent server. It will be moving from sovernet to LIShost. He and Jessamyn West hope to move it next week. Barbara stressed that we should all make it vital by adding things. Larraby said Jessamyn will be doing a conference program on our new website and the VSLA website at the Vermont Library Conference in May. Judah reported that Jessamyn will send the board documentation on how to add things. Also we need to set expectations (ex. section heads add something once a month).

## **NEW BUSINESS**

### **Audio Books**

The board used a computer to have a **live meeting with the audio books committee in Norwich via Skype**. Judah reported that the committee is working with **NetLibrary** because libraries can pay them directly instead of going through one account. The committee wants to go with NetLibrary first because it's easier to implement, then go with **OverDrive** (another e-book company) later if libraries want to, since there is not much overlap in service. Chris Kirby (Ilsley Public Library) contacted OverDrive. Both companies are willing to work with us as a loose group without legally being a consortium. NetLibrary gave 2 options – a purchase option or a subscription option (\$56,000/year). The committee decided to pursue a purchase the first year. Cost (+ 10% a year). Later the committee could hand over work to the Department of Libraries (DOL) if they ever decide to take this on. Ownership could be transferred to DOL. If not, they will have to form some sort of legal group. \$25,000 would buy 500 titles, 1 user at a time. The issue of internet speed requirements of users was raised. Both companies allow downloading in chunks. Trina suggested we have a trial and/or talk to users who use dial-up to make sure it will work. A selection committee will need to be formed to choose which company and which titles. Neither company works with ipods. Libraries might have to circulate mp3 players. Some titles would be able to be burned to CD's. Barbara asked how 1 circulation at a time works? This is controlled on the vendor's site. When a book is download, it has an electronic license with expiration date. Barbara asked about types of titles. NetLibrary has Kunstler, Recorded Books, and Random House titles and OverDrive has others.

**Subscription Pricing:** subscription levels are based on total materials budget. It ranges from \$100 for under \$5,000 budget to \$1,000 for \$40,000 budget or above. Academics could also join. If a library already has NetLibrary books, they'll get their own holdings plus the groups' titles.

**Potential VLA role:** if DOL doesn't take this over, it may come back to VLA to set up a formal consortium. There's a calendar year membership fee. Selection committee – who should be on it – (one academic librarian but mostly public librarians?). VLA should get the word out, especially to academic libraries.

**Payment:** Nancy asked how libraries would pay? The companies would bill libraries directly rather than going through the selection committee. The companies would manage who has access and if libraries drop out, keep track of what libraries have access to.

## **OTHER BUSINESS**

Nancy announced that Addison County is working with the **Dolly Parton Imagination Library**. It provides books for kids under 5 years old. It might someday become a statewide program.

Donna reported that the U.S. Dept of Agriculture and Rural Development has a **grants brochure**.

Richard announced that **Larraby Fellows is the new Vice-President for the College and Special Libraries section** of VLA.

Amy reported that the **Council on the Future of Vermont** is gathering ideas. Amy will communicate such issues as: broadband access, early literacy, library funding, computer skills, health insurance, children of incarcerated parents, etc. She said focus groups will be happening throughout the state.

Barbara asked the group to brainstorm on ways to make more money this year. Ideas included:

- Increase members (everyone recruit more members)
- Add to the membership form an opportunity to give a higher amount
- Get sponsors for every meeting
- Host a Soiree (fancy dinner), silent auction, and/or wine/cheese event
- Offer a grantwriting workshop with fee
- Find “angels” (to give money)
- Host murder mystery nights
- 802 on Youtube. (about living in small Vermont) and other fun videos

Barbara called for a standing ovation to **recognize the retirement of Marianne Kotch**.

11:53 Meeting adjourned

Respectfully submitted,

Brenda Ellis  
VLA Secretary

**DEPT. OF LIBRARIES REPORT FOR VLA BOARD MEETING, 11/8/07**

Marianne Kotch

Retirements pending –

Marianne Kotch, 12/31/07

Marjorie Zunder, 2/28/08

Sybil Brigham McShane, 6/30/08

Obviously, recruitments pending as well. Stay tuned.

Another round (\$20,000) of Winnie Belle Learned Fund grants for children's, teens, and family services to be announced soon by the Vermont Public Library Foundation. VPLF awarded \$20,000 in grants from WBLF and Freeman Endowment this summer.

\$165,000 in Gates "Staying Connected" grants for replacement of public access computers and service have been awarded to public libraries serving communities with median household incomes of less than \$35,000.

A movie license similar to the one for public libraries has been negotiated for schools. Because community (combined school-public) libraries are considered by the licensor to be school libraries, DOL will pay for their licenses this first year.

Our federal five year LSTA plan was approved by the Institute of Museum and Library Services and should be available on our website

[http://www.libraries.vermont.gov/LIBRARIES/lsta/lsta\\_docs.html](http://www.libraries.vermont.gov/LIBRARIES/lsta/lsta_docs.html) soon.

As you may have read in the paper, revenue predictions for FY2009 are not great, so state agencies are planning for level-funding as the *best case scenario*. This means, of course, that we are going to be absorbing fixed costs and contracted pay raises. The financial picture does not look rosey.

# Budget Report, November 8, 2007 - Current Year

1/1/2007 through 12/31/2007 Using Amended VLA Budget 2007

11/5/2007

Page 1

Category Description	1/1/2007 Actual	Budget	12/31/2007 Difference
<b>INCOME</b>			
Advertising Income	175.00	200.00	-25.00
CAYAL Income	725.00	1,000.00	-275.00
College Special Libraries Income	180.00	300.00	-120.00
Conference Income	3,814.00	2,000.00	1,814.00
Government Relations Income	0.00	200.00	-200.00
Intellectual Freedom Income	0.00	235.00	-235.00
Membership Income	11,540.00	12,000.00	-460.00
Public Libraries Income	0.00	500.00	-500.00
Tax Preparation Income	425.00	475.00	-50.00
Vt. Lib. Trustees Assoc. Income	496.00	250.00	246.00
<b>TOTAL INCOME</b>	<b>17,355.00</b>	<b>17,160.00</b>	<b>195.00</b>
<b>EXPENSES</b>			
ALA Councilor Expense	2,655.51	2,000.00	-655.51
ALA Dues	110.00	110.00	0.00
Awards Committee Expense	3,481.57	3,697.00	215.43
Bulk Mailing Permit, PO Box rental	244.00	185.00	-59.00
CAYAL Expense	1,134.33	1,000.00	-134.33
College Special Libraries Exp.	188.82	300.00	111.18
DCF Conference	0.00	400.00	400.00
Donations Expense	0.00	300.00	300.00
Government Relations Expense	342.50	575.00	232.50
Intellectual Freedom Expense	375.05	100.00	-275.05
Lobbyist Expense	16,769.72	17,000.00	230.28
Membership Expense	0.00	600.00	600.00
NELA Representative Expense	150.00	465.00	315.00
Personnel Committee Expense	230.00	430.00	200.00
President Expense	526.85	200.00	-326.85
Public Libraries Expense	0.00	500.00	500.00
Secretary Expense	0.00	50.00	50.00
Tax Preparation Expense	425.00	475.00	50.00
Treasurer Expense	189.50	50.00	-139.50
Treasurer's Bond Expense	90.00	90.00	0.00
VLA News Expense	2,538.38	3,200.00	661.62
Vt. Library Trustees Assoc. Exp.	788.75	250.00	-538.75
Web Site Design Maintenance	195.00	225.00	30.00
<b>TOTAL EXPENSES</b>	<b>30,434.98</b>	<b>32,202.00</b>	<b>1,767.02</b>
<b>OVERALL TOTAL</b>	<b>-13,079.98</b>	<b>-15,042.00</b>	<b>1,962.02</b>

# Account Balances - As of 11/5/2007

As of 11/5/2007

11/5/2007

Page 1

Account	11/5/2007 Balance
<b>Bank Accounts</b>	
Certificate of Deposit-Unrestricted VLA funds	1,711.73
Checking	15,804.81
Checking 2-NYNEX-NYNEX Grant Money	1,209.16
DOL-Summer Reading-DOL - Summer Reading	1,479.01
J. Swan Endowment-Certificate of Deposit	9,998.43
J. Swan Lecture Series	218.76
<b>TOTAL Bank Accounts</b>	<b>30,421.90</b>
<b>OVERALL TOTAL</b>	<b>30,421.90</b>



**Vermont Library Association  
2008 Budget Projection Worksheet**

**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Budget Area:** \_\_\_\_\_

**2008 Plan and Budget**

In the space below, briefly describe the plans and assumptions you are considering in estimating a budget for 2008. Here are some factors to keep in mind:

**Sections**

*(Remember, sections are expected to break even; your income should equal or exceed your expenses):*

- How many programs will you have?
- Speaker cost (travel, food, presentation)?
- Cost of mailing announcements/fliers?
- Refreshment costs?
- Other travel costs?
- Miscellaneous expenditures?
- Income from for program attendee fees?
- Income from sponsorships?

**Committees:**

- Project costs (printing, speakers, etc.)?
- Publicity or mailing costs?
- Income from sponsorships, program fees?

**Organization Representatives:**

- Conference fees?
- Travel costs?

**The proposed plan for 2008:**

---

---

---

---

---

---

**Proposed 2008 budget:** \$ \_\_\_\_\_ in expenses  
\$ \_\_\_\_\_ in income

Please return this form by **Friday, December 28, 2007** to: Donna Edwards, Lyndon State College Library, PO Box 919, Lyndonville, VT 05851 You may fax the form to me at 802-626-6331.

If you have any questions, please feel free to call Donna at 802-626-6447.

**Vermont Library Association  
Expense Reimbursement Voucher  
2007**

**Instructions:**

1. If you are not a member of the VLA Board, please be sure you have approval for reimbursement from a Board member before submitting this form, and provide his/her name here:
2. Complete the form, listing one expenditure per line.
3. Attach receipts and/or copies of invoices.
4. Provide your name, address, and telephone number below
5. Submit to: Donna Edwards  
                   VLA Treasurer, 2006-07  
                   Library  
                   Lyndon State College  
                   Lyndonville, VT 05851

Questions: (802) 626-6447  
 email: [donna.edwards@lyndonstate.edu](mailto:donna.edwards@lyndonstate.edu)  
 Fax: (802) 626-6331

Date of Expenditure	Description of Expenditure <i>Including information about what was purchased and for what purpose.</i>	Invoice Number <i>If available.</i>	Amount to be Reimbursed	Account Charged <i>Leave Blank</i>

**Total** \_\_\_\_\_

**To whom should check be made payable?**

Name: \_\_\_\_\_

Street Address/P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_



P.O. Box 803  
Burlington, VT 05402  
<http://www.vermontlibraries.org>

VERMONT  
LIBRARY  
ASSOCIATION

## Check Request

Check one:  Payment of invoice  Reimbursement  Reconciliation

Make check  
Payable to \_\_\_\_\_

Address \_\_\_\_\_ Please type or print clearly  
\_\_\_\_\_

Date	Description of Expense/Item	Amount

Total Request	\$
Less Advance Received	\$
Reimbursement/Unexpended Balance Returned	\$

**Advance:** I agree to submit a reconciliation within 30 days after receiving the advance with all relevant documentation/receipts.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please send form and appropriate documentation to:

Donna Edwards VLA Treasurer

Lyndon State College

PO Box 919

Lyndonville, VT 05851

[donna.edwards@lyndonstate.edu](mailto:donna.edwards@lyndonstate.edu)

Fax: 802-626-6331

PETER WELCH  
AT-LARGE, VERMONT

1404 LONGWORTH HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515-4501  
202-225-4115

DISTRICT:  
30 MAIN STREET  
3RD FLOOR, SUITE 350  
BURLINGTON, VT 05401  
(802) 652-2450  
(888) 605-7270

COMMITTEE ON RULES

COMMITTEE ON  
OVERSIGHT AND GOVERNMENT  
REFORM

**Congress of the United States**  
**House of Representatives**  
**Washington, DC 20515-4501**

September 14, 2007

Ms. Trina J. Magi

Burlington, VT

Dear Ms. Magi,

Thank you for your thoughtful letter on behalf of the Vermont Library Association regarding the impact of the USA PATRIOT Act on Vermont's libraries and librarians. I appreciate receiving your valuable input on this important issue.

It is Congress' responsibility to provide vigorous oversight of this Administration to ensure that a proper balance is maintained between protecting our security and safeguarding our Constitutional rights and freedoms. I agree that Congress should work to overturn the provisions of the USA PATRIOT Act that reach too far and violate personal privacies. In particular, the federal government should not have an unfettered right to view an individual's library records. Other aspects of this bill must also be carefully scrutinized to ensure that Constitutional rights are not infringed.

The threat of terrorism is real and we must take aggressive measures to stop those who wish us harm from doing so. However, Americans enjoy a level of freedom that is envied by most and cherished by all who live here. During challenging times, our country should trust the strength of these freedoms, not make exceptions that undermine our core values.

Thank you again for your thoughts. Please stay in touch, and I look forward to seeing you in Vermont.

Sincerely,



PETER WELCH  
Member of Congress

PW/ct