

# DLA Executive Board Meeting Agenda Thursday, September 19 2024 at 3pm

# Meeting called to order 3:02 pm

### **Attending:**

- Scott Businsky, DLA President
- Anne Hiller Clark, DLA Past President/Long Range Planning
- Jaclyn Hale, DLA Treasurer
- Kayla Abner, CRLD President & Publications/Bulletin Committee
- Elizabeth Miller, PLD President
- Rachel West, YSD President
- Catherine Wimberley, Legislative Action Committee
- Susan Elizabeth Cordle, Nominating Committee
- Kaitlyn Tanis, Website
- Michelle Hughes, DLA Community Engagement Grant
- Kathy Joseph, Membership Chair
- Annie Norman, State Librarian
- Kay Bowes, Friends of Delaware Libraries
- Samantha Garlock, CRLD Vice-President

# **Minutes Approval and Announcements**

Motion to approve minutes from August meeting: Rachel West, pending revision to ALSC Second: Jaclyn Hale

Send to Kaitlyn for website update; Scott will send to DLA listserv

### **Officer Reports**

- President
  - O DASL representation difficult due to meeting time; could we push the meeting time to 3:30-4:30 instead of 3-4? Majority agreed
  - Prison Banned Books Week; regular Banned Books Week, Freedom to Read Day of Action (United Against Book Bans) do we want to sign off on their Freedom to Read statement? (Scott will send email for review before calling for a vote)
  - Reminder that Google Form votes will now include name & email so we can track who has voted
  - Kudos to Harry and others organizing the DASL PD Day September 10, big success
- VP / Conference Committee Vacant

- Still seeking candidates, will meet with Susan Elizabeth Cordle to discuss recruitment
- Anne Hiller Clark & Scott Businsky working on conference in lieu of VP
  - Jaclyn Hale & Catherine Wimberley attended Conference planning meeting September 18
    - Program proposals due October 11
    - Theme is "The Beach Edition"
    - Overview of new space in slideshow sent to conference committee members
    - Social Committee meeting in October
    - MLA Keynote possibilities: MD Poet Laureate or local author/librarian
    - Delaware has one submission already, several more in the works
  - DE Planning Committee meeting next week (Wednesday, 10 am)
  - MLA is working on new membership software, so the finalization on the new MOU is delayed. Scott will send for review once he has it.
  - Sustainable Libraries Initiative MLA is interested in moving forward with discussions with DLA for Conference
- Past-President / Long Range Planning
  - Mentoring Program is the LRP Committee focus
    - Mentee applications are due September 20
    - Committee will make pairings next week; match emails will go out end of next week
    - Program starts October 1
    - Will have 3 cohort meetings for the mentees throughout the program to touch base and build community (October 25, 10 am)
- Treasurer
  - Sent August reports via email for Executive Board review
    - Income:

• Memberships: \$145

• Interest: \$7.15

• DLA Scholarship Funds: \$13,704

- These are funds that were held in our Delaware Community Foundation accounts and have been transferred to DLA's accounts so that we can cut checks for our scholarship recipients.
- TOTAL: \$13, 226.15

## ■ Expenses:

• PayPal Fees: \$4.36

• DLA Scholarship Payments: \$4,869

• TOTAL: \$4,630.16

■ TOTAL: \$8, 595.99

#### DDL funds

- DDL donated \$20,000 to DLA for FY24 budget, but many expenses were less than anticipated, so we haven't spent it all
  - Need to be spent by Sept 30 on LSTA-approved expenses (approx. \$2,700 remaining)
  - Ideas:
    - Professional development literature for the floating catalog?
    - Online access to QuickBooks rather than single-user license (\$80/year for 5 users access plus \$350 cost for "Migration Support" from TechSoup to move everything from desktop to online including training for Jaclyn)
      - Rachel West made a motion for the \$80+\$350
      - Kayla Abner seconded motion
      - Anne Hiller Clark proposed amendment to motion to designate remaining funds to purchase professional development books to the floating collection
      - 6 in favor, motion passes
      - Jaclyn requests title suggestions for PD collection
    - Increasing membership limit on new MembershipWorks software? (Since still some technical difficulties, not possible for this timeline)
    - Can apply some administrative charges (stamps, etc)
- o 24 month CD with M&T Bank matured, \$5 in interest; \$10,056.10
- Telescopes purchased from Crystal Trust Fund, distributed to libraries for circulation in LOT
  - Working with Delaware Astronomical Society to determine allocation for remaining funds from Crystal Trust

#### • State Librarian

- Monitoring election activity to prepare for impact and indications for DDL & library landscape
- o Speaker Longhurst was great library supporter; lost her primary

- School Library project she delegated to Romer when she became Speaker, so we'll still have an advocate
- o DDL will send photographer for new "Passion" posters
- Open to sending funds for FY25 if DLA requests
- ALA Councilor Vacant

## **Division Reports (as applicable)**

- CRLD
  - Met last week, winter program is set, recruiting for conference proposals
  - o Samantha Garlock wasn't on Conference email lists, resolved now
  - o Samantha will take over attending EB while Kayla is out on leave
- DASL
  - o Christina Personti unable to attend
  - Harry Brake has been in talks with AASL President; may present at MLA/DLA Conference (could be keynote?)
- PLD
  - o Presidents Program October 10, 1-2 pm, "Building Joy-Centric Libraries"
  - Showcase Showdown will run through May; encourage participation
- YSD
  - Presidents Program not scheduled yet, but planning is in process
  - o Blue Hen Book Award vacancies

# **Committee Updates (as applicable)**

- Archives
  - Not present
- Communications
  - o If you have website updates, you can email Kaitlyn directly
  - o Form on DLA homepage for submissions to Bulletin/Social Media/Website
- Handbook and Bylaws
  - o Vacant
- Intellectual Freedom
  - Not present
- Legislative Action
  - DLA LAC sent survey to 57 candidates running for state office, 43 candidates received (some bouncebacks), 28 responded
    - Results on Legislative Action Committee page on website: https://dla.lib.de.us/legislative-action/advocacy-alerts-and-news/
    - Intent of survey is to gauge areas of concern so we can craft conversations and legislation for certified school librarian support

- EveryLibrary did a public survey of registered voters in Delaware about library support in November 2022
  - 900 registered voters responded; overwhelming majority supported additional funding and consider access to information
- Meeting October 3, will discuss social media toolkit for legislative action (Legislative Action Day likely Feb/March)
- With new legislators coming in February, will strategize sharing survey results

### Membership

- Software updates
  - Meeting with MembershipWorks early October to iron out final kinks with online form, will launch afterwards
  - Training for EB members for content sharing, membership lists
- Out of state membership not discussed

## Nominating

- No nominees for VP possible barrier is the Conference Planning piece, because it does include a lot of administrative work
  - Scott & Rachel Culver intended to do a preview manual of what VP entails, could be a good recruitment tool
  - There's a "Volunteer" page on the DLA website that lists open positions
- o ALA Councilor for next year
- Nomination for Treasurer for next year (Jaclyn)
- Scholarships and Awards
  - Not present
- Social Justice
  - No chair currently
- DDL Community Engagement Grants
  - The DLA Community Engagement Grant period will open October 15th and run through Dec 13th. Working on flyer now to send out for promotion.

#### **New Business**

#### **Unfinished Business**

- Vacancies
- Records management software
- Membership software
- Proposal for Administrative Coordinator (Long Range Planning team)

Next meeting – October 17, 2024 at 3:30pm (ZOOM)

Meeting adjourned 4:13 pm