

Arkansas Library Association Executive Board Meeting of Friday, Aug 6, 2004

Minutes: Arkansas Library Association Executive Board Meeting
(Submitted by Secretary-Treasurer, Sandy Olson)

Board Members Present

President, Loretta Edwards
Vice President, Art Lichtenstein
Secretary/Treasurer, Sandy Olson
Past President, Dwain Gordon
Paraprofessional Division, Donette Smith

Others Present

Jennifer Coleman, Barbie James, Dave Burdick, Ron Russ, Kevin Barron, Carolyn Ashcraft, Diana Lott, Karen Russ, Tracy Cline, and Deborah Bailey.

President Loretta Edwards called the meeting to order at 10:10 am. Art Lichtenstein moved that the minutes be accepted as presented, Donette Smith seconded. MOTION PASSED.

Jennifer Coleman gave the financial report. She reported that funds are down, but that's usual for this time of year. The money market accounts are rising. Dwain Gordon moved that the financial report be accepted as reported, Donette Smith seconded. MOTION PASSED.

SELA Representative, Ellen Johnson: (Report received via email) As of July 1, 2004, a new company has provided administrative assistance to SELA. The address is: SELA Administrative Services, PO Box 950, Rex, GA 30273, (770) 961-3520, bobfox@mail.clayton.edu.

According to Ann Hamilton, president of SELA, "It is important that everyone understand that we were in no way dissatisfied with the assistance we received from SOLINET. The reduced amount of income received from our last conference led the Budget Committee to make considerable reductions in the budget for the current biennium. Administrative Services had to be included in those reductions. We are particularly appreciative to Lauren Fallon and Robert Husshof-Schmidt for assisting us in the transition".

In the meantime, the next joint conference promises to be quite exciting. The conference will be held with the North Carolina Library Association in Charlotte, NC. The NCLA will be celebrating its 100th anniversary, and many outstanding programs and special activities are planned. For more information go to <http://sela.lib.ucf.edu/Conferences.htm> or www.nclaonline.org.

AASL Division, Peggy Walters: Barbie James reported that the conference is planned on August 8th & 9th at the Hot Springs, Clarion Hotel.

College & University Division, Renee Le Beau-Ford: Due to multiple circumstances we were unable to hold a Spring/Summer conference. We will however be offering a session on TILT at the fall conference.

Paraprofessional Division, Donette Smith: The ALPS council met July 9th at the Western Sizzlin in Clinton where several items of business were discussed, one of them being scholarships. ALPS sponsors two scholarships per year and the names have become confusing. To clear up the confusion and receive more applications we renamed the two scholarships. The names were changed from ALPS scholarship to ALPS Conference Scholarship and ARLA Conference Scholarship. We also set a date for Info-Bits to be held on November 12, 2004. The ALPS conference was discussed. A conference manual has been created which will be passed on to each chair every year. It was also suggested that after all totals have been considered, and before conference rates are set, the adding of an additional \$2,000 safety zone be done. This safety zone should assure that our division will never go over budget and should create revenue for the association. We also discussed the constitution and why we have two constitutions to go by, the ARLA constitution and the ALPS constitution. The council is to look at both constitutions and decide whether to drop the ALPS constitution and operate solely on the ARLA constitution. The matter will be further discussed at our next meeting.

Public Libraries Division, Tracy Cline: The training at Crossett Public Library in May was well received. We will not be having a training session in September due to scheduling conflicts and proximity to Fall Conference. We will have a workshop on November 4, 2004. I have not found a host location yet. We plan to have a three-year training cycle worked out by Fall Conference.

New Members Roundtable, Diana Lott: We have added 6 new members since the June meeting.

Awards Committee, Jamie Melson: (Report received via email) Remind everyone that the deadline is August 15 for turning in award nominations but since that's on a Sunday I will take them through Monday.

Conference Committee, Frances Morgan: Dwain Gordon reported for Frances that the program is together. There are a lot of good programs, and the business meeting will be short. All reports should be written and turned in to Sandy at the beginning of the meeting. Materials for the conference should be going out next week.

Legislative Committee, Dave Burdick: At the last Arkansas State Library Board meeting in May, Eva White and Dave Burdick talked with the Governor's aid that was attending the meeting, Terri Hardy. They urged Ms. Hardy to ask the Governor to include money in the new budget to restore State Aid to Public Libraries to levels before the cuts. The Governor's office contacted Jack Mulkey and told him that the State Library should not ask for one penny more than they got this year!

Jack Mulkey, with the support of the State Library Board, submitted a budget in which State Aid to Public Libraries was increased from \$2 Million to \$4 Million the first year, and to the restored \$4.9 Million the second year.

We don't know the reaction from the Governor's office at this time, but "kudos" to Jack Mulkey for standing up for Public Libraries. If the Governor's budget is released with an amount less than the request, AAPL is prepared to take this matter to the Legislators. The ALA Issues & Advocacy website is asking Librarians to "...ask members of the House and Senate Labor, Health and Human Services and Education Appropriation Subcommittees to support funding levels of \$232 Million for the Library Services and Technology Act (LSTA) and \$100 Million for the Improving Literacy Through School Libraries program for FY 2005." There are other issues there too, but nothing which seemed important enough to bring to the attention of the Association.

Membership Committee, Karen Richardson: Reported by Barbie James. Postcards have been written to ARLA Association committee members who had not paid their dues. A letter was sent to non-renewals.

Publications Committee, Ron Russ: The fall Arkansas Libraries has been sent to the printer. We expect it to be in the members' hands around September 1. The EBSCO contract for the content licensing of Arkansas Libraries has been submitted to the lawyer. We're awaiting the lawyer's report. ARLA Website modifications: Annual Report form & Board Meeting Report form has been modified to make using the form online easier. Constitution & Bylaws has been updated and converted into .html. Suzanne Spurrier Academic Librarian Award has been added to Awards page. We can still use information about Association happenings including any of the subdivisions for the ARLA Website. If you have information, please send it to us and we'll make sure it gets posted. Also, we can still use basic information from the subdivisions. Forms for submission are available on the ARLA Forms page.

Scholarship Committee, Carolyn Ashcraft: Carolyn will be sending scholarship materials with Conference materials. Application deadline is September 1.

Ad Hoc Archives Creation Committee, Karen Russ: The attached documents outline the decisions reached by the Archive Creation Ad-Hoc Committee. Prior to creating these documents, we consulted with various other groups similar in nature to the Arkansas Library Association.

While I understand the Butler Center, CALS, has offered to act as the official archival site for the Association, I have not named the Butler Center as such because I have not seen any agreement between CALS and ARLA recognizing the Butler Center's offer to house the archive. If it is the wish of the President or the Board, I will follow-up on the informal comments by Bob Razer, suggesting that the Butler Center is interested in the role.

In multiple places, the number of copies requested, the format of some materials, and the frequency of collection have been left open for discussion. We settled on a given amount of time for arguments sake, recognizing that the archivist and holding institution may see the need to request changes in the future. I have also not been very specific about how

often the materials will be transferred to the holding institution, feeling that the Association may need to negotiate that as part of the holding agreement. The first document is the description of the Archivist's position, including its recommended place within the Association hierarchy. The second document is the list of materials the committee feels should be collected and prepared for inclusion in the archive.

At some time in the future, hopefully not too distant, it will be necessary for the Association and the holding institution to address the issue of finding aids to make the collection easily accessible to researchers.

New Business: No new business.

The meeting adjourned at 11:40 am.

The next Executive Board meeting will be held October 17, 2004 at the Double Tree Hotel, ARLA Fall Conference, 10:00 am, and the Business meeting will be October 19, 2004 at the Double Tree Hotel, ARLA Fall Conference, 9:00 am.

Archivist

Description:

“ The Archivist will be responsible for the collecting of all materials representing the activities of the Association, regardless of format. The archivist will work with the holding institution to see that materials are delivered to the stated institution in a timely manner for accessioning.”

Desired skills and interests:

- Strong sense of organization and willingness to follow-up on requests for materials, multiple times if necessary
- Strong sense of knowledge of the organizational chart for the Arkansas Library Association
- Willingness to house quantities of paperwork and other formats for 1-12 months prior to presentation to the holding institution
- Ability to organize the collected materials in agreement with guidelines established by the Association and the holding institution
- Access to audio-visual and multi-media equipment to preview materials presented in electronic format

Responsibilities:

- Collecting of all materials produced by the Association (as a whole and by the Divisions, Round Tables, and Committees)

- Materials should be sent to the archivist by the various individuals and groups within the organization at the Leadership exchange or within 30 days of that meeting (*open for discussion*)
- Elimination of duplicate copies of materials, unless multiple copies are to be supplied to the holding institution
- Creation of an inventory of materials prior to presentation to the holding institution
 - A copy of said inventory should be presented to the holding institution and submitted to the Board as part of the next Archivist report

Archivist's position/role in the Association:

(Similar to that of the journal editor)

- Appointed by the President of the Association, with Board approval
- 2 year term of office, with unlimited re-appointments
- Ex-officio member of the Board
- Will be a member of the Arkansas Library Association at the time of appointment and will remain a member for the duration of the appointment

Archive Content

- Official Communication (all levels of the Association)
 - Minutes
 - Board meetings, including financial reports and all other documents distributed to the Board for discussion
 - Executive Committee meetings
 - Membership meeting at the Annual Conference
 - Business meetings of all Divisions, Round Tables, and Committees at the Annual Conference as well as any additional conferences held by subdivisions of the Association
 - Summary of discussions done via e-mail or a listserv
 - Minutes/Transcription of any conference calls or critical telephone communication between Board members, or the Board and the Association Office
- Annual reports from all divisions, round tables, committees, and the Association overall
- *Arkansas Libraries* (and/or any future newsletters of the Association as a whole, or its subdivisions)
 - 2 copies of each issue (*number of copies open to discussion*)
 - Release forms for all materials included in the publications
- Association publicity materials, including, but not restricted to
 - Advertisements included in outside publications
 - Membership forms
 - Dues schedules

- Contracts signed by any subdivision of the Association and an outside individual or body
 - Speakers' agreements for conferences
 - A summary of e-mails/communications leading up to the agreement is acceptable
 - Contracts for Indexing/Abstracting/Full-text inclusion of the journal content in another body's product
 - Communication leading up to signed agreements
- Media/Multi-media materials
 - Original or copies of all photographs taken at any Association event
 - Preferably with names, dates, and places
 - Audio or video recordings of Association events (including release forms for taping of any invited speakers)
 - Including abstracts of content and names and dates of the event and its participants
 - Association web page – a complete file of the web site, at least once a year (*format open to discussion*)
- Annual Membership directory
- Historical compilation of by-laws and Association handbook

- Conference programs and advertisements (Annual and any subdivision conferences)
 - 2 copies of the official conference program (*number of copies open to discussion*)
 - Copies of all advertising materials distributed in preparation for the conference
 - Programs for any awards presentations made at a conference
 - Any materials distributed by speakers/presenters at the conference