



**Delaware Library Association Executive Board**  
**Thursday March 16, 2017**  
**Dover Public Library, Dover DE**

**Presiding Officer:** Laurel Ferris, DLA President

**Minutes Taken by:** Adrienne Johnson, DLA Secretary

**Members in Attendance:**

Laurel Ferris, DLA President

Michelle Hughes, DLA Vice President, and Chair Conference Committee

Beth Borene, DLA Past President

Joel Rudnick –Treasurer

Kay Bowes – State Friends Group President

Cathay Keough –Executive Director

Sara Thomas – Membership/Website

Annie Norman – State Librarian

Rachel West –DASL President

Adrienne Johnson, DLA Secretary

**Meeting started at 4:03 pm**

Minutes from January Board Meeting were approved.

**Officer Reports:**

a. DLA President: New Business

- i. State Librarian: Update on new presidency and IMLS funding. Discussed how much funding has been received this year and what the federal and state funding supports. Funding is essential to operations and it supports staffing, Delaware Library Catalog, professional development, summer reading programs, and more. Message for Legislative day: Support standards and do not cut funding.
- ii. Legislative Day Updates:
  1. 25<sup>th</sup> anniversary of Leg. Day.
  2. Agenda for the day was handed out.
  3. Trying to get the Governor to attend.
  4. Registration closes 03/21. To-date, 73 people have registered.
  5. Seems to be increase in interest – more people wanting to do something due to threat to cut library funding.
  6. This year, working on better communication efforts. Thank you notes will be sent to legislators. Attempts will be made to keep in contact with legislators throughout the year.
  7. Library card sign-up on day of event for those who might not have public library card. Good way to start promoting the new library cards. Rose Harrison and Sarah Zimmerman will set up a table for library card sign-up.

8. Michelle Hughes mentioned that many people might not know what Legislative Day is all about. The Dover Public Library Director prepared a presentation for the DPL staff to let them know more about budgets, funding streams, proposed cuts, and the effects this can have on libraries. Can DLA prepare something similar to educate the public and all Delaware libraries?
  9. Need help for next year. Please let Cathay know if you are interested.
- iii. Spring Event Update:
    1. Details: Thursday April 27<sup>th</sup>; 6-9pm Cantwell's Tavern in Odessa.
    2. Save the Date will be sent out shortly.
- b. Executive Director:
    - i. Handed out extra copies of OCLC's "At a Tipping Point: Education, Learning and Libraries". This study provides librarians with information about trends that reshape education and challenges these trends bring to libraries. Libraries are no longer just *providing* information but also teaching users how to *use* information. Public libraries are assuming a more instructional role.
- c. Vice President/Conference Chair:
    - i. Conference updates
      1. DLA seals have been ordered. Conference pens have been approved.
      2. Early Bird Deadline extended to March 31.
      3. Three winners from membership drive have been registered.
      4. Two meetings have been scheduled for program planners on March 22<sup>nd</sup> & March 23<sup>rd</sup>.
      5. Conference website: speaker handouts can be added to site ahead of conference. This will replace the need for lanyard.
      6. Silent Auction: 10 firm donations with possibility of 5-6 more. Most donations are from the Friends groups. Donations can be made up to conference time.
      7. Certificates will be printed for conference presenters.
      8. Poster sessions: 17 proposals submitted; 12 were selected including 2 from Delaware.
    - ii. Grant Initiative:
      1. Copies of the drafts for DLA Grant Application, Grant Review Panelist Fact Sheet, Grant Applicant Fact Sheet, and Grant Scoring Matrix were distributed.
      2. Six people have agreed to serve as grant reviewers.
      3. Grant Applicant Fact Sheet: Based on Delaware Division of the Arts factsheet. Provides details on the overview, requirements, and expenses not eligible for funding.
      4. Grant Review Panelist Fact Sheet: Provides details on the requirements, expectations, and benefits of panelists.
      5. Grant is for new or on-going projects; therefore, someone can apply for the grant for a second year. Applicant must be a member of DLA.
      6. Questions brought to Board:
        1. Application deadline? Proposal to announce grant at Conference in May with application deadline in September. Announce winners at November Board meeting.

2. Parameters for grant funding? Total budget for grant is \$1000.00.
  7. Michelle will meet again with Grant Review Committee and bring proposal back to the Executive Board for a vote.
  8. Grant is a strong benefit for being a member of DLA.
- d. Past President:
- i. Sponsorship request: Western Sussex Reads event
    1. DLA was approached to be a sponsor for event. Event is a collaboration between five public libraries (Greenwood, Bridgeville, Laurel, Seaford, Delmar). Invited author: Christopher Tilghman.
    2. Board discussed how much DLA could contribute. Cannot match the amount originally requested of \$500-750.
    3. Cathay stated we want to develop relationships. Laurel agreed, but indicated DLA needs to have formal guidelines to follow when approached with this type of request. This was DLA's first sponsor request, so there is a need to set precedents going forward
    4. Motion to vote on \$400.00 DLA sponsorship to Western Sussex Reads event from Rachel West. 2<sup>nd</sup> from Beth Borene. All approved.
    5. Treasurer will issue check.
  - ii. Long Range Planning Committee updates:
    1. Take some time to read over documents sent prior to meeting. Look over the changes indicated in light blue text. Take time to understand what the board member roles were and what changes are being proposed. Beth will get the conversation started over email. Vote will be by email as well.
    2. Welcome packet for new DLA members. Beth will have library staff member create a brochure. Electronic membership card will be ready for new fiscal year.
- e. Membership:
- i. Listserv updates are complete.
- f. Treasurer:
- i. Membership down from one year ago, but in-line with membership from two years ago.
  - ii. Scholarship fund up a bit.
  - iii. Expenses coming up from Legislative Day and MLA/DLA Conference.

### **Division & Group Reports:**

- a. Friends of Delaware Libraries
  - a. Finalizing Legislative Day activities. Made buttons for participant packets.
  - b. Prepared letters to send to representatives after the event thanking them for their support. In addition, a "sorry we missed you" letter will be sent to the representatives who could not make it.
  - c. Kay reminded everyone to thank his or her legislators.

Motion from Michelle Hughes to approve January 19<sup>th</sup>, 2017 minutes. 2<sup>nd</sup> by Sara Thomas. Minutes were approved

Meeting adjourned 5:56pm.