

Vermont Library Association Board Meeting
October 10, 2012
Dean's Conference Room, Bailey/Howe Library, UVM
11am-1pm

Present: Deb Gadwah-Lambert, Helen Linda, Heidi Steiner, Lucinda Walker, Shara McCaffrey, Christine Friese, Charlotte Gerstein, Laurel Stanley, Wynne Browne, Joe Farara

Meeting Minutes By: Heidi Steiner

Meeting Called to Order at 11:02am

Approval of Meeting Minutes

Helen motioned to approve the August minutes and Lucinda seconded. ***Board unanimously approved minutes.***

Agenda Review

Discussing continuing education support and scholarships was added the agenda via email prior to the meeting. Upon the call for additional agenda items, Heidi added discussing the Nominations Committee and Amber added the strategic plan.

DOL Update (Christine)

Mara Siegel is putting together a meeting about MakerSpaces and will be bringing together non-library and library people. The VLTA Conference is coming up and Christine encouraged everyone to get their Trustees to register by November 3rd. Christine noted they are coming toward the end of grant from Google to add videoconferencing to libraries. Eight libraries will be getting hardware including a big screen to use Google Hangouts, Skype, etc. In deciding what the eight libraries are, they are trying to distribute them geographically.

Jeremiah Kellogg is running around the state helping libraries with their websites. A goal for DOL this year to get every public library a website and ensure things like Universal Class are listed. Amber showed Jeremiah's work for the Westford Public Library. Since the websites are in WordPress, Heidi asked if libraries were using Wordpress.com or self-hosting. Christine said it was mix, so Heidi recommended making sure those using hosting services other than Wordpress.com know the importance of keeping everything up to date for security reasons.

Section & Officer Reports

Deb (President) – Deb is pretty consumed with her new job and did not have much to report.

Cindy (Membership Committee Chair) – Cindy was not present, but reported via email that she will be sending out renewal reminder cards next month.

Charlotte (ALA Councilor) – Charlotte is making plans to attend Midwinter.

Laurel (Library Trustees Association Representative) – Laurel had nothing to report as Christine already discussed the VLTA Conference.

Wynne (Treasurer) – Wynne paid out the new Librarian Relief Fund donations and a few bills. We continue to have ample funds. Christine mentioned that though food costs are higher for this year's VLTA Conference, the speaker costs are lower than expected, so the event should still be within budget based on what the Board approved for funding.

Amber (Vice-President/Diversity Committee) – Under her Diversity Committee hat, Amber reported the Committee is going to approach diversity in a very broad way (elderly, race, sexual orientation, mental illness, poverty, corrections/re-entries). They are planning a program for the Annual Conference and hope to bring in folks from different organizations for a panel to address how libraries can help. They still have not decided on a name for the committee. Charlotte suggested Inclusion Committee. Heidi suggested Diversity and Inclusion Committee, but Amber noted that diversity is a loaded word in Vermont with a very singular connotation, so they are trying to stay away from it. The committee would also like to see a resources section on the website.

Shara (Personnel Committee Chair) – The Personnel Committee met last week and looked at the results of the Benefits Survey. They are preparing a short handout and presentation for the VLTA Conference and will have the final report prepared in time for the VLC. They hope to conduct the survey every 2-3 years. Shara will write up a blurb for the November Newsletter.

Helen asked about the academic libraries survey and it was determined the last was in 2008. Shara noted the two could be combined or separate, but if combined it would definitely have to be every 3 years so as not to be overwhelming. Shara thinks that we can conduct the survey more quickly over time the more regularly we do it. The next time she really wants to find a way to promote the survey more heavily. Amber suggested using an incentive.

Spinning off the discussion of the Diversity Committee, Shara noted if there is ever an issue with diversity in our libraries it can be reported to the Personnel Committee for help in dealing with it. Heidi mentioned that this is a good reason to have committee pages as part of the website redesign so we can better promote services and resources and show people what we do.

Lucinda (Public Libraries President) – Lucinda announced that Lydia Willoughby of the Westford Public Library is her new Vice-President. She ended up cancelling her e-book training because it conflicted with NELA. The training has not been rescheduled yet, but she will try to get it together for the November Newsletter.

Lucinda received an inquiry from Vermont Public Television about helping promote the Downton Abbey Ambassadorial Program's Experiential Weekend at the Essex Resort and Spa in January. There are multiple tiers for the weekend and the higher you go, the more swag you get. It is ultimately fundraising for VPT. The Board decided to announce the event to libraries via the VLA listserv and that they are welcome to do other related events, but nothing beyond that.

Heidi (Secretary) – Heidi got a box from David Sturges, the previous Secretary, full of old records. She still needs to go through it and look at Paul’s Archives Policy to figure out what to keep.

Helen (Editorial Committee Chair) – Helen asked everyone to please send their Newsletter stuff by the end of the month. She will work with Heidi on the website. Heidi has already provided some ideas.

Helen noted the NELA Conference is this coming Sunday-Tuesday in Sturbridge, MA and Maureen Sullivan is hosting a Leadership Brunch—a valuable experience for anyone interested.

There were a lot of new library directors at the Unconference and many were excited hearing about the Library Substitute Pool, but were not aware it existed. Helen is considering sending out postcards and will talk to DOL about the list of all libraries, as it needs to go to everyone, not just those who are in VLA. Christine noted the list is on the website.

Social Media Policy (Helen)

Last week was Banned Books Weeks. Helen made a comprehensive list of all the Vermont politicians and candidates Twitter handles and realized we should have a Twitter account if local politicians are using it, which they clearly are. Amber also noted that using a hashtag at conference is a great way to document the day and the Library of Congress archives all tweets. The Board decided on @VLALib for a Twitter handle. Kip and Helen will work on a Social Media Policy based on NELAs. Amber will share Bailey/Howe’s with them as well. They will have a policy prepared to present at the January meeting.

Off topic – Helen worked with consultant Stephen Spohn on the NELA Conference and suggested Guidebook for creating a conference app.

Continuing Education/Scholarships (Laurel)

We have extra funds and NELA is not doing as much with scholarships and continuing education support as they used to, so the Board decided it would be good for VLA to offer something. Laurel, Wynne and Helen wrote up guidelines for both a Scholarship and a Continuing Education grant, which they shared with the Board prior to the meeting.

How to administer the program is the big question. Heidi asked about due dates, but it is intended to be rolling applications. The amounts indicated are based on what other states typically offer. We will need to budget each year how much we want to make available. Heidi suggested making the Scholarship on deadline and the grants rolling. Lucinda suggested seeding the fund with \$5K now and Wynne concurred on doing so and adding \$2K (or whatever we can afford) each year to keep it solvent. The funds would then just continually rollover. The Board decided to postpone deciding for certain on allocations and timing for the Scholarship until the budget discussion in January. Wynne noted it will be easiest to do on a calendar year. Christine brought up addressing repeat recipients/applicants. Laurel noted the less we say in the documentation, the more freedom we have to decide. Consensus seemed to be having a March deadline and announcing the winner at the VLC.

A discussion of updating Quicken came up again. Shara noted that TechSoup helps registered non-profits get discounted software.

Was decided that VLA should probably have a standing scholarship committee, so Amber proposed creating the committee and Helen seconded. ***The Board unanimously approved creating a standing scholarship committee.***

Other Business

Nominations Committee – The Nominations Committee will consist of Amber, Heidi and Joe (VP, Secretary and Past-President). They need to determine what open slots we will have for 2013 and set a deadline for finding nominees. The Committee will prepare this information for the January meeting.

Strategic Plan – Amber pulled some of the older plans and is going to work on a new Strategic Plan with Deb via Google Doc. They will have something prepared for the January meeting.

Wynne noted we will need to approve the budget at the January meeting and asked everyone to be prepared to do so.

Meeting adjourned at 12:57pm.

Next Meeting on Wednesday, January 9th – DOL Midstate in Berlin at 10am



To: Executive Board of the Vermont Library Association
From: Martha Reid, State Librarian
Date: August 1, 2012

Subject: Department of Libraries' Agenda for FY 2013

Thank you for including me in your Executive Board Retreat for 2012-2013. It is my pleasure to share with you some information about what the Department of Libraries has planned for the year ahead – including some areas where our two organizations can work together to advance libraries and library services in Vermont.

1. Job Opening: Collections and Digital Initiatives Librarian

Re-classified from the former Head of Technical Services position

See job ad on the VLA website.

Review of applications will begin August 15.

Please spread the word! (with thanks to Helen Linda)

2. ALA National Library Legislation Day

May 6-7, 2013 -- Washington D.C.

(Orientation on May 5 for first-time attendees)

This is the year for a VLA representative to accompany me to the ALA briefing sessions (5/6) and visits to congressional offices (5/7).

3. Department Priorities for FY2013

State of Vermont Strategic Plan

LSTA Five Year Plan, 2013-2017 (approval expected from IMLS by October)

Both plans are on the DOL website; see also my article in our July newsletter, also on the DOL website.

Highlights:

- Broadband expansion, especially deployment of fiber optic connectivity in 42 public libraries in the Vermont FiberConnect Project and a new state-supported Wide Area Network (WAN) for internet service for these libraries.
- Catamount Library Network (Evergreen ILS)
First 5 public libraries to go "live" next summer (Brattleboro, Rutland, Ludow, Springfield, Waterbury)
- Replacement/upgrade of the Vermont Automated Library System (VALS) (2014-2017)
- Expanding and supporting the Vermont Early Literacy Initiative (partnership of: DOL, VT Public Library Foundation, Vermont Center for the Book)
- Explore statewide courier system (pilot project?) for Interlibrary Loan
- Expand e-content in the Vermont Online Library. Work with other state partners to make these resources free to all libraries (beginning with public libraries) and

universally available in Vermont. Include marketing and PR of the Vermont Online Library.

- Vermont libraries take leadership role in promoting and facilitating digital literacy skills/aptitude for Vermont citizens and students, continuing and expanding the work that began via the e-Vermont Community Broadband program. Digital literacy efforts will have an emphasis on:
 - Workforce development /jobs
 - Citizen access to E-Government services

4. Other Projects and Goals for FY2013

- New DOL website
- Revision of the *Minimum Standards for Vermont Public Libraries*
- Finish upgrades (furniture, etc.) at MLSC
- Google grant for videoconferencing project – to include videoconferencing at MLSC and in selected public libraries
- Introduction of webinar software for improved DOL communication and continuing education.
- Board of Libraries: VLA representative to attend meetings

5. e-Book/e-Content in Libraries: Summit in May 2013

- Preconference for VLA Conference?
- National speakers
- Discussions / Action planning (?)

6. Advocacy at State Level

- Government Relations Committee collaboration with State Librarian
- VLA member testimony at State House
- Showing link between expanded e-Government and libraries
- Statewide projects