



Delaware Library Association Executive Board
Thursday March 15, 2018
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
Alta Porterfield - DDL
Cathay Keough, Executive Director
Sara Thomas, Membership/Website
Rachel West, DASL President
Marissa Parker – Archives Committee
Catherine Wimberley – PLD Vice President
Joel Rudnick, DLA Treasurer
Katie McDonough, Scholarships, Awards, Citations
Lauren Wallace, ALA Councilor
Adrienne Johnson, DLA Secretary

Online Participants:

Russel Michalak – CRLD President

Meeting called to order 4:01 pm

Minutes from January 2018 Board Meeting were approved.

Recording of the March 15th Executive Board Meeting available [here](#).

Officer Reports:

- a. DLA President:
 - i. Bulletin: Volunteer has accepted to manage the bulletin (Nicole from New Castle). Division presidents, Cathay, and Michelle will need to send updated letters for publication. Please submit all material by March 26th.
 - ii. Candidates for open positions:
 1. President and VP candidates for next year: Sarah Katz from University of Delaware as President; Allison Wessel from DHSS Library as Vice President. Voting will be conducted online.
 2. Discussion of separating the conference duties from the Vice President. This will allow the VP to work more closely with the President on initiatives and better prepare for the role of president. Conference Chair will be proposed as a separate position.
 - iii. DLA Gives Back

1. Milford Food Bank scheduled for next week. Looking for volunteers.
 2. Thank you to Katie McDonough for promoting the event on the professional development listserv.
 - iv. Trivia night April 6th at Abbott's Mill. Doors open at 6pm. Katryna will emcee. \$10.00 for DLA members; \$20.00 for non-members. If someone signs up to become a DLA member that evening event fee will be waived.
 - v. Upcoming events: April 24th – Delaware Library Legislative Day; May 2-4 MLA DLA Conference.
 - vi. Michelle thanked everyone for the help and service over the past year.
- b. Executive Director:
- i. Conference updates:
 1. Early Bird registration extended to March 25th.
 2. Conference Planning Committee meeting next week.
 3. Conference website up and running: <https://www.mladlacon.com/>
 4. DLA has very strong and exciting keynote presenters and workshops scheduled.
 - ii. Legislative Information:
 1. Delaware Library Legislative Day: Setting up meetings with members of legislation. Met with State Librarian to review agenda. Getting speakers lined up for initiatives.
 2. National Library Legislative Day: Six people from Delaware are registered to attend. Skip Dye (United for Libraries President) wants to get more involved. His experience with libraries and publishing (Penguin Publishing) will be beneficial. Cathay is scheduling meetings for the day.
 - iii. Proposing to incorporate change some wording to the Distinguished Librarian Citation to include embracing political advocacy. Legislative Action and Scholarships Committees will work together on this. More details to come.
 - iv. Friends of the Delaware Libraries: Cathay and Michelle met with FODL Board. They are no longer seeking to become a division with DLA. Still want to continue strong collaboration between the two groups. Representative from FODL is still invited to attend DLA board meetings. DLA membership form will be edited to recognize this change. FODL will not sponsor event at conference next year.
- c. Vice President/Conference Chair: No report. Position vacant.
- d. Treasurer:
- i. Balance sheets submitted in advance.
 - ii. Budget still in great shape.
 - iii. Discussed the Library of Congress Credit Union options. Member perk. Low interest rate accounts. Information will be on DLA website.
 - iv. Money still coming in from Festival of Words; made about \$3000 from event.
 - v. Spent time discussing moving extra money from budget into Brokerage (FDIC insured) CDs. Interest rate will be locked-in once money is deposited. Appx 48,000 in budget to deposit into CDs. One option presented included depositing \$10,000 into 5 year CD, which could earn \$400-500 per year in interest. The interest could be moved into money market account and used each year. There is no risk with this option. Fee is \$35.00 to set up account. Joel will double check numbers and send final proposal by email. Board will need to approve. Will conduct online vote for approval.

- vi. Cathay thanked Joes for his great work as Treasurer.
- e. ALA Councilor:
 - i. Update from ALA Midwinter Meeting. Report submitted in advance.
 - 1. Creating award for mid-career library professionals.
 - 2. Library as Responsible Places Took Kit.
 - 3. Discussion about restructuring ALA – 18 month time period to develop a plan.
Please send any ideas to Lauren; Dues for ALA will be increasing.

Committees Reports:

- a. Membership/website: No report.
- b. Archives:
 - i. When sending documents to the archives, please try to separate DLA documents from DDA documents.
 - ii. Will begin digitizing items soon.
- c. Scholarships, Awards, and Citations:
 - i. Six awards and two scholarships (Helen H. Bennett Scholarship & Linda Walge Penman Scholarship) will be granted. Scholarships winners will be notified this week.
 - ii. Award plaques are being ordered.
- f. Long Range Planning:
 - i. Meeting monthly.
 - ii. Two revisions to the handbook.

Division & Group Reports:

- a. YSD: Report submitted in advance.
 - i. Sent final Blue Hen nominees and survey results.
 - ii. Great feedback on professional development program.
- b. DASL: Report submitted in advance.
 - i. Meeting March 26th 5pm-7pm at Appoquinimink. Information on website. Please RSVP. Agenda is packed.
 - ii. Will provide update for the newsletter.
- c. PLD:
 - i. Has a candidate for incoming division secretary.
 - ii. Discussion programming for next year.
- d. CRLD:
 - i. Flyer sent out for upcoming program on March 27th: *Expanding Your Presence Online*. This will be presented using Skype.
 - ii. Looking to offer more workshops online and in-person.
 - iii. CRLD Spring Program March 29th at University of Delaware Library. Topics include OER, collaboration, and digital humanities.

Meeting adjourned 5:48pm.