

## Delaware Library Association Executive Board Meeting

Thursday, July 18, 2013; 4:00 PM

Dover Public Library



In attendance:

- Conference Call: Monifa Carter and Janice Haney
- In Person: Cathay Crosby, Hannah Lee, Sarena Fletcher, Susan Upole, Sara Thomas, Jen Delgado, Jon Jeffery, Barbara Keeseey, Beth Borene, Rebecca Knight, Ed Goyda, Terri Jones, and Annie Norman.
- In the absence of the President, the meeting was conducted by Cathay Crosby, Executive Director.

Handouts: agenda, handbook and bylaw committee report, professional development ideas

Meeting called to order at 4:00 PM. We had quorum.

Past minutes are being shelved for the time being.

### Introductions and Welcome

Everyone introduced themselves

### Officer Reports

- President (Christy): absent
- Vice President (Beth): will speak about joint conference
- Secretary (Janice): requested template for note-taking
- Treasurer (Ed): emailed new budget information.
  - We need to pay MLA for conference breakfast (\$274.20) and a speakerphone (around \$119).
  - We have made  $\frac{1}{3}$  more on membership dues and  $\frac{1}{3}$  more on conference, but this is not a long term growth - Sussex County received a grant to attend the conference.
  - Also, we spent less than we expected.
  - We have made \$100 in the last 17 days.
- Approval of Budget FY 2014 - executive board met to set up budget.
  - Rebecca suggests breaking up legislative action or making this more clear. Terri says we need to pay better attention to local and national numbers.
  - \*\*Terri motions to accept budget as presented. Barbara seconds. Unanimous agreement.
- Past President (Terri): nothing at this time
- ALA Councilor (Hannah):
  - Hannah discussed the Delaware Chapter Councilor's report for ALA Annual 2013 that she emailed to everyone earlier this week.

- State of the Chapter Annual Report: we need to give Hannah updated information - budget, membership, conference, significant accomplishments. She needs this information by August 8th.
- Hannah will post the State of the Chapter on the website.

#### Executive Director Report (Cathay)

- Cathay attended ALA where she attended a workshop for state library associations. She was able to network with other executive directors. They discussed ways that state library associations can improve - meetings, fundraising, involvement, professional development.
- Mary Byers: gave a presentation at ALA. She is a consultant for all kinds of associations, Cathay ordered her book
  - Mary discussed how similar associations are and how to move forward
  - Cathay consulted with her to speak - either at the DLA conference or do a webinar
  - She had innovative ideas - for example, we should have active and engaged members rather than passive members
- Beth and Cathay will be alternating attendance at MLA/DLA conference planning meetings.
- DLA archives: in public archives building, Sarena will go through this. Terri has a box of DLA pins - an idea is to give these to members of the board and committee/division chairs to distinguish them and to honor them for giving more. We have about 300 of these pins.
- The discussion of “what do I get for my membership?”
  - professional development, networking, leadership opportunities, planning programs
  - ways to get involved with DLA
- Professional development ideas handout - ideas came from people’s responses in the DLA survey. This discussion has been tabled until the next meeting when Christy is present.
- Contact Beth with ideas for day of professional development. She will sort/organize this list. Separate from conference, we will have professional development opportunities throughout the year.
- Susan’s idea: “movie Monday” - short talks by professionals on video, they will discuss the different professional development ideas and share with DLA - you can watch from home

#### Division Reports

- CRLD (Monifa): nothing to report
- DSLA (Jen):
  - DSLA name has been changed to DASL (Delaware Association for School Librarians).
  - They have set their meeting schedule, it is available on the online calendar.

- Reception will be held October 22, the Ag Museum has been proposed. Matthew Winner (a 2013 Library Journal Mover and Shaker; [www.busylibrarian.com](http://www.busylibrarian.com)) and AASL President Gail Dickinson will speak.
- DASL is looking for ways to pull in new members - an idea is to provide the required professional development hours, Bonnie Gaus (Vice President of DASL) is looking into this.
- PLD (Susan): nothing to report. Has requested list of members who want to join the PLD division. Sara has sent out current member information to division and committee chairs. She will send out last year's information as well.
- YSD (Barbara): Summer Reading Club is ongoing. This is a very busy time of year for youth services!

### Committee Reports

- List was presented by Cathay. Exception - Kaye Bowes may be a special appointment, as long as the President decides and everyone agrees. Vacant - empty until president appoints someone.
  - Rebecca is interested in allowing those interested to work in two areas (ex: Cathay as executive director AND intellectual freedom committee chair)
  - Everyone would like to see more people on the committees.
- \*\*Rebecca suggests we accept committee chairs. Terri motions to accept the list of committee chairs. Ed seconds and there is unanimous agreement.
- Archivist (Sarena): Sarena is looking at the DLA boxes in the public archives and old meeting notes. She has started scanning old bulletins which are now Google searchable. She will continue to assess what we have and digitize what we want to keep. She will go through the record retention policy (in the handbook) and keep some hard copies. She would like to enlist people to join this committee and assist her. The scanner that she is using belongs to the Public Archives. She has an outline of what is in the boxes.
  - Special interests: bulletins, conference information, library stories, pictures - we can use some of this for DLA's 80th birthday in January.
  - Check out the DE Heritage Collection website.
- Handbook/Bylaws (Jon): report is included in the handouts. The searchable handbook is available on the website.
- Intellectual Freedom (vacant)
- Legislative Action (vacant)
- Membership (Sara):
  - Sara described the membership process: Ed sends information, she inputs into Excel and emails confirmation of membership to those who filled out paper forms; members who signed up online receive automatic confirmation; she also emails division/committee chairs to notify of new members.
  - Sara will be designing and sending out membership cards when people sign up/renew their membership
  - Suggestions:

- copy welcome email to division/committee chair so that they have member info
  - committee descriptions in handbook need to be updated - refer members to descriptions on membership form to encourage them to sign up for committees
  - recruit more institutional members - contact recent institutional members, ask them to renew their membership. Cathay has offered to help with this.
  - reach out to special libraries, get their directors more involved - a directory is available on the web page
- Nominating (Suzanne): absent
- Conference (Beth)
  - The theme this year is "Turn It Up," the dates are May 7-9
  - MLA conference chair wants MD and DE to work together more. Does DE want to get more involved in the tech side of the conference? DDL tech people are very busy this year. MLA has a technical division.
  - MD and DE may do a joint presentation.
  - ALA Leg Day conflict with conference this year.
  - The conference brochure is in the works
  - Conference deadlines have been set. They will be using the professional development ideas from the DLA survey to plan workshops. The big deadlines are in October, there will be more to discuss at the September meeting.
  - Gina Harris will be doing the MD silent auction again and would like more help from DE. Last year there were 80 items, there needs to be more items and more affordable and local items.
    - Suggestion: there should be a sub-committee for the silent auction. They could work to create a more streamlined process.
  - \*\*Beth motions to partner with MLA for the conference again this year. Barbara seconds. Terri opposes.
- Publications and PR (Beth-Ann) - absent. These two committees have been merged.
  - DLA now has a Facebook page, it is being rolled out now. Sarena will send Rebecca the link and Rebecca will add it to the web page. DASL has a Facebook page as well. It is run by Jen.
  - Bulletin is now available.
  - Suggestion: partner with MLA on social media - they experiment a lot
- Scholarships/Awards (Elaine): absent
- Webpage (Rebecca)
- Jobs Page (Julie): absent
- State Friends (Kaye): absent
- State Librarian (Annie): State budget report:
  - They did well with the budget. Though state aid has not been increased, \$1.2 million has been added for technology (remote PC management, tech support, 10% of PC replacement cost, ebooks); \$6 million for construction. Library search and scholarship stayed the same

### Old Business

- Survey: there were about 70 respondents to the survey. Respondents provided professional development ideas. We were able to gather information as to whether or not DLA is meeting the needs of its members. Members still want a joint conference. Members need professional development opportunities throughout the year - get members thinking about DLA throughout the year, rather than just in May. It does seem that we are moving forward.
- Conference Wrap-up: we will still have a joint conference.

### New Business (we did not have time to discuss all topics)

- Membership campaign
- Bylaw discussion - 1 person holding more than one position
- Scholarship increase
- DLA logo: need a clean copy of the current logo
- Leadership unconference - August: retreat at Dover Public Library, need to find a speaker. Professional development and a way to meet, have fun, and learn
- New format to meetings: Christy wants to incorporate learning into our meetings. It was suggested that we submit our reports and read other reports a few days before the meetings, discuss what we need to and have time to discuss other topics that will benefit us. Relates back to the question of "what do you get for your membership"
- Future: Professional Development

### Future Meetings

- September 26
- November 21
- January 23
- March 27
- Joint DLA/MLA conference: May 7-9

\*\*Ed motions to adjourn, Beth seconds, unanimous agreement. Adjourned at 6:01 PM

Approved September 26, 2013

Submitted

Christy Payne, President, Sara Thomas, Membership chair, and Janice Haney, Secretary