

**Vermont Library Association**  
Midstate Library, Berlin  
September 13, 2017

**Voting Members Present:** Joy Worland, Margaret Woodruff, Kelly McCagg, Shara McCaffrey (remotely), Alana Verminski, Nancy Mark, Debbie Landauer, Stacey Knight, Adele West-Fisher (remotely), Angele Mott Nickerson, Marti Fiske, Steve Picazio,

**Non-voting Members Present:** Tom McMurdo, Jeanette Bair

**The meeting was called to order by Joy at 10:00.**

**MOTION:** Marti Fiske made a motion seconded by Margaret Woodruff

**TO APPROVE THE MINUTES OF THE MEETING HELD ON MAY 10, 2017**

**YES: 12**

**NO: 0**

**ABSTAIN: 0**

***Department of Libraries Update:*** Tom reported that Christine Steel, IT Consultant, resigned. Vince Livoti is starting on Monday as Special Services Librarian. The position was vacant for a few years prior to his hiring. The goal is to expand the services beyond vision impaired populations; to include the prisons and other underserved communities. April Shaw started recently as reference librarian and the main CLOVER contact Chrissy Geiler has been hired as Grants Coordinator. There are no updates regarding the department moving their offices. The courier contract will be decided in the coming months. Plan on zero subsidy for the coming year—previously VTLib was covering \$7.50 per stop (50% of cost). VTLib is researching the updating of standards and revitalizing continuing education services.

**OFFICER'S REPORTS**

***President:*** Joy reported the following:

- We have a Conference Chair – huge thanks to Jeannette Bair, Director of the Rochester Public Library for stepping up.
- Passport to Vermont Libraries is wrapping up for this year, with a celebration and awards gathering Saturday, Sept. 30<sup>th</sup>, 1pm at the Ainsworth Library in Williamstown.
- VLA was well represented at Comic Con. Ian Gauthier from the Aldrich Library in Barre organized participants from several libraries. They had a button maker, promoted library services, and raised \$97 for the VLA scholarship fund, 30% more than last year! There was some great costume wear, too!

- I have been in touch with Paul Carnahan at the VT Historical Society about the VLA archives. “Benign neglect” is how he described their current state. He has few records more recent than 2009. Ideally he recommends print copies of board meeting minutes, committee reports, budgets and financial statements, newsletters, conference programs, and any special projects or topics on which VLA took a public stand. Some of these are in the Google Drive and I have been working on organizing them. If anyone else has relevant material, please let me know so we can coordinate (especially financial records and minutes, Kelly and Shara?)
- We have tried to stay on top of sharing information from ALA about storm relief efforts and responses to recent tragedies. At the meeting we will discuss protocol for VLA as an organization in these and future situations.
- We are still in need of a Government Relations Committee Chair and a Tech Services Section Vice-President, although Margaret has been staying on top of Government Relations issues. Thanks for that, Margaret!
- There is a date for the Trustees & Friends Conference: Nov. 4<sup>th</sup>, 9-3:30 at Champlain College.
- There has been some effort to organize home stays for people traveling to the NELA conference; finding the right tool to match people who need space with people who have space is still being investigated.

**Vice President:** Cindy reported that she has submitted her report for the ALA conference. She also researched how many state chapters have executive directors. The answer is 27 of the 51 state chapters employ executive directors. She did not delve any further into salaries/stipends or duties, yet.

**Past-President:** Margaret reported the following:

- Working with core members of Government Relations Committee to revive the committee. Discussed possible options with Selene Coburn, former Government Relations chair. Current efforts focus on re-starting Engage , the ALA advocacy building program and development of a legislative agenda based on member feedback.
- Plan to revise website to make more interactive, including up-to-date links to ALA news bulletins and more dynamic version of program/research database.
- Met with Cynthia Greene from VT FEED at Shelburne Farms to look at possible collaboration between the Food Education EveryDay program and public libraries.
- Submitted application for Media Literacy @ Your Library program. Let me know if you’d like to join the team!

**Treasurer:** Shara's financial reports are attached.

**Secretary:** Kelly reported that she has been working on updating the conference chair MOU.

## **SECTION & COMMITTEE REPORTS**

**College & Special Libraries Section:** Alana reported that their fall program is Let's Get Together: Projects, Strategies, and New Approaches That Worked (Or Didn't!). It will be held Friday, November 17<sup>th</sup> at St. Michael's College. They are currently accepting proposals through September 15<sup>th</sup>.

Please use the following form to submit a proposal for a presentation, lightning talk, or a discussion round!

<https://goo.gl/forms/4xN3wn8fC5gwJqDz2>

Please contact the president and vice-president with any questions.

**Public Libraries Section:** Jennifer reported that they are reviewing lecture options for a winter program.

**Technical Services Section:** Stacey reported that they are still looking for a committee vice president. They will be posting information about nominations for the Birdie Award shortly.

**Friends & Trustees Section:** Nancy has no report at this time.

**Youth Librarians Section:** Adele has no report at this time.

**Awards Committee:** Lisa has no report at this time.

**Government Relations Committee:** See past president's report.

**Inclusion Committee:** Jessica has no report at this time.

**Intellectual Freedom Committee:** Angela reported that Banned Books Weeks is coming up! This year it will run from September 24th through the 30th. If you'd like to order official materials for the week you can order those through the [ALA website](#) but be sure to place your order by September 5th to insure you receive the materials on time.

**Membership & Outreach Committee:** Christine reported the following:

- As of September 5, we have 309 members for 2017.

- 71 members have included NELA in with their membership.

I would like to discuss how much money we should allocate to postcard mailings for reminder renewals for 2018. I'm not sure when these typically get mailed, so if anyone can clarify on the timing of those, that would be helpful. I'm also not sure who we have historically sent them to. Do we send them to:

- Whole list of current and expired members (965)
- Current and members who are expired for last 3 years (600ish)
- Current and members who are expired for one year (~470)

Let's discuss and see what makes the most sense to the group.

I believe Vista Print has been used in the past for the printing of the postcards. But again, I'm not sure if that has changed from the info I found from 2016.

- With Vista Print, I can choose 250, 500, or 1000 postcards. The last info I could find was from an order from 2016. I called Vista Print and asked what the cost would be for the same type of postcards we used at that time. She said they were a standard size and would cost \$84 for 500, \$105.00 for 1000. Shipping would cost \$8.99 for 5 day or \$7.99 for 8 day. There is also a 3 day option for \$23.99.
- Then there is the cost of postcard stamps at 34 cents. So a cost of \$170 for 500, \$204 for 600, \$328 for 965 if we send to everyone on our list.

Am I responsible for designing the postcard? If so, is there a design that we pull from to create each year's postcard? I'd rather not reinvent the wheel if it already exists somewhere.

I am working with the treasurer to update info on outstanding membership applications that Kelly marked as not having received payment for. There are 18 individuals and 4 institutional members that show an unpaid balance from before June 1. Not sure if this is a higher amount than the previous years. Once I confirm, I will follow up with those folks for payment.

Overall, the transition has gone well. It took me a while to figure out the formatting to give NELA what they needed, but they are now current with their info. And I'd love at some point in the future (not this meeting as I'm still working through things) to discuss possibly going from a spreadsheet format to a database format, as the spreadsheet is quite difficult to use for this purpose, with constant scrolling from one end to the other as opposed to being able to see everything on one page and being able to customize searches, find and/or edit a person instantly, etc. without a ton of copying/pasting/potential for lost info.

**Personnel Committee:** Sarah has no report at this time.

**Scholarship Committee:** Jami has no report at this time.

**American Library Association Councilor:** Marti reported that she came across these trends cards in reading the quarterly report of the Executive Director for the American Library Association. These are meant as talking points on a wide range of cultural trends for strategic planning. She highly recommends at least a quick read through them as they are useful to all industries.

#### Trend Cards

The Center has developed a set of trend cards (available for free download or for purchase from the ALA Store) based on the Center's trend collection. The trend cards can help library professionals talk with colleagues and members of the community, map how trends fit together or how they fit into their community, or spark innovation activities. A downloadable worksheet is also available.

Free download

here: [http://www.ala.org/tools/sites/ala.org.tools/files/content/LibraryoftheFuture/TrendCards/ALACenterfortheFutureofLibraries\\_TrendCards1\\_Duplex.pdf](http://www.ala.org/tools/sites/ala.org.tools/files/content/LibraryoftheFuture/TrendCards/ALACenterfortheFutureofLibraries_TrendCards1_Duplex.pdf)

**New England Library Association Representative:** Steve has no report at this time.

#### **NEW BUSINESS**

**Budget Overview:** Shara reported on the current state of the budget (see attachments). Debbie asked about the public libraries line and how firm those budgets are. Budget requests for 2018 should be sent to Shara and Joy by October 11<sup>th</sup>. The executive board will meet prior to the November 8<sup>th</sup> meeting to discuss all requests.

**Discussion about Making Donations to other State Associations for Relief:** Joy posed the question whether VLA wanted to get involved in sending donations to affected states. She recommended a donation at a level to show support (\$100). Shara wants a policy to define who we donate to. Marti suggested the creation of a relief grant budget line with a membership vote at the annual meeting. A clear policy will be in place prior to the vote.

**Membership Questions:** Voting members will be included in the google group, and non-voting members will be removed. Joy will ask Jessamyn to update the group.

**VLA Archives:** Please see the attached guidelines concerning what information we save and for how long. All records should be given to Paul Carnahan. VTLib may be able to provide centralized storage once they move to their new location.

**NELA Conference Update:** Marti reported that the NELA conference committee will be meeting later this month. She is responsible for planning a dine-around and providing extending your stay (tourism) information. NELA is looking for volunteers to assist speakers by making sure they have an extension cord, turn out the lights, etc. Contact Marti if you are interested in helping. We also need bodies to staff the VLA/NELA table in the exhibit area to pass out membership info, etc. VLA is paying for the reception on Sunday evening.

**Mentoring status:** Joy is interested in getting this program going for the organization. Adele and Joy will discuss this more next week.

**Meet-ups:** Adele is interested in organizing meet-ups for youth services staff. She will organize the Northeast, Caitlin Corliss is organizing from Essex, and Cat will do central VT. Debbie reported that Jennifer is looking to do this for the organization as a whole. Adele will reach out to Jennifer.

**VLA Conference Update:** Jeanette Bair is joining as conference chair. Margaret will provide Jeanette with all the past conference records. VLA and VSLA conferences are in close proximity—do we want to adjust our date? Alana reported that last year the committee based the date on the venue—who we could afford and picking a few dates that are available. Jeanette asked why we aren't inviting state politicians to the conference as a teaching/advocacy experience. Jeanette will schedule a meeting with the conference committee by the end of September.

**Upcoming Meetings:**

November 8—Burnham Memorial Library: 898 Main Street, Colchester

January 10—Joslin Memorial Library: 4391 Main Street, Waitsfield

March 14—Charlotte Town Hall: 159 Ferry Road, Charlotte

May 9—Sherburne Memorial Library: 2998 River Road, Killington,

June 13 (retreat)—Stowe Free Library: 90 Pond Street, Stowe

Host is responsible for providing internet access for remote attendance, driving directions, and refreshments.

**The meeting was adjourned by Joy at 12:03pm.**

Respectfully submitted,

Kelly L. McCagg  
VLA Secretary