



**Delaware Library Association Executive Board
Wednesday October 3, 2018
University of Delaware Library, Newark, DE**

Presiding Officer: Sarah Katz, DLA President

Minutes Taken by: Adrienne Johnson, DLA Secretary

Members in Attendance:

Sarah Katz – DLA President
Alison Wessel – Vice-President/Conference Chair
Catherine Wimberley – PLD President
Joel Rudnick, DLA Treasurer
Katie McDonough, Scholarships, Awards, Citations
Lauren Wallace, ALA Councilor
Molly Olney-Zide – CRLD President
Gregg McCullough – Handbook and Bylaws
Marissa Parker - Archives
Nicole Balance – Publications/Bulletin
Julie Brewer – DLA Careers Webpage
Caitlyn Scott – DASL
Adrienne Johnson – DLA Secretary
Arlene Gunia - Guest

Meeting called to order 4:06 pm

Minutes from July Board Meeting were approved (with corrections).

Officer Reports:

- a. DLA President:
 - i. Handbook and Bylaws Committee Chair
 1. Candidate for the Handbook and Bylaws Committee Chair. Gregg McCullough is the Adult Services Librarian at the Laurel Public Library. Sarah called for the approval to appoint Gregg as the Chair of the Handbook and Bylaws Committee. Board approved this motion.
 - ii. Information from Executive Director: Cathay was unable to attend board meeting. Sarah provided information on her behalf.
 1. DLA Banner: Graphic designer at DDL created the banner. A proof will be sent to the board for review in coming weeks.

2. Marketing and promotional materials: will discuss ordering more pens and other giveaways when Cathay is present. A lot of DLA pins are still available, but no pens. Cost for new pens = 221.94 for 500 pens.

3. Delaware Legislative Day:

1. Tuesday January 15th, 2019. Very early this year. Delaware Legislative sessions begin Tuesday January 8th, 2019.
2. Timeline needs to be revised dramatically. Legislative Action Committee will be working hard to revise timeline.
3. Questions to candidates going out now. Three questions are included, with one specific to school libraries and impact of school libraries on higher education. Responses due back October 26th. Responses will be posted to DLA listserv before Election Day.
4. Question about Governors Council of Librarians. Will it still exist? Sara mentioned that Erin Daix will be a good person to reach out to for answers.
5. Need a Chair for the Legislative Action Committee. Someone has been approached, but no word if they are interested just yet.

b. Vice President/Conference Chair:

i. Conference update

1. Conference dates: May 1-3, 2019, Hyatt Regency, Cambridge, MD. Theme = "What if..."
2. Decrease in number of total workshops offered
3. DASL co-sponsoring two workshops; CRLD offering four workshops, PLD offering three; and preconference YSD/DASL
4. Keynote – Jessamyn West (librarian.net)
5. MLA Finalizing their speakers
6. PLD will help with Silent Auction and work with Friends groups to get more involvement. Joel advised not buying items for the silent auction with DLA funds – this will result in a budget loss. He will send out a reminder about this. Alison recommended all divisions keep their budget spreadsheets updated.
7. Social Event: Film screening "*I Know A Man... Ashley Bryan*"
8. More information on conference timeline/information available on [DLA website](#)

c. Past President report:

i. DLA Community Engagement Grant

1. Due date was last Friday; twelve applications received.

d. Treasurer:

- i. Membership down from last year. Institutional memberships are dragging a bit too.
- ii. Will work with Sara (Membership Chair) to encourage renewals.
- iii. Need to be more proactive about reaching out. Sara sends reminders to renew prior to membership expiration and also when memberships lapse. We should find out why memberships lapse, or why they decided not to renew. This is important information.

The email that goes out to lapsed members should include a survey to find out why they are not renewing. It is helpful to get answers and address concerns.

- iv. There was a question about memberships getting lost in the mail. Joel explained it is a 4-step process to get the memberships to him: USPS > DDL > Courier > Joel. It is possible with all the steps involved that memberships could get misplaced.
 - v. Good tip for managing division budgets: overestimate expenditures; underestimate income.
 - vi. Will need a replacement for Joel at the end of his term. Tyler sent out information regarding the upcoming opening for Treasurer.
- e. ALA Councilor:
- i. Development strategies for reviewing ALA Governance. Tecker International has been selected to work with ALA Steering committee and Executive team on planning. Changes could be made by 2020. Want to have more connection with state chapters.
 - ii. Meeting Rooms update: Public comments period and revision extended to 10/15/2018. Vote will be online or at Midwinter.

Committees Reports:

- a. Archives:
 - i. Working on the policies for the Archives
 - i. Asked if there were any updates on how to protect confidentiality of personal information mentioned in documents to be digitized. Will follow-up regarding privacy.
- b. Jobs Webpage:
 - i. Julie provided report on jobs webpage and income received.
 - ii. Conversation about when to post job announcements to DLA listserv as opposed to posting to jobs page. Julie will not duplicate postings – items on jobs page will not be posted to list serv.
 - iii. Question regarding if there are rules against posting jobs to list serv. Alison suggested establishing guidelines for this practice. There is no mention of list serv guidelines in the Bylaws. We can address establishing guidelines for the list serv at a future meeting.
 - iv. Sarah suggested that occasional job postings that are regional (Delaware/Philadelphia area) will be okay to post on list serv.
- c. Membership/website:
 - i. Please send Sara anything you want posted to website.
 - ii. Changes were made to CRLD webpage – more layered layout. Other divisions are requesting updates to their pages as well.
 - iii. Email addresses on DLA website: changes were made on how email addresses are displayed. This is due to spam emails. There are no direct links to email addresses any longer. Since change has been made, the spam emails have lessened.
- d. Scholarships, Awards, and Citations:
 - i. Two retuning members; recruiting new members.
 - ii. Need to know suggested amounts for scholarships based on Delaware Community Foundation recommendations.

- iii. A online vote will needed to approve the recommended scholarship amounts. An email will be sent shortly.

Division & Group Reports:

- a. DASL:
 - i. Next meeting October 23.
- b. PLD:
 - i. Fall workshop next week – topics include diversity and inclusion and microaggression. Program is free and lunch will be served. Registration is required. Katie will send reminder via listserv.
- c. CRLD:
 - i. Division meeting was held July 31, 2018.
 - ii. Amanda McCollom is new Vice President.
 - iii. Interest in upcoming vacancy for Secretary.
 - iv. Spring program will be early April 2019 at University of Delaware Library.
 - v. Next meeting October 19.

Meeting adjourned 5:19pm.

Next meeting to be determined.