

Utah Library Association
Friday, December 6, 2002 1:00 p.m.-3:00 p.m.
Utah State Library, 250 North 1950 West, Suite A, Salt Lake City
Board Meeting Minutes

Attending:

Kayla Willey–President
Deborah Hatch–Recording Secretary
David Hales–Vice-President
Kent Slade–LPSSRT Chair
Linda Dial–CSRT Chair
Sara Wever–Pub. Lib. Section Chair
Debbie Ehrman–RASRT Chair
Stephanie Goodliffe–PR Co-Chair
Michael Whitchurch–COMART Chair
Shannon Hoffman–Member-at-large
Lora Koehler–PR Co-Chair
Tom Wells–AMSC RT
Georgia Loutensock–State Office of Education
Mary McFarland–GODART Chair
Robert Murdoch–ULA/UALC Liaison
Chris Anderson–Exec. Sec./Treasurer
Margaret Landesman–Awards Co-Chair
Mark Rose–Legislative Vice-Chair
Allyson Washburn–ACRL Chair
Peggy Erickson–Member-at-large
Susan Hamada–Past President
Hikmet Loe–Program Vice-Chair
Connie Lamb–Program Co-Chair
Dianne King–Federal Relations Liaison
Ray Matthews–Member-at-large
Julie Williamsen–Conference Committee Chair
Jean Jensen–MPLA Representative
Erica Lake–HEART Chair
Sue Hill–Program Co-Chair
Dawn Carroll–Spec. Lib. Section Chair/Web team
Nancy Lombardo–Web Committee Chair

Excused: Evan Baker, Dan Barr, Cindy Mitchell, Leslie Haas, Randy Olsen, Amy Owen, Christie Reimschuessel, Britton Lund, Chip Ward

Welcome:

Kayla Willey called the meeting to order at 1:10 p.m. and welcomed everyone in attendance.

Approval of Minutes:

A few minutes were given for the minutes from September's Board Meeting to be reviewed and discussed. The following amendments and/or changes were proposed: Kent Slade did not wish to take credit for the Ghost Ranch report as he did not report this; in the Great Issues Forum section, Globe Auditorium should be Gould Auditorium; Tammy Springer's name should be Tami Springer. Once these corrections were noted, Shannon Hoffman motioned that the minutes be accepted as changed; Sara Wever seconded the motion. Minutes unanimously approved.

Appointments for Approval of the Board:

Kayla presented the following appointments to the Board for approval: Vicki Turner as LPSS Vice-Chair; John Lamborn and Joan Hubbard as Conference Committee Vice Co-Chairs. David Hales motioned that the Board accept these appointments, Ray Matthews seconded the motion; the appointments were unanimously voted in. Kayla noted that a Past President's Chair is still being sought.

Finance Report:

Chris Anderson reported that there is currently a cash balance of \$42,000 in the bank. There is an investment balance of \$20,000. The Fall Workshop and Great Issues Forum have both been completely paid out. Whenever reimbursements need to be made, please correspond with Chris. Chris also reported on the web site progress. We are now set up to process credit card payments on the web site. Chris will work with the web committee to get this online. It was also noted that there is a polling feature built into the system. This could be used to conduct online voting and mass questionnaires. Each member will receive a user ID and password, allowing one-time voting per person. These functions could possibly go live by the end of December or beginning of January. Site security details were given. Chris summarized that the financial condition of ULA is in good standing, and that anyone who could refer anyone else to use Member Clicks for their organization would secure a 5% discount

for us. Chris noted he would be happy to train or explain what he has learned about the service to anyone who would be interested.

Nominations:

Sue Hill reviewed the document, Utah Library Association Draft Officer Election Ballot 2003-2004, which had already been distributed to members of the Executive Board (see copy accompanying these minutes), with the Board. She highlighted names of those running for positions, and noted that any mistakes (spelling, etc.) within the document should be sent to her. Kayla thanked Sue for her hard work in putting this together and being on time.

Public Relations Committee:

Stephanie Goodliffe reported that the PR Committee has been focusing on PR within ULA. She said the committee plans to send a poster promoting ULA membership and activities to every library in January in hopes that it would be hung in an area that many staff would see it. This poster is still in production, and will contain quotations that help point out why one should join ULA. These comments would include personal benefits, professional benefits, and general comments. Stephanie asked that additional comments be sent to her. The committee also plans to have a table talk and poster session at upcoming ULA meetings.

Membership:

David Hales pointed out that ULA is always looking for more members. He outlined some plans to encourage membership. First, in December, season's greetings and information about renewal will be sent to member via e-mails. At the first of the year, renewal information will be sent to both members and nonmembers alike. The nonmembers will be encouraged to join (will receive poster information from the PR Committee). In March, members who haven't renewed and nonmembers will get a hard copy letter inviting them to renew or join, just in time for the May Conference. David encouraged members of the board to encourage their colleagues to join. Deborah Hatch and Chris Anderson will work with David and the PR Committee to help disseminate this information via the web.

Selection of Candidate for ALA Congress on Professional Education : Focus on Support Staff (COPE3):

Kent Slade reported that the deadline to hand in applications to be the delegate from Utah for this Congress is December 15th. He encouraged board members to let staff know they can apply. The Congress will be held in May at the College of Dupage in

Chicago. ULA will pay \$600 toward the expenses of the trip.

Policy and Procedures Manual Update:

Susan Hamada reported that she had recently e-mailed the revised Policy and Procedures Manual and Chris' financial form to Nancy Lombardo to be put up on the web. The bylaws were not updated nor revised in any way. Kayla suggested that the Bylaws Committee tackle this part of the project. The revision will be posted on the web page. Chris Anderson reminded the Board that if any significant changes are made to the bylaws, he needs to be notified so that he can notify the IRS. Kayla asked all chairs to check versions of bylaws for each of the sections that may have been handed down to them. Any differences should be reported to Kayla or Cheryl.

Strategic Plan Update:

Susan Hamada reported that some preliminary work had been done on updating the strategic plan before the conference. Larry Ostler has reviewed it and made suggestions. Susan thinks it just needs to be updated (the old plan expired in 2000). Susan asked if anyone would be interested in looking at and working on the update. Kayla and Shannon Hoffman said they would be interested. Susan said they would work together to review to current plan, draft and revision, and be prepared to review that draft at the February Board Meeting.

Program Committee:

Connie Lamb reported that the recently held Great Issues Forum had been very fun and controversial, there were great speakers, and about 65 people were in attendance. She also commented that there were other people there as well, not just librarians. Connie pointed out that Leslie Haas did a great job with the Forum. Connie asked if there was an incoming person to head up the Forums. It was decided that David Hales would take charge of appointing this person. He would start first by contacting Leslie to see if she would be willing to continue chairing this responsibility. Allyson Washburn, Karen Griggs, and Juli Hinz helped with the Forum. It was suggested that the Intellectual Freedom Committee continue to help with the Great Issues Forum. Lora Koehler suggested the following topic for next year: have people from foreign countries discuss library services in their country. Nancy Lombardo added that they could also discuss what they would like the service to be, and Allyson Washburn mentioned that the Patriot Act could be pulled into the discussion.

Connie also mentioned that Fall Workshop in Brigham City went very well. There were some great sessions. Connie suggested that the Board think about holding two

workshops next year. Kayla liked the idea of having more than one. The same programs could be done for both and held in different locations to target different members throughout the state. It was proposed that perhaps the Great Issues Forum could be moved to the Spring, and then have two Fall Workshops in the Fall. Further discussion will ensue at the upcoming Program Board meeting on January 10th. Connie concluded with a great big thanks to all the individual units who have been doing so well with sponsoring many different programs.

2003 Conference Report:

Julie Williamsen reported that there is a great conference lined up for 2003 thanks to everyone involved with programming and planning in any way. The programs have been approved by the Conference Committee, and will now be taken to the Program Committee for approval. Joan Hubbard will help find advertisers for the program. If anyone has any ideas of who else may want to help out with this effort, please let Julie know. Dale Swensen has been working hard on exhibits. Registration forms will be on the web by mid-January, and all chairs will be notified by Julie after January 10th as to whether or not their program has been approved. All travel arrangements should be made through the appointed travel agent. These details will be in the written agreement document given to the guests. Sue Hill pointed out that all pre-conferences need to have enough participants signed up to at least break even on cost, or it will be canceled.

Awards Committee:

Kayla reported, in the absence of both Margaret Landesman and Randy Olsen, that the two have drafted a letter to send out to ask for nominations for awards. All nominations should be in for the February Board Meeting, then they can be given to the Conference Committee. Connie Lamb suggested that more unit awards be given again in an effort to recognize more individuals. Margaret Landesman arrived a little later in the meeting, and elaborated on Kayla's information. She reported that she and Randy have recruited as members of the committee, along with Susan Hamada's help, Craig Nielson, Carolyn Dickenson, and Steve Decker. The due date for nominations is January 30th. The committee will send out an e-mail about getting nominations in via the ULN, ULA, UALC, and public libraries e-mail lists. Margaret also commented that she and Kayla are encouraging round tables to give awards. A complete list of past awards is up on the ULA web site as of yesterday (12-5-02). The Awards Committee will meet in February and will have the nominations into the Programming Committee by the end of February. Margaret encouraged members of the Board to thoughtfully submit nominations, and encourage colleagues to do so as well. Connie

Lamb wondered about getting access to written criteria for each of the awards. Some is available on the web site. It was suggested that this information be added to the Policies and Procedures manual. It was noted that the Conference Committee might consider giving awards out at Conference during luncheons—there might be a little more exposure for the recipients. It was suggested that perhaps the association awards be given out at the Awards Banquet, and round table and section awards might be distributed at the luncheons. Julie Williamsen agreed to take these suggestions to the Conference Committee for further discussion and consideration.

Web Site Review Task Force:

Shannon Hoffman reported that the task force has been waiting until the Member Clicks service was in place before really getting into their review. Kayla said that she had been looking at round table and section sites and noticed who had not gotten current information up. She sent a list to Nancy of who hadn't, and strongly encouraged those who had not yet done so to get current goals, objectives, and minutes, etc. up on the site. Kayla also presented an award (gift certificate) to LIRT for having an "award-winning" model web site.

Legislative Committee:

Kayla explained that neither Chip Ward nor Britton Lund were able to attend the meeting today, but they had sent her a written status report of the Legislative Committee's involvements (copy attached). Please see this attached copy for a complete report from the committee. Of note is some proposed legislation by the Utah Association of Counties that would significantly change diminish the responsibilities of library boards.

Replacement for COMART Update:

Michael Whitchurch reported that a new round table, Computer and Digital Technologies Training Round Table (CADTTRT), be established. Its mission, as quoted from the ULA Web Site is stated as: "The mission of CDTT is to provide training on computer and technology issues for libraries and their librarians and staff throughout the state of Utah. To accomplish this we will create a series of workshops that will address competencies that the ULA board sees need to be addressed. The objective is to ensure the acquisition and maintenance of skills necessary for the 21st century library. These workshops will be "portable" to provide an easy way to travel to rural areas of the state." The new round table can be approved pending it fills its slate of 15 members. Michael reported that he had already 7 or 8 people who wanted to be members. Ray Matthews, Debbie Ehrman, Kayla Willey, Margaret Landesman,

Linda Dial, Sue Hill, Julie Williamsen, and David Hales all agreed to be charter members as well right on the spot. At this point, Shannon Hoffman motioned to accept this round table, Susan Hamada seconded the motion, and the round table was formed. It was also pointed out that CADTTRT needs a vice-chair for next year. Dawn Carroll and Nancy Lombardo will discuss this.

MPLA Report:

Jean Jensen reported that Peter Kraus and Marcia Cheney attended the leadership institute held at Ghost Ranch. They both sent very positive comments to Jean. They will give reports at the Conference in May. The text of the comments sent by Peter and Marcia to Jean can be found attached to these minutes. Jean also noted a couple of other happenings within MPLA. Henderson, NV needed more branch libraries to serve the needs of a rapidly growing population. They sponsored a 50-mile bike ride where competitors paid \$35 to participate to raise funds for libraries. The University of North Texas has begun a distance learning MLS program in Las Vegas, Nevada. The Colorado governor cut \$4.67 million from the state budget, and ramifications to libraries are extremely significant.

UALC Report:

Robert Murdoch had nothing to report.

Other Items:

Sue Hill reminded the Board that voting on accepting the nominations draft document still needed to be done. It was noted that the document needed to have the name of COMART changed to CADTTRT. Their slate of officers needed to be approved and a slot added for vice-chair. Dawn Carroll motioned that the Board accept the nominations document as amended; Shannon Hoffman seconded the motion; the motion passed unanimously.

Susan Hamada motioned that the Board be adjourned until next meeting; Dawn Carroll seconded the motion; meeting adjourned at 2:37 p.m.

Next Meeting: Monday, February 3, 2003, 1:00-3:00 p.m. at the Utah State Library, Salt Lake City