

# **ULA Board Meeting**

**Friday, September 6, 2002 1:00-3:00 p.m.**

**Utah State Library, 250 North 1950 West, Suite A, Salt Lake City**

## **Minutes**

### **Attending:**

Kayla Willey–President	
David A. Hales–Vice-President/Pres. Elect	
Deborah Hatch–Recording Secretary	Christopher Anderson–Exec. Secretary/Treasurer
Lori Stevens–Member-at-large	Deborah Ehrman–RASRT
Connie Lamb–Program Board Co-Chair	Sara Wever–PL Section Chair
Allyson Washburn–ACRL RT Chair	Mark Rose–Legislative
Jeanne Le Ber–LIRT Chair	Cindy Mitchell
Carla Zollinger–NPRT Chair	Ray Matthews–Member-at-large
Chip Ward–Legislative	Dianne King–Federal Relations
Dan Barr–ALA Rep	Kent Slade–LPSSRT
Stephanie Goodliffe–PR	Michael Whitchurch–COMART
Linda Dial–CSRT	Hikmet Loe–Program Board
Evan L. Baker–Member-at-large	Molly Youngkin–HEART
Shannon Hoffman–Member-at-large	Sue Hill–Program Board
Cheryl Walters–TSRT	
Kimberly W. Graber	

### **Excused:**

Susan Hamada, Randy Silverman, Julie Williamsen, Nancy Lombardo

### **Welcome:**

Kayla Willey called the meeting to order at 1:07 pm. She welcomed everyone to this, the second board meeting. Kayla observed that at the beginning of the meeting, only 6 voting members were present, and two more were needed to vote on any motions, so at that time, she asked only for discussion to ensue, and we would hopefully be able to vote later in the meeting pending the arrival of two more voting members.

Eventually a full quorum (8) of voting Board members did arrive late in the meeting and business was conducted.

Cindy Mitchell, UELMA rep. was acknowledged, she is from South Jordan Middle School.

### **Approval of Minutes:**

Approval of last meeting's minutes was delayed until a quorum for voting was present. During the meeting Kayla asked the Board members present to look over the minutes from the September Board Meeting even though a quorum wasn't present. The Board also reviewed the minutes from the Officers' Training Meeting. Kayla thanked Cheryl Walters for taking minutes at both meetings. The following corrections were noted: "SouthTowne" needed to be two words, "South Towne." Changes to minutes will be made by Deborah Hatch, Recording Secretary. Lori Stevens made a motion to approve the minutes as amended (with spelling changes as noted above), David seconded the motion, seven yea, zero nay. Motion approved pending arrival of 8th voting Board member. When a quorum arrived, minutes were approved as amended.

### **Proposal from the Utah Science Center:**

Joe Andrade, a representative from the Utah Science Center that will be established at the old Salt Lake City Public Library, came to propose an alliance between ULA and Utah Science Center (USC). Joe explained that Utah Science Center has been running for a decade, currently manifested as Discovery on Wheels, a mobile interactive science program. They have formed a three-way relationship with two other groups, Global Artways, and Center for Documentary Arts, and this threesome will be known as the Leonardo at Library Square. The Leonardo will exist to celebrate the connection between the arts and sciences. This interactive science center differs from a museum in that the observer will become intimately involved in a hands-on environment. The center wants to be a place where people come, experience, and generate questions, and that is where he envisions that libraries come into the picture with the potential for a unique synergism. He feels that since libraries are well-known for their role in helping people solve questions through research, etc., they would present a wonderful partnership for the Utah Science Center. Joe expressed a wish to be at ULA's May meeting, and possibly set up a booth and a couple of small interactive exhibits to help show what they are all about. He would love to have interaction with the whole ULA community at the conference to emphasize that they are interested in partnering with many libraries, not just the city library because they are neighbors. Joe showed a poster and passed around a handout which can be found with the contents of these minutes. At the conclusion of Joe's presentation, Kayla asked if anyone had any questions. None were raised. Kayla mentioned that Joe presented this information at Executive Board meeting and that the Executive Board was supportive of developing a relationship. The full board expressed a desire to pursue a relationship with USC.

### **2002 Final Conference Report:**

Kimberly Graber presented the 2002 Final Conference Report. The entire report is appended to these minutes. Kimberly noted that the conference made \$11,000. She handed a copy of the report to everyone. She noted this report was compiled more as an historical archival document. She directed the Board's attention to page 5 of the report where all the round tables could find information about the sessions they sponsored. Counts of attendees were listed there, and could help round tables get an idea of where the interests lie. She pointed out page 20, where a very concise summary of evaluations about the overall conference were given. She highlighted the fact that 44 people found out about the conference from the web site, which possibly indicated that people were searching us out. She noted that she felt we need to keep sending out mailings and post cards, though they may not be as effective. 28 people surveyed noted in some way in essay format that they liked the variety of workshops offered, which is indicative of good program chairs. Many attendees mentioned they desired not to have so many presentations in the dark (PowerPoint, slides, etc.), and so the fact that there was a humor speaker at lunch was a relief. Kimberly encouraged breaking those "dark" presentations up somehow. Many people also commented that they liked the shortened presentations (they were shortened by 15 minutes from the 2001 conference), and Kimberly recommended doing that in the future. Good food, some participants wanted more vendors, but the vendors always want more attendees (seesaw effect). There were about 47 vendors there, a high number, which is a credit to great exhibit chairs. We need to give the vendors our time and attention instead of just trying to "beeline" past them. There was strong positive feedback about conference registration receipt confirmation emails; this in large part helped registration procedures run much smoother. However, this was time-consuming for registration chairs, Kimberly observed that we might need more resources there if we continue to do that in the future. Finally, Kimberly pointed out the report's recommendations as given on page 26 of the report. She highlighted the following: the conference hotel, the Courtyard Marriott, was very pleasant to work with. The cost this year for just the internet usage was double the equipment fee for the year before. This was a big shock, and so we might want to think of going with DSL hookup in the conference hotel in the future to cut costs somewhat. The awards banquet at the hotel went well, as did the cocktail hour, and people appreciated the humor speakers. Children's and Teens programs had the highest attendance—splitting them up worked well. Coffee breaks were very appreciated. Clocks were very much needed in the conference center—many questions about where those were—we really need to do something, anything, about getting some there next year. Many vendors tend to pack up around noon or 2:00, we need to do something about keeping there for the full time. Some other groups have done such things as locking vendors' packing boxes up until their time is officially done, etc. Overall, the conference board was pleased with the conference, especially the fact that we made money and didn't lose it.

### **Committee for Nonprofit Compliance Report: Pete Giacoma (in letter form):**

Kayla summarized the letter. The committee found last year's activities within compliance of our 501C3 status. They warned about radically changing the Bylaws. The letter is attached to the minutes.

### **Ghost Ranch Institute:**

Kent Slade reported that two people had been identified to send to the Ghost Ranch Institute.

### **Nominations:**

The nominations for the 2003 election will not be approved until the next Board meeting. Sue Hill reported that half of the round tables have turned in their slate of nominees; Academic Section has a candidates but we still need Special Libraries Section candidates.. There are good people running for president, and two more people are needed to run for member-at-large. Those who are not sure what they are doing can feel free to e-mail Sue with questions. Sue then presented some awards to some of the round tables who got their nominees in on time. HEART turned in their full slate on July 1st, they won a prize (book). Michael Whitchurch, COMART, turned the most he could in just later, and he also received a book from Sue. Allyson Washburn, representing ACRL, was awarded a book-on-tape, and the Academic Section, represented by Leslie Haas (unable to come) was also given a book-on-tape, by way of Michael Whitchurch. Kayla thanked Sue for her extra efforts to get nominations. Sue also mentioned she will be getting in touch with the remainder of the round tables in the next few days about getting their slates of officers in.

### **Strategic Plan and Policies and Procedures Update:**

Kayla gave this report for Susan Hamada, who was unable to attend. She noted they are still working on the strategic plan. Policies and Procedures have been put on hold.

### **Great Issues Forum:**

The Great Issues Forum will be held on November 18th, 2002, from 6:30 to 9:00 pm in the Globe Auditorium at the University of Utah.

### **Finance Report:**

Kayla asked Chris Anderson to discuss the finances with the board, even though they could not be approved at this time. Chris handed out a printout of the ULA budget for

2002-2003. He noted that the general administrative expenses were reduced and some of that money could be moved to web development. This was to help further their efforts toward creating the possibility to register for or renew ULA memberships online, register for conferences, and change personal record information on the ULA web site. Chris also noted that basically, everyone had been allotted the portion of the budget that they had asked for. It would still be possible to make amendments to the budget; the credit card capability vote will be tabled until December. Chris also reviewed some budget matters, including a mention of a move from \$59,800 net assets in January to \$63,800 in June. This reflected the payment of conference costs. Chris is working on making improvements to stabilize and protect the membership's money. He asks everyone's patience as he works this year to put many things in order and works to get solid strength under the organization again. He has been going through legal matters to get on good footing with the state. He will continue to report on progress as needed. He asked for questions. Sue Hill asked a somewhat unrelated question at this time—she requested that the voting members be allowed to vote and then remaining members be called and asked for their vote so that these issues covered today might not have to be tabled until the December meeting. Kayla agreed that would be okay. Kent Slade then asked a question of Chris regarding the budget. He wondered where in the budget the approvals for those attending MPLA's Ghost Ranch program (\$300) and National Support Staff Congress (\$600) had been accounted for. Chris and Kayla noted these expenses and proposed amending the budget. Connie Lamb then asked if the Program Board can reimburse presenters' travel for the Fall Workshop. The form had already been approved, and \$1000 was set aside last year. Mileage is not reimbursable under 500 miles. A motion for setting aside \$1000 for presenter travel reimbursement for Fall Workshop was made by Shannon Hoffman, Evan Baker seconded, but motion was withdrawn when Chris pointed out that the "Travel" line on the budget sheet already accounted for this. Chris also pointed out that people like Evan who travel long distances for ULA events and accumulate mileage over 500 miles may ask for reimbursement (reimbursement is not event-specific). Chris also asked board members to call him if they need to purchase something—he can fax tax exemption information to the merchant and cut down on out-of-pocket expenses. Jeanne Le Ber asked Chris if sales tax was not limited to certain items—he said it isn't; service tax may differ.

### **Web Site Review Task Force Report:**

Shannon Hoffman reported that the task force has looked at the web site, thinking it would be hard to keep financial transactions and membership directory information secure. Chris and Nancy suggested that we try using a company called Member Clips to work on these issues for us. Shannon recommended that we try them for a trial period of one year allowing no more than \$2500 budgeted expense and depending on

how much this could alleviate work for the web master, we may or may not compensate them. Chris reported that a Wells Fargo merchant account could be purchased and allow for financial security on the web site. At the very least, we could use that for a trial period and get templates if we decide to handle it somehow on our own. Shannon moved that we vote on the recommendation outlined above, Evan seconded the motion. Seven voting members voted yea, zero, nay. The budget printout was then amended by above amendments as listed in the finance report (\$300 to MPLA; \$600 to National Support Staff Congress; \$2500 for Member Clips trial period). David Hales moved to accept the budget as amended, Lori seconded motion; seven yea, zero nay. Motion approved pending arrival of 8th voting Board member.

### **Appointments for Approval of the Board:**

Kayla presented the following appointments to the board for approval:

Executive Secretary/Treasurer - Chris Anderson

Recording Secretary - Deborah Hatch

Program Coordinator Vice-Chair - Hikmet Loe

LIRT Vice-Chair - Ann Goebel

Members at large - Rachel Wadham, Claire Hamasu, Hildy Benham, Cheryl Mansen

LPSS Vice-Chair - Vicki Turner

Members at large - Alisa Ellingson, Linda Liebhardt

Awards Committee Co-Chairs - Randy Olsen, Margaret Landesman

Continuing Education Chair until Oct. 2002 - Mike Freeman

Continuing Education Co-Chair, Oct. 2002-2004 - Kathy Payne, Lanell Rabner,

Tammy Springer, Kevin Pendleton, K.C. Benedict, Hikmet Loe, Connie Lamb

Intellectual Freedom Co-Chairs - Juli Hinz, Bobbie Pyron

Legislative Vice-Chair - Mark Rose

Kayla noted that we are still seeking a Conference Committee Vice-Chair, Larry Ostler asked to resign as Past Presidents Committee Chair, Vicki Turner will not yet be approved (Kent Slade still wants to talk to her), and Kevin Pendleton will also not be approved at this time. Evan Baker motioned to approve the appointments as outlined above, with exceptions as noted, Shannon Hoffman seconded the motion, seven yeas, zero nays, motion approved pending vote of an 8th board member.

### **Legislative Committee:**

Chip Ward reported that the plug has been pulled on the 21st Century Library Challenge Fund. It was dependent on needs assessments of public libraries, and those were not completed as needed, and therefore not ready in 2001. No money was asked for in the 2002 session due to heavy budget cutting. Money could be asked for in 2004, but many things need to be completed before that could happen and libraries are

building anyway. Much depends on Senator Beverly Evans; we may want to go to the Community Impact Board and see if they would let libraries apply for community impact monies. We will try to get a state library development grant instead of building money. This money can be used for above-and-beyond operative things, not capital improvements. It could possibly be used for planning money; there's not a lot of money available, so we need to develop advocacy relationships. Chip also asserted that if anyone is interested in a workshop concerning how to improve political advocacy skills with local representatives, they will be happy to go to any location and teach as long as the interested party finds the sites and fills the rooms. One is already planned in Richfield on November 12. Chip mentioned that some libraries have invited a local politician to the library for publicity, etc., but there has not been much recent activity with this kind of thing—people don't know who to invite in this election year, etc.

### **Selection Criteria for Candidate for ALA Congress on Support Staff Issues:**

Kent Slade summarized the document that has been constructed outlining the selection criteria for a candidate to send to the ALA Congress on Support Staff Issues:

Criteria for selection to Congress on Support Staff Issues

1. Applicant must be a member of the Utah Library Association and the Library Paraprofessional and Support Staff Round Table (LPSSRT), or must join before attending Congress.
2. Applicant must present a program at the 2004 Annual ULA Conference regarding their activities at the Congress. In addition, they must make a preliminary report to the LPSSRT within 60 days of the conclusion of the Congress.
3. Applicant must agree to refund any funds not used. ULA agrees to pay transportation and lodging for applicant, not to exceed a total of \$600. Applicant must pay any additional costs and costs not covered by ULA. Any portion of the cost that may be apid by the applicant's library will be greatly appreciated though not required and not used to evaluate the application.
4. Applicant must submit application to LPSSRT Board that provides:
  - A. Name
  - B. Mailing Address
  - C. E-mail address
  - D. Phone number
  - E. Fax number
  - F. Library affiliation

G. Essay that will ask:

1. Why the participant wishes to participate in the Congress
2. What the participant can bring to the table at the Congress (identifies the applicants knowledge of issues before the Congress, though not necessarily a requirement)
3. What the applicant can do to apply the issues back to the Utah library community, to ULA and to LPSSRT
4. Other comments the applicant wishes to make

After Kent's summary, Kayla asked Kent about who would select the candidate. Kent said the selection would be made by the LPSSRT board, and therefore no one on the LPSSRT board would be eligible to be a candidate. Kayla asked if anyone was applying and suggested that since not many had yet applied, anyone on the board who would want to apply may do so if they are excused from the board, and therefore not be a part of the decision. Kent agreed to this. Connie Lamb further noted that this is pretty much a once-in-a-lifetime event—it is held a week after ULA (May 16-17) at the College of DuPage. At this point, Dan Barr arrived, making the total number of voting members present, eight. After his arrival, David Hales moved to accept the criteria as amended, Sara Wever seconded the motion, eight yeas, zero nays; criteria accepted.

#### **Quorum of Voting Board Members Present:**

After this motion, Dan was asked to vote on each of the previous movements: approval of amended minutes, approval of appointments (with previously noted exceptions), approval of 1 year trial (\$2500 financial limit) with Member Clips for the web site, and the amended budget plan. He voted yea on all motions, all motions officially accepted.

#### **COMART Update:**

Kayla turned the time over to Michael Whitchurch for a report on the current status of COMART. Michael reported that though it had been difficult to get the membership of COMART to vote on whether or not to disband COMART, they had finally collected enough votes to warrant disbanding. The COMART membership proposed also starting up again with a new name and focus, "Computer and Technology Round Table" (CTRT). He also felt that giving the committee a new name might help it come up with a more specific purpose. The round table would also need a chair-elect to succeed Michael in 2003. These types of changes would not require a bylaws change, just board approval. A slate of fifteen members would be needed, and Kayla suggested emailing specifically the technical people from all libraries (a list may be obtained from the director, etc.) Cheryl raised the question of how these types of changes will really help solve the problems this round table has had in being able to be effective and run efficiently. COMART was supposed to help keep librarians

current with technical skills, therefore should a new name for this round table reflect the strong training component this round table would be involved with? This round table should be a place for library personnel to go to for training—not the same as technical service—just personal computer use. Michael clarified that some of the reasons the round table was struggling was because many people would sign up for the committee that didn't want to be involved; maybe they were tech service people and not necessarily computer technicians. Cheryl pointed out that this round table was set up because computers had come to permeate all aspects of library life. Michael said he envisioned this round table would do many workshops on the road (i.e. rural areas), and it is up to the round table to see that these types of things happen. Cheryl suggested that digital media training (e.g. training on scanning) could be added to the types of things this round table does. It was also suggested that this round table could co-present many things with other round tables. Sara Wever emphasized again that she felt the name needs to reflect training priorities. Ray pointed out that there is a continuing education component to this, and Kayla suggested possibly targeting continuing education people for their help and collaboration. Lori Stevens motioned to disband COMART with the intent to receive more information at the December meeting about a final name decision and proposal for forming a new round table with 15 slated members. Dan Barr seconded, voted on, eight yea, zero nay. Motion passed.

### **Program Board Report:**

At this point, Kayla turned the time over to Connie Lamb and Sue Hill to discuss Fall Workshop and the Program Board activities. Connie reported that the Program Board is functioning, and the committees are doing a great job proposing programs. She encouraged everyone present to sign up for the Fall Workshop. The road construction in Ogden was finished early—that should help travel to Fall Workshop. Last year the workshop was held in Moab, and went very well. Connie also noted that various groups had also done various programs throughout the year, and she encouraged this to continue. The Program Board will meet again in October to discuss Annual Conference. Sue then reminded the Board that November 15th is the deadline to submit programs for the annual conference. Kayla then mentioned as part of Julie Williamsen's report (Julie was unable to attend), that forms for the conference are available at this meeting and on the web site.

### **Motion on ULA/Utah Science Center Relationship:**

Kayla then directed the Board's attention back to the Utah Science Center discussion earlier. David Hales summarized the information presented earlier in the meeting, and stated his belief that this would be a great opportunity to explore a relationship. Shannon Hoffman then motioned that we pursue a relationship with Utah Science

Center that does not require a financial obligation. Evan seconded the motion, voted, eight yea, zero, nay.

**ALA Report:**

Dan Barr reported that there had been some politically offensive statements made with reference to destruction of libraries; he wanted to assure the Board that ALA had not taken any standpoints in this area against any country, political party, etc. There had been some skewed reports.

**Other Items:**

Chris reiterated that the IRS wants us to send current bylaws along with directory. If little changes are made, no problem, if big organizational changes are made, the IRS needs to know about them.

Kayla proposed making a motion to close the meeting. David Hales motioned, Shannon seconded; Board adjourned until December 6th. Meeting ended at 2:58 pm.

**Next Meeting: Friday, December 6th 2002**

**Utah State Library**

**1:00-3:00 p.m.**

PLEASE E-mail [Kayla\\_Willey@byu.edu](mailto:Kayla_Willey@byu.edu) with questions or comments.