

**Delaware Library Association**  
**Executive Board Meeting**  
Delaware Division of Libraries  
June 7, 2007



**In Attendance**

Paul Anderson (Past President), Sonja Brown (Secretary), Leigh Ann DePope, Michael Gutierrez (Treasurer), Lynne Haines (President), Terra Hudson (CSD), Rebecca Knight (Vice President), Mary Jane Mallonee (CRLD), Annie Norman (State Librarian), Carol Rudisell (ALA Councilor), Julie Brewer (Membership)

**Call to Order**

The meeting was called to order by Delaware Library Association (DLA) President Lynne Haines.

**Approval of Minutes**

The minutes from the March 20, 2007 Executive Board meeting were reviewed and approved by the Board.

**New Business**

Treasurer's Report

Michael Gutierrez gave a Treasurer's Report for May 19, 2006 to May 8, 2007 with a breakdown of the income and expenses. Most of the income comes from membership, conference registration and vendors.

The Wilmington Trust – there are two scholarships - Grace Estelle Willis scholarship and Helen Bennett – School Library Scholarship. The Grace Estelle Willis funds are handled by another agency, DLA submits the nominee.

DLA pins are still available. The pins were not purchased as a fundraiser.

Michael suggested using Quicken to keep the financial books starting July 1, 2007 and an audit in one year, June 30, 2008. It has been suggested that an internal audit be done.

Julie Brewer made a motion to approve an internal audit after one year July 1, 2007 to June 30, 2008. Leigh Ann DePope seconded motion and it was passed by the board.

During the last audit it was suggested that before reimbursement everything should go through the president before anything is paid out and have two party signatures on every reimbursement.

DLA Conference

Annie Norman, Paul Anderson, Lynne Haines and Rebecca Knight had a meeting with the Sheraton and have locked in the Sheraton for a 2day conference on the 2<sup>nd</sup> Friday of May and the Thursday before for the 3 years. The date for next year will be May 8 & 9, 2008. Thursday would be a pre-conference. There will not be a charge for the T1 line;

they will also do a block of rooms at the room rate for possible break-out areas. We would be able to bring in our own equipment – DDL will provide the equipment.

Partnership between DLA and DDL

At the next executive board meeting the conference planning committee is to present their plan for the 2008 conference.

DDL will play an active role in the planning of the conference. The lead persons will be Annie Norman, Kathy Graybeal and Lisa Olson.

Michael made a motion to reaffirm the partnership between DLA and DDL. The motion was seconded and approved.

Membership

The database has been cleaned up but still needs some work.

Planning 2007/2008

Conference planning committee will meet the 1<sup>st</sup> week in August. The committee will meet once a month to begin the planning.

Appointments:

Continuing Ed – Kathy G	Children’s Services – Terra H
DLA Bulletin – Vinny A	Archivist
Handbook – Rebecca & Lynne	Scholarships
	PLD – Leigh Ann D
Leg Day – Cathy W	Public Relations – Annie N & Patty L
Membership – Julie B	College & Research – Mary Jane M
Program – Rebecca K	DSLMA
Scholarship	ALA – Carol R
Website – Rebecca K	State Friends

A survey has been sent out and using the information to help with the planning.

Other Business

Linda Walge Penmann Scholarship – funds are being put into the Merrill Lynch Scholarship Fund. Not sure if DSLMA is overseeing this scholarship.

*Submitted by Sonja Brown  
Delaware Division of Libraries  
DLA Secretary, 2007/2008*

Approved August 6, 2007