



**Delaware Library Association Executive Board
Thursday September 21, 2017
Dover Public Library, Dover DE**

Presiding Officer: Michelle Hughes, DLA President

Minutes Taken by: Adrienne Johnson, DLA Secretary

Members in Attendance:

Michelle Hughes, DLA President
Laurel Ferris, DLA Past President
Cathay Keough, Executive Director
Sara Thomas, Membership/Website Committees
Rachel West, DASL President
Katrinya Cera-Proulx, YSD President
Marissa Parker, Archives Committee
Tyler Antoine, Nominating Committee
Kelly Kline, PLD President
Katie McDonough, Scholarships, Awards, Citations
Nicholas Coll, Publications/Bulletin Committee
Russell Michalak, CRLD President
Adrienne Johnson, DLA Secretary

Online Participants:

Terri Jones, Public Relations
Joel Rudnick, DLA Treasurer
Lauren Wallace, ALA Councilor
Melissa Jones

Meeting started at 4:02 pm

September meeting was recorded. Playback can be accessed [here](#).

Meeting started at 4:03 pm

Minutes from July Board Meeting were approved. Rachel West motioned to approve minutes with a second from Kelly Kline.

Officer Reports:

- a. DLA President:
 - i. Two items from July meeting needed approval via online vote:
 1. Budget: All members voted on budget. Budget was passed.

2. Handbook Revisions – one change was made; All voting members approved Handbook revisions to-date.
- ii. Conference Updates:
 1. Conference scheduled May 2-4, 2018; Hyatt Chesapeake in Cambridge MD.
 2. Theme for conference is *Evolve*.
 3. MLA approved cover design.
 4. All divisions working on different workshops.
 1. DASL: “Advocate for School Libraries” with Kim Read and speaker from Maryland. Will also talk about ESSA.
 2. PLD: will discuss workshop ideas at next meeting in October.
 3. CRLD: submitted program proposal about onboarding and training programs to help retain library staff.
 4. YSD: “How to cut 10 hours from your work week”.
 5. Workshop/Friday Keynote: Dr. Marie Radford author of “Conducting the Reference Interview” and expert on time management. Willing to do workshop on time management, but open to ideas. Other suggestions included reading non-verbal cues and providing exceptional customer service; effective communication between staff. Please send Cathay any ideas.
 6. Terri Jones, PR/Social Media Chair, working with MLA on conference promotion.
 7. DLA looking into off-site social event.
 8. Preliminary conference submissions due September 27th. Cathay and Michelle will review and submit to MLA by October 4th.
 9. Vendors will stay in same set-up as last year.
 10. Sound was an issue last year – suggestion to keep louder sessions next to one another.
 - iii. Leadership Institute: Michelle working on developing this project.
- b. Executive Director:
 - i. Library Construction recommendations- FY 2019 Department of State Capital funding request.
 1. Approved by the Delaware Council On Libraries in August 2017.
 2. Need DLA vote for three construction projects: Southern Regional Library, New Castle County (new library); Duck Creek Regional Library, Kent County (new library); Seaford Public Library, Sussex County (LED Lighting and solar panels). See attached for more information.
 3. Michelle called for a vote. Seven approved and two opposed to library construction.
 - ii. Library initiatives: FY 2019 Department of State General Fund Request.
 1. Vote was requested on the following items: Library Standards Funding, Shared Statewide Library Collections, Library Technology and Infrastructure, Online Periodicals for Schools, School Library Infrastructure, Staffing, and Services. Unanimous approval for all items.
 - c. Vice President/Conference Chair: No report. Position vacant.

- d. Past President:
 - i. Long Range Planning Committee updates: Individuals have been invited to participate. Has heard back from half the people and will schedule a meeting once she has the members set.

- e. Membership:
 - i. Online membership:
 1. Some issue with online and print forms. Many people mistakenly selecting "Institutional Membership".
 2. Sara suggested adding a comment to the form: "Please review membership levels because the form has changed".
 3. Another suggestion: have two separate forms for individual and for institutional memberships.
 4. Many compliments were given on getting this up and running.

- f. Treasurer:
 - i. Looking forward to electronic membership, which will help raise membership numbers.
 - ii. Not much to report because DLA has not spent any money yet this fiscal year.

- g. Scholarships, Awards, and Citations:
 - i. Katie handed out information on the recommendations for the 2018 DLA scholarship. Please see attached form for details regarding the scholarships. The recommendations for increases in scholarship amounts were based on conversations with Kelly Sheridan - the Scholarship Administrator of the Delaware Community Foundation. Input was also solicited from DLA Scholarships, Awards and Citations Committee members.
 - ii. Suggestion for wording on the Bennett scholarship was proposed to include "preference given to DLA members."
 - iii. Joel expressed that the scholarship money cannot be spent on anything else. If we do not use it, the money will just sit there.
 - iv. Information will be updated on DLA website.
 - v. Need approval for the scholarships.
 1. The Board voted on and approved increasing scholarship amounts for the Grace Estelle Wheelless Scholarship, the Linda Walge Penman Scholarship, and the Helen H. Bennett Scholarship.
 2. However, the wording for eligibility requirements and "preference given to DLA members" or school librarians was discussed. An online vote will be needed to approve the proposed changes to the wording. Michelle will send an email for the vote.

- h. ALA Councilor:
 - i. Filed comments on net neutrality.
 - ii. Working on annual report that is due September 29th.

- i. Nominating Committee:
 - i. Open positions: Handbook and Bylaws; Conference Committee; Legislative Action; Vice President and Conference Chair: Please send Tyler any leads for these positions.
 - ii. Sara will post the open positions on the DLA Facebook page.

j. Publications/Bulletin:

- i. Some submissions came in past the due date, so that has delayed publication just a bit.

Division & Group Reports:

- ii. **YSD:** Developing a workshop for YSD librarians throughout the state. This will benefit those librarians who cannot attend the conference in May.
- iii. **CRLD:** Meeting scheduled November 14th, 10 am, at Goldey-Beacom College to plan Spring Program.
- iv. **DASL:** Executive board met 09/20/2017. Scheduling fall programming: more of social meeting to discuss ideas, challenges, and successes. Perhaps early October in Middletown. School librarian of the year and administrator award letters and rubric are being finalized. Expecting longer nominations period this year. Oct 1, 2017- March 31st 2018. Awards are presented at end-of-year dinner not at conference.
- v. **PLD:** Workshop scheduled for October 19th, 10am -2pm: "Did You Know?" – will highlight little know resources in library collections.

Meeting adjourned 5:37pm.

Next meeting schedule November 16, 2017, Dover Public Library.