

**Arkansas Library Association
Executive Board Meeting
Laman Library
June 6, 2008**

Those present were: Debbie Hall, President; Jerrie Townsend, Vice-President/President-elect; Jamie Melson, Secretary/Treasurer; Barbara Martin, Executive Administrator; Dwain Gordon, SELA Representative; Jim Robb, CULD Div. Chair/Constitution Comm. Chair; Lynaire Hartsell, ALPS Div. Chair; Kathy Davis, Reference Services Div. Vice-Chair; Diane Hughes, Special Libraries Div. Chair; Carol Hanan, Government Documents RT Chair; Elaine Contant, Info. Technology RT Chair; Kaye Talley, Awards Comm. Chair; Erin Waller, Public Relations Comm. Chair; Kathie Buckman, Publications Comm. Chair; Michael Strickland, Scholarship Comm. Chair; Lynda Hampel, Assistant Administrator.

Debbie Hall, President, called the meeting to order at 10:00. The roll call sheet is currently being sent around.

The minutes had been sent out by email and handed out at the meeting, too. Diane Hughes moved, Jerrie Townsend seconded to approve the minutes as corrected. Motion passed.

Barbara Martin introduced and welcomed Lynda Hampel, her new full-time administrative assistant. Everyone introduced themselves to her.

Debbie Hall, Executive Comm. Report: The Executive Board Retreat will be held at the Rockefeller Institute on Feb. 6 & 7, 2009. Jim Robb moved, Jerrie Townsend seconded to accept. Motion passed.

Debbie brought up the fact that the Association does not have liability insurance. She turned the floor over to Barbara to explain the reasoning behind it. Costs are around \$1,200 -\$1,500 per year. It would cover anything and anyone associated with the Association. Diane Hughes moved to allow Barbara to research and go ahead with the insurance, Lynaire Hartsell seconded. A cap was put on it in case she can't find something under \$2,000. Motion passed.

Ellen Johnson, ALA Councilor: Information Only: I'm looking forward to an outstanding ALA Annual Conference that will take place June 26-July 2 in Anaheim, CA. A lot of good sessions and other activities are planned. Carol Hanan, a member of our ArLA Board and a librarian at UCA, has volunteered to arrange our "Arkansas Out On the Town in Anaheim." I hope that a lot of us will be able to attend! Many thanks to Carol for taking on this activity.

Dwain Gordon, SELA Representative: no report

Barbara Martin, Executive Administrator: Barbara handed out a list of exhibitors that have responded and signed up for the fall conference as well as the current finance report. Membership dues are at \$25,797; Scholarship at \$695; misc. income at \$663.44, interest on checking account. Conference

registrations are already coming in. The new website is up and running and is working the way we wanted. Lynda had to re-enter all the memberships. Barbara and Lynda are now passworded and are able to add stuff to the website.

Jeanna Cook, AASL Division: Registration for the 2008 summer conference is underway. The conference will be held on Sunday, July 27 through Monday, July 28 at the Inn of the Ozarks in Eureka Springs. Information about the summer conference is on the website.

Jeanna Cook will be the AASL delegate at the ALA conference in Anaheim, California at the end of June. This is her first time to attend the ALA conference.

Lynaire Hartsell, ALPS Division: The ALPS Council met at Mount Magazine State Park Lodge on May 2.

The ALPS Conference was held at Mount Magazine May 12-14. We had 105 registered attendees and 16 outside presenters. We were able to offer 6 room allowances and 3 full scholarships, although one of the scholarship recipients was unable to attend.

We had wonderful programs, good food, and lots of fun. Conference evaluations have been compiled and are ready for review.

Lynaire Hartsell, ALPS Chair, submitted a column to "Arkansas Libraries." InfoBits will be November 6, at UA Monticello. Presentations are yet TBD.

Kim Hillison, ALPS Chair-elect, and Vicky Moss, the Representative for Region V, are planning to co-chair the 2009 Conference, which will be held at the Winthrop Rockefeller Center of the University of Arkansas System on Petit Jean Mountain. That Conference will be May 11-13.

Jim Robb, College and University Division: We had our spring meeting with ARKLink and will plan next year's meeting so it will not conflict with the ArLA board meeting. We will be looking for a vice-chair to fill Jim's spot at the Fall Conference.

Kristie Boucher, Public Libraries Division: no report

Ron Russ/Kathy Davis, Reference and Instruction Services Division: We added a third program proposal for the ArLA Annual Conference this fall. The program is entitled Addressing the Elephant in our Instruction Rooms: Wikipedia and Ways of Knowing. It will be presented by Britt Anne Murphy.

Sarah McClure, Children's Round Table: no report

Carol Hanan, Government Documents Round Table: no report

Elaine Contant, Information Technology Round Table: The Systems/IT Roundtable met at the ALPS '08 Spring Conference in May, 2008. The discussion revolved around institutions migrating from one library system to another [Polaris and Innovative Systems]. Several experiences were exchanged.

Ashley Burris, New Members Round Table: no report/Diane Hughes brought up the idea that in order to honor someone new to the profession would be to register and pay for someone's membership to the Association. This idea needs to be written up in the journal. It was suggested that Diane write the article.

Eileen Burg, Two Year College Round Table: no report

Kaye Talley, Awards Committee: Just a reminder that nominations for the 2008 ArLA Awards are due to me by August 15th. A nomination form and the purpose, eligibility, and criteria for each award can be found on the Association website (www.arlib.org). Previous recipients of each award can also be found on the website. The seven awards to be given at this year's conference are:

Ann Lightsey Children's Librarian Award
Frances P. Neal Award
Distinguished Service Award
Bessie B. Moore Trustee Award
Retta Patrick Award
Lorrie Shuff Paraprofessional Award
Suzanne Spurrier Academic Librarian Award

Nominations received in one year are carried over a second year for those that were eligible and were not given an award. There are two nominees carried over this year for the Ann Lightsey Award and one nominee carried over for the Bessie B. Moore Award. However, please don't let that deter you from sending in additional nominations for these awards!

You may email nominations to kayet@uca.edu, fax them to Kaye Talley at 501-450-5208, or mail them to Kaye Talley, Torreyson Library, UCA, 201 Donaghey Ave., Conway, AR 72035.

Karen Russ, Centennial Planning Committee: This committee has not been very busy since the last Board meeting. Fundraising options are being explored and ideas are being gathered from other state associations and committee members.

I will be talking to various vendors in Anaheim to see if any of our regular supporting companies would be interested in donating money especially for Centennial events. If anyone knows of a particular company that might be helpful, please send me the contact information.

Judy Casey, Conference Committee: Copies of the tentative program schedule and the descriptions for the board meeting were handed out. Barbara has been working on contracts and getting information out. I have sent April and Ron invitations to the Google group to view the information for the web page. I have not had time to double check with them since that has gone out to see if they have been able to view it.

The committee met on April 25 to review the program proposals and review the schedule. Time has been set aside for the Round Table and Divisions to have Round Table discussions on Monday morning at 8:00 a.m.

Jim Robb, Constitution Committee: I submitted the Constitution Committee's report to Jamie late last week, and since then there have been some discussions with other senior folks in ArLA. The consensus is that it might be helpful for Board members to have a copy of the committee's report before tomorrow's meeting, so that they have a chance to review and digest it, before being asked to act upon it.

The attached report reflects the results of the committee's review of the constitution and there may well be other issues that need to be addressed, or circumstances the committee was unaware of. Please take the report as a starting point rather than an end point and bring your comments, suggestions and recommendations to tomorrow's Board meeting.

ArLA Constitution Recommended Amendments

The following recommended amendments to the ArLA Constitution were approved by the ArLA Executive Board on June 6, 2008, and are referred for review by the ArLA membership. The amendments will be voted on at the ArLA business meeting during the 2008 Annual Conference.

The recommended changes are:

Article VI - ADMINISTRATION AND ORGANIZATION

Section 1. Administration

A. The business of the Association shall be administered by an Executive Board, an Executive Committee, and any standing or ad hoc committees or representatives as may be required and have been appointed by the President and approved by the Executive Board. **Members may attend meetings of the Executive Board and any committees either in person, or by electronic tele-presence.**

Rationale – Given the current communications environment, member work schedules, and the time and expense involved in travel, it is often more practical for some members to attend by phone or chat connection than to be physically present at a meeting. Use of modern technology to help our organization function more effectively is simply good use of scarce resources.

Diane Hughes moved and Dwain Gordon seconded to accept this recommendation. Motion passed.

Article VI - ADMINISTRATION AND ORGANIZATION

Section 3. Executive Board

A. The Executive Board consists of the elected officers of the Association, the immediate Past-President, the American Library Association Councilor, the Southeastern Library Association representative, the Division Chairs, ~~and~~ the Round Table ~~representative chairs, and standing committee chairs~~ as voting members. ~~Ad hoc committee chairs may be given voting rights at the discretion of the Board.~~ The Executive Administrator shall be an ex-officio member without a vote.

Rationale—To encourage greater participation by the general membership in leadership of ArLA. Many of the committees, both standing and ad hoc, and the round tables have significant impact on the organization's operations, but have no voice on the Executive Board. If we really want to encourage participation in the leadership of ArLA then we need to offer some authority to those who will serve.

While most ad hoc committee chairs will not need voting rights, occasionally an ad hoc committee (like the centennial committee) will have a multi-year commitment for a major project and the Board should have the right to offer the committee chair a voice and vote on issues concerning the committee's activities.

Dwain Gordon moved and Diane Hughes seconded to accept this recommendation. Motion passed

Article VI - ADMINISTRATION AND ORGANIZATION

Section 3. Executive Board

D. Meetings of the Executive Board as necessary to transact business of the Association shall be called by the President who will designate time and places of the meetings. ~~Five members of the Board including the President~~ ~~Upon written notification of the entire Board, a simple majority of the voting members of the Board including the President or the President's designee~~ shall constitute a quorum. ~~upon written notification of the entire Board.~~ Such notification shall specify time, place and purpose of the meeting. Board meetings are open to members of the Association as observers unless otherwise specified.

Rationale—With the increase in the number of voting members the number of Board members also needs to be changed. Because it is possible for an

Association member to be serving in more than one position with voting rights, the quorum needs to be based on people rather than positions.

Jerrie Townsend moved and Diane Hughes moved to accept this recommendation. Motion passed.

Article VI - ADMINISTRATION AND ORGANIZATION

Section 3. Executive Board

E. An Executive Committee of the Executive Board shall serve as an advisory group to the president, to the Executive Administrator, and to the Executive Board, and in case of emergency it may act on behalf of the Executive Board.

The Executive Committee shall be composed of the President, Vice-President/President-Elect, Past President, and Secretary/Treasurer, the ALA Councilor, and the SELA representative. The Executive Administrator shall serve as ex-officio member without a vote. The Committee shall meet upon call from the President who will designate the times and places of meetings. ~~It shall serve as an advisory group to the president, to the Executive Administrator, and to the Executive Board and in case of emergency may act in behalf of the Executive Board.~~

Rationale—This change emphasizes the advisory nature of the Executive Committee, and adds the ALA and SELA reps to the committee. Like the President, Vice-President/President-Elect, and Secretary/Treasurer, these representatives are also elected by the entire membership. Also, these positions interact with the larger library associations and may have information that should be discussed with the Executive Committee prior to full discussion with the Executive Board.

Lynaire Hartsell moved and Jerrie Townsend seconded to accept this recommendation. Motion passed.

Article VI - ADMINISTRATION AND ORGANIZATION

Section 4. Committees of the Association

A. Standing committees...

3. The President shall appoint the chair and, in cooperation with the chair, select and appoint the members to each committee each year. No member may be appointed as chair for any one committee for more than three consecutive terms.

Rationale—It is unrealistic to expect the President to select the members of all committees each year. While committee leadership should change regularly, we should not discourage association members from serving for extended periods on committees where they are happy and productive.

Diane Hughes moved and Dwain Gordon seconded to accept this recommendation. Motion passed.

Article VIII - FINANCE

Section 4. Audit

C. The auditing agency shall be identified in the annual financial report.

Rationale—For the sake of transparency this information should be reported.

Dwain Gordon moved with a second by Diane Hughes to accept this recommendation. Motion passed.

Article VIII - FINANCE

Section 5. Bonding

The Executive Administrator, **President**, and Secretary/Treasurer shall be bonded annually for an amount to be determined by the Executive Board. **The bonding agent shall be identified in the annual financial report.**

Rationale—For the protection of the organization everyone who is authorized to sign checks for the association should be bonded. For the sake of transparency this information should be reported.

Dwain Gordon moved and Diane Hughes seconded. There was discussion concerning the bonding of certain persons on the Executive Committee. After amending the recommendation, Dwain amended his original motion and Diane seconded the amendment. Motion passed.

Discussion was then held as to whether or not if there is an organizational bond that will cover AASL and ALPS that handles their own monies for their conferences. Barbara will look into if there is an organizational bond available.

Article X - ROUND TABLES

~~*Section 10.* One representative to server as a voting member of the Executive Board shall be elected during the annual meeting by the Chairs of all Round Tables from among their number.~~

Rationale—Assuming the change regarding voting members is approved, this section is obsolete.

Jerrie Townsend moved with a second from Dwain Gordon to accept this recommendation. Motion passed.

The fact that absentee ballots are supposed to be sent out prior to the conference to members was also brought up and need to be written up for the journal.

Motion was made by Lynaire Hartsell to get these recommendations to the journal as amended and seconded by Diane Hughes. Motion passed.

Devonna Pendergrass, Intellectual Freedom Committee: no report

Donna McDonald, Legislative Committee: The Arkansas delegation to the American Library Association's Legislative Day chose to select three main advocacy issues to share with the Senators and Representatives from Arkansas. The legislative initiatives selected were: the SKILLs Act (Strengthening Kids' Interest in Learning and Libraries), E-Rate and Universal Service, and Federal Funding, specifically LSTA. (For further reading, all of these issues can be accessed at the ALA website www.ala.org under advocacy and issues.) The delegation had appointments with both Senators and Representatives and met with each office over the course of two days. The delegation agreed the legislators and their staff were interested in these important issues and their potential impact on constituents. Because there are so many issues of vital importance to libraries and only a limited time that could be spent with our legislators, the delegation took the opportunity to stress the importance of contacting the Arkansas State Library (ASL) about pending library legislation or any questions they might have about libraries in Arkansas. It was agreed by the delegation to continue using various listservs for communication involving impending legislation. The delegation to the 2008 National Library Legislative Day included:

Carolyn Ashcraft, State Librarian
Donna McDonald, Director, AR River Valley Regional Library System and
ASL Board Chair
Sherman Banks, ASL Board member

Ashley Burris, Membership Committee: Barbara said that we now have close to 600 members.

Jerrie Townsend, Nominating Committee: Talking with potential candidates.

Kathie Buckman, Publications Committee: She said that the journal was going to print soon. She also brought an idea to the Board's attention about

a possible ongoing fundraiser. This committee will work with the Public Relations Committee on this issue. The idea is to have a special license plate drawn up and sold for Arkansas Libraries. Motion was made by Jim Robb and seconded by Diane Hughes to pursue this idea and the special library license plate. Motion passed. Dwain Gordon moved and Lynaire Hartsell seconded the motion that all monies from this will go to the scholarship fund. Motion passed.

Erin Waller, Public Relations Committee: no report

Michael Strickland, Scholarship Committee: The committee will be holding a lunch meeting directly following this Board meeting over at Bennigan's. Follow-ups and recommended fundraiser ideas will be discussed. One idea that was discussed was how best to support school librarians.

Dominique Hallett, Arkansas Libraries Editor: Need articles for the journal please.

Britt Anne Murphy, Ark. Lib. Assoc. Editor: She added that since this is an election that you might want to include articles in the journal concerning how to find materials and information on the candidates, i.e. books, websites, etc.

Ron Russ, Webmaster: The membership database on the website is now operational, so members can update their profiles, pay dues online, and post job ads to the Jobline and items to the Calendar of Events. To do this, the member needs to enter the user name (firstname.lastname), and password (arla). I'll try to write something up for the Arkansas Libraries to explain this further. April Sheppard is working on the ArLA Annual Conference Website, so if anyone has any information for the conference that you want on the webpage, sent it to asheppard@astate.edu.

Bob Razer, Archives: no report

Unfinished Business: Debbie gave an update on the rumors of a "new" State Library. That won't be definite until the state legislature approves the buy and renovation at the 2009 session. If approved, they will be moving into the old Dillard's building in downtown Little Rock.

Jerrie Townsend gave an update concerning the tornado-hit Stuttgart Public Library.

Dwain Gordon brought up the idea of inviting Oklahoma and Missouri libraries that are closest to the Rogers area to the ArLA Fall Conference.

New Business: From Bob Razer--LEAF sent \$2,000 (i.e. "the basket fund") to Ted Campbell in Stuttgart to assist in tornado recovery.

You may not be familiar with the process of LEAF expenditures. It is a separate account from ALA and ALA funds for tax reasons since political expenses may be spent out of this fund in addition to aid to libraries hit by disasters. Technically, LEAF (Library Education and Aid Fund) is registered as a

lobbyist at the state level and I am the contact, or “bag man” as I term it. I do all the paperwork required through the year. I “inform” the Board of any expenses since ALA cannot be making decisions on the money. Obviously, I don’t spend it on anything that would be controversial. Our last grant was to Nancy Arn when the El Dorado Library had a serious fire and had to relocate for several months. We gave Nancy \$2,000 and that’s the amount I told Ted we could send him. His formal request is copied below (the entirety of which is on file in the secretary’s records).

Motion to adjourn was made by Diane Hughes and seconded by Jim Robb. Motion passed.