

Vermont Library Association Board Retreat  
Thursday, June 13, 2019  
10:00-3:00  
Lanpher Memorial Library, Hyde Park

**Members present:** Amy Olsen, Amy McMullen, Mary Danko, Marti Fiske, Jason Broughton, Chenfang Yang, Michelle Beaulieu, Loona Brogan, Steve Picazio, Lisa Milchman, Cindy Weber, Susan Smolinsky, Amanda Merk, Christie Silkotch, Dana Rozycki, Marie Schmukal.

Meeting called to order by Amy Olsen at 10:02am

Amy welcomed everyone to the meeting. Introductions were made around the table.

MOTION: Cindy made a motion to approve the minutes from the May 9, 2019 meeting. Amy McMullen seconded. All voted in favor.

### **Treasurer's Report and Budget**

Susan presented the estimated 2019 YTD and proposed 2020 budget. VLA has purchased Quickbooks and Wild Apricot membership software subscriptions. This additional expense shows up in the Proposed 2020 Budget under Administrative Expenses (increase from \$785 in FY2019 to \$1800 in FY2020). There was a discussion over how to diversify and be creative in creating income sources.

After discussion, the group agreed that Susan should create a marketing/outreach expense line to include Comic Con, Passport, TOEC, and outreach events like that.

### **Review of Leadership Positions descriptions and expectations**

Given the new organizational chart, Amy Olsen recommended that we put off this review until after the new bylaws are in place. The need for better succession planning was expressed by several members.

### **News from Committees, Sections and Representatives**

- College and Special Libraries, Christy
  - Fall program November 8, VT Tech in Randolph, instead of mini conference, they are partnering with Vermont Consortium of Academic Libraries to host day-long workshop through ACRL

“Engaging with the ACRL Framework.” Limited to Vermont librarians since VCAL is paying for it.

- Looking at incorporating a mini meeting of their section at their fall event since few College and Special Libraries VLA members are in attendance at the May conference.
- Friends and Trustees, Dana
  - 108 people attended the Friends and Trustees Conference representing only 49 libraries. Dana would like to see a broader group of libraries represented in the future.
  - Goal for the year is to build more engagement (regional meetups, push to get people on the listerv).
- Government Relations & Advocacy, Cindy
  - Cindy does not have much to report from this committee at this time.
  - Margaret Woodruff has expressed interest in helping her and Peter Langella from VSLA wants to collaborate with us to have a state legislative day and other advocacy work.
  - One goal for this year is to get VLA using the Engage tool from ALA.

[adjournment for lunch at 12:03pm, called back to order at 1:04pm]

- Intellectual Freedom, Mary
  - Reviewing confidentiality age. Vermont is 16.
  - Remind members to let her know if there are any issues that come up at their libraries around intellectual freedom (e.g. DQSH pushback)
  - John Swan
- Public Libraries, Loona
  - Working with Joy to plan a prof dev summit for incorporated and/or 1 FTE staff libraries
  - Looking at GMLC digital content and how to expand offerings, especially additional copies of high-demand books. Jason added that the state is looking ahead to changes in the publishing industry in the next 5-7 years.
- Scholarship & Awards, Lisa
  - Award nominations have been falling off and some nominees weren't members of VLA (or lapsed members). Lisa looking to firm up guidelines for future nominees/winners. This issue is also coming up

with retiree recognition. Further discussion of this topic is tabled until the September meeting.

- As part of the org restructuring, the scholarship and awards committees will be merged. Intention is that new committee will represent Children's, Public, College/Special, and Trustee constituencies.
- Acknowledgement of MLS/MLIS recipients at conference has fallen by the wayside. Lisa would like to see this return.
- Membership, Amy
  - Amy will meet with Jessamyn for Wild Apricot (membership management) training. The new software will allow VLA to get an accurate count of members.
  - At November 2018 meeting, proposed Membership Fee increases were approved. Some ideas about increasing membership were shared. These will be explored at the next meeting.
- Conference, Loona
  - There is no report from the conference committee at this time.
- Outreach (VLA News/Web)
  - There is no report from the conference committee at this time.
- Archivist
  - Amy O reminded attendees that Paul Carnahan sent an email asking to collect VLA files for archiving. If anyone has files, please share with Paul.
- ALA, Marti
  - ALA is working on a major reorganization. First of recommended changes planned for 2021.
  - ALA still without a permanent Executive Director.
- NELA, Steve
  - Need someone to replace him as NELA rep
  - 4 Vermonters attending NELLs, Steve is waiting to hear back from them on funding requests.
  - NELA starting strategic plan process
- VT Libraries, Jason
  - Youth Consultant and Assistant State Librarian for State Library Advancement positions are open
  - Continue to focus on Continuing Ed
  - Level funded for this year
  - Jobline grant program is being phased out

- The next state library board meeting will be in July

#### Discussion/Looking Ahead/Strategic Plan

- Goal 1: Ensure the Sustainability of the VLA
  - **Action 2: Revise bylaws to reflect new organizational chart**  
Toni, Josey, and Stacy Benson have expressed interest in serving on a bylaw subcommittee.

**Action 3: Update the job descriptions, roles, responsibilities, expectations and yearly project timelines for each board member. Provide this documentation on the web.**

**ACTION ITEM: Executive Board will work with their sections and committees to get descriptions.**

**Action 4: Develop board orientation materials, including a binder for each board member that contains relevant documentation for their specific board position.**

Covered in Action 3.

**Action 5: Develop a system for board member recruitment that would formalize the process and allow for more diversity on the board.**

Discussed how president position used to switch between Publics and Academics and recruitment.

- Goal 2: Improve Old Relationships and Explore New Relationships Throughout the State for the Purpose of Pursuing Common Interests and Goals

**Action 4: Reestablish quarterly meet-and-greets for VLA members throughout the state.**

Interest in informal meet and greets.

**Action 5: Hold VLA bi-monthly meetings at non-VLA board member libraries and include the host library's staff for a round of discussion.**

September 12 at Sherburne Memorial Library, Killington. 10-12pm  
November 14 at Norwich Public Library, Norwich. 10-12pm



**Vermont  
Library  
Association**

**APPROVED 9/12/19**

January 9 at Stowe Free Library, Stowe. 10-12pm

March 12 at Howe Library, UVM, Burlington. 10-12pm

May 14 at undetermined location.

June 11 Full-day Retreat at Norman Williams Library, Woodstock.

ACTION ITEM: Amy O will reach out to southern library (Brooks) to inquire about hosting May 14 meeting.

ACTION ITEM: Marie will check with Kelly about how to set up remote participation.

Meeting adjourned at 2:52pm.