

**VLA Board Meeting  
January 10, 2008  
Middlebury College Library  
Middlebury, VT**

**APPROVED MINUTES**

9: 43 Call to order

(The meeting was late starting due to an accident that held up several members).

Present: Barbara Doyle-Wilch (presiding), Donna Edwards, Jessica Allard, Judah Hamer, David Brown, David Clark, Brenda Ellis (recording), Amy Howlett (DOL), Nancy Wilson, Sharon Thayer, Lisa von Kann, Gizelle Guyette, Helen Linda.

The Consent Agenda was approved.

Intellectual Freedom Committee Report of Activities Regarding Confidentiality Bill (Trina Magi). [Attachment A]

**Treasurer's Report and approval of Budget for 2008** (Donna Edwards)

Donna distributed the Year End Report for 2007; the VLA Budget 2008; the Budget Report January 10, 2008 Current Year [Attachments B, C, D]

**Adjustments were made to the 2008 budget as follows:**

**The Board discussed how to pay for the lobbyist.** We agreed to fund as much as possible from the budget to reduce the amount we have to raise by fundraising. In addition to the amounts budgeted for the lobbyist, we already received \$2,800 from donations.

Barbara moved to amend the budget and move \$1600 from VLA News Expense to Lobbyist Income, and move the \$3814 current conference income to Lobbyist Income to become \$5414 towards the \$16,000 needed (the rest will be met by fundraising). In addition reduce the Lobbyist Expense from \$17,000 to \$16,000 and level fund all areas that we did not hear from (i.e. keep same amounts as previous year). Judah seconded. The motion was approved unanimously.

**The board turned to the question about the NELLS (New England Library Leadership Symposium) Conference** (sponsored by NELA). There were 2 changes in the section of the budget for NELA. NELA Representative stayed the same, NELA Conference was changed to NELLS Conference and NELA Scholarships was changed to NELLS Scholarships. Gizelle recommended that we change the NELLS contribution to \$500 for each participant, with a goal of sending the 4 participants allotted to us, and therefore budget \$1,000 each year

to meet the \$2000 bi-annual request from NELLS. There was confusion as to whether participants are charged \$500 registration (which VLA needs to help fund separately through scholarships) or whether the VLA donation covers 4 participants at \$500 each (hence the request for \$2000) and scholarships are thus just for travel expenses to get there. It was decided that Barbara would get clarification on this and then email the board the information and take a vote by email.

**The following information re: NELLS occurred via email after the meeting:**

After the meeting Barbara emailed the board to explain the situation: she said "My understanding is that each state pays up to \$2000.00 for the conference. VLA had budgeted \$500.00 each year so a total of \$1000.00 should be available for the conference 2008." "Then there is also a \$500.00 per participant cost. VLA had budgeted \$200.00 to help pay this expense for participants." **For this year, Barbara moved "that we send \$1000.00 to NELLS but keep the scholarship funding at \$200.00." The motion was passed via email.** Thus the budget remained at \$500 for the NELLS conference and \$200 for NELLS scholarships (with the presumption we will budget these amounts in off years as well). According to an email from Donna (treasurer), "since the conference is held every other year we would send \$1000 and \$400 respectively the year the conference is held."

## **OLD BUSINESS**

### **Revisit NELLS funding as per request of Grace and Maria.**

This was discussed above with the budget.

### **Vermont Library Conference Update (Jessica)**

**The committee is meeting next week to finalize programs.** They have rented 18 computers so they can have technology classes at the conference site rather than have them at UVM. However, they will not have internet access because of \$150 cost per computer.

**The committee is looking at other conference sites for 2009 because the Sheraton charges so much for technology.** So far they haven't found a location that can handle our size all in one place. David suggested that Champlain College could in fact handle it if we used the gym or Memorial Auditorium for the keynote. However, there may be scheduling problems with Champlain.

Barbara commended Gizelle for stirring up interest in a program for childrens librarians operating on a shoestring. It could be a backup program if someone cancels or it could be done next year.

Barbara talked about having “stations” during cocktail hour so that people can learn about different areas of VLA.

Brenda mentioned that the VLC website needs to be up on the Vermont Libraries website as soon as possible.

### **Government Relations Update (Lisa)**

**The final legislative library study should be ready any day now.** Michael Chernick (head of the legislative committee) has been very open to our feedback. Much of our wording made it into the report.

**The Library Confidentiality bill is proceeding.** There has been some disapproval by parents regarding privacy for children.

**The Legislative Day for Vermont Libraries is coming up Jan. 18, 2008, 8:30 - noon.** There's a program at 10:30. Barbara Doyle-Wilch will do a welcome and authors Howard Norman, Philip Baruth, and Reeve Lindvergh will talk. There will be complimentary coffee in the cafeteria. A talking points handout has been posted on the website. The state house protocol and case statement handouts need to be added.

The committee has been working with our lobbyist John Shullenberger, who has been going to committees.

### **Advocacy Committee Update (Helen)**

**Helen noted that the committee can help with other things beside government relations.** They have mainly been doing PR for government relations but advocacy is more than PR. She asked that others let the committee know if they need help with any advocacy issues. Barbara suggested the committee work on the issue of broadband.

### **State Librarian Search Update (David)**

It is up to the State Board of Libraries to make the recommendation on the candidate. However, the entire search committee (3 members) can't call a meeting with VLA because of complications of having to make it a public meeting (open mtg. law). Therefore **VLA is hosting 3 meetings (members can call in) with just one search committee member, so that the committee can get input about what we want in a state librarian.** The committee has already had one meeting. The topics that came up that the state librarian should focus on (or should be qualities of the candidate) included:

- A leader with vision.
- Vision to include broadband access
- Libraries as places for work-at-home people/businesses

- Enhancing job skills to keep Vermonters in Vermont.
- Consolidation – smaller libraries part of bigger networks
- Union catalog and courier services

The next meeting will be Jan. 17<sup>th</sup> at the Brattleboro public library, 10 a.m. until noon. The 3<sup>rd</sup> meeting will be Feb. 8<sup>th</sup> (snow date 15<sup>th</sup>) at 10:30 a.m. at the St. Johnsbury Academy. Barbara asked David to report on the 3 meetings on the VLA website.

Jessica asked where the job is being advertised. It is being advertised on the VLA website, LIS jobs (Simmons Library School), New England Library Assoc., ALA, the Rutland Herald, and the Times Argus. Someone suggested also advertising through ACRL (Assoc. of College and Research Libraries).

## **NEW BUSINESS**

### **Silent Auction idea (Barbara)**

**To help with fundraising, Barbara suggested we try to do a silent auction during the Vermont Library Conference.** (She had considered organizing a “soiree” but after talking with someone she knows who organizes these types of things, she realized there was not enough time). Nancy Wilson volunteered to help get items from vendors. Jessica asked that we not go after library vendors because they are pursuing them for raffle items.

### **Other New Business**

**Donna brought up the Nynex checking account that’s to be used for training.** The Department of Libraries used a large chunk but there’s still some left and the bank is charging us \$10 / month. We need to use up the money or transfer it to cut out charges.

**Barbara will do another VLA president’s letter by the end of the month.** She will include the membership form. She will announce the conference keynote speaker and include the ALA report (from Nancy)

**Gizelle asked about “imagination library” – any plans to go statewide?** It’s a program sponsored by Dolly Parton. It was suggested she check with Nancy Wilson.

The meeting adjourned at 11:28 a.m.

Lunch was then served and board members used computers to work on VLA website training.

Respectfully Submitted,

Brenda Ellis,  
VLA Secretary

## **Attachment A**

### **FOR VLA BOARD MEETING CONSENT AGENDA January 10, 2008**

#### **Intellectual Freedom Committee Report of Activities Regarding Confidentiality Bill**

Submitted by Trina Magi, Chair

- Our bill has been introduced (S. 220) and can be tracked on the Vermont Legislature Web site. It has not yet been assigned to a committee.
- After our bill was submitted for formal drafting, the Vermont School Library Association voted to join the effort (with an exception allowing librarians to share records with parents in accordance with FERPA), and we have decided we want to eliminate from the sanction section the provision for an individual fine against a person who breeches confidentiality. We have requested that these changes be made to the bill as amendments.
- We mailed a letter and information about the bill to all VLA members before Christmas.
- We mailed a letter, information about the bill, a model policy, and a patron-oriented handout (suitable for photocopying) to all public and academic library directors last week. (Special thanks to Gail Weymouth for taking care of this mailing.) I am working to get these materials posted on the VLA Web site.
- State Librarian Sybil McShane has indicated that she has “permission” from the governor’s office to support the bill in principle, but will probably not talk about any specific aspects of it. She has also informed Secretary of State Deb Markowitz about the bill and suggested we send her a copy, which I will do this week.
- I have sent letters to the following informing them of our bill and asking for their support: Senator Sanders, Senator Leahy, Congressman Welch, Vermont ACLU, and Peace and Justice Center.
- We have prepared a list of librarians (public, school, and academic) who are willing to serve as “witnesses” before legislative committees to talk about the need for and merits of the bill.
- With the help of committee members, I’m currently drafting a list of anticipated questions with answers that we can use in responding to inquiries about the bill.
- I’ve received a call from a library patron and mother who is concerned about the privacy our bill affords to children. We will address this issue in the list of anticipated questions. I have done an analysis of other state library confidentiality policies posted on the ALA Web site and found that the vast majority (33) make all patron records confidential with no exceptions for minors. Only 10 make some allowance to release records to parents of minors or children under a certain age. So we’re not doing anything extreme in our bill and have plenty of company across the country.

## Year End Budget Report 2007 - 2007

1/1/2007 through 12/31/2007 Using Amended VLA Budget 2007

1/7/2008

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Category Description	1/1/2007 Actual	- Budget	12/31/2007 Difference
<b>INCOME</b>			
Advertising Income	175.00	200.00	-25.00
CAYAL Income	725.00	1,000.00	-275.00
College Special Libraries Income	180.00	300.00	-120.00
Conference Income	3,814.00	2,000.00	1,814.00
Government Relations Income	0.00	200.00	-200.00
Intellectual Freedom Income	0.00	235.00	-235.00
Membership Income	11,540.00	12,000.00	-460.00
Public Libraries Income	0.00	500.00	-500.00
Tax Preparation Income	425.00	475.00	-50.00
Vt. Lib. Trustees Assoc. Income	712.00	250.00	462.00
<b>TOTAL INCOME</b>	<b>17,571.00</b>	<b>17,160.00</b>	<b>411.00</b>
<b>EXPENSES</b>			
ALA Councilor Expense	2,655.51	2,000.00	-655.51
ALA Dues	110.00	110.00	0.00
Awards Committee Expense	3,481.57	3,697.00	215.43
Bulk Mailing Permit, PO Box rental	244.00	185.00	-59.00
CAYAL Expense	1,134.33	1,000.00	-134.33
College Special Libraries Exp.	188.82	300.00	111.18
DCF Conference	0.00	400.00	400.00
Donations Expense	100.00	300.00	200.00
Government Relations Expense	342.50	575.00	232.50
Intellectual Freedom Expense	100.00	100.00	0.00
Lobbyist Expense	16,769.72	17,000.00	230.28
Membership Expense	31.01	600.00	568.99
NELA Representative Expense	150.00	465.00	315.00
Personnel Committee Expense	230.00	430.00	200.00
President Expense	526.85	200.00	-326.85
Public Libraries Expense	0.00	500.00	500.00
Secretary Expense	0.00	50.00	50.00
Tax Preparation Expense	425.00	475.00	50.00
Treasurer Expense	189.50	50.00	-139.50
Treasurer's Bond Expense	90.00	90.00	0.00
VLA News Expense	2,632.22	3,200.00	567.78
Vt. Library Trustees Assoc. Exp.	788.75	250.00	-538.75
Web Site Design Maintenance	325.00	225.00	-100.00
<b>TOTAL EXPENSES</b>	<b>30,514.78</b>	<b>32,202.00</b>	<b>1,687.22</b>
<b>OVERALL TOTAL</b>	<b>-12,943.78</b>	<b>-15,042.00</b>	<b>2,098.22</b>

## VLA Budget 2008

VLA Budget 2008

Total

	Total
<b>Income</b>	
Advertising Income	50
✓ CAYAL Income	900
College Special Libraries Income	300
Conference Income	2,000
Government Relations Income	200
✓ Intellectual Freedom Income	0
Lobbyist Income (State Aid for Pub. Lib.)	16,000 0 (5,414 + rest from fundraising)
✓ Membership Income	12,000
Public Libraries Income	500
Tax Preparation Income	475
✓ Vt. Lib. Trustees Assoc. Income	500
<b>Expense</b>	
✓ ALA Councilor Expense	-2,400
ALA Dues	-110
✓ Awards Committee Expense	-150
Bulk Mailing Permit, PO Box rental	-185
✓ CAYAL Expense	-900
College Special Libraries Exp.	-300
DCF Conference	-400
Donations Expense	-300
Government Relations Expense	-575
✓ Intellectual Freedom Expense	-262
Lobbyist Expense	-17,000 -16,000
✓ Membership Expense	-600
NELA Conference - NELLE	-500
NELA Representative Expense	-465
NELA Scholarships - NELLE	-200
✓ Personnel Committee Expense	0
✓ President Expense	-500
Public Libraries Expense	-500
✓ Secretary Expense	0
Tax Preparation Expense	-475
Treasurer Expense	-50
Treasurer's Bond Expense	-90
VLA News Expense	-3,200 -1,600
✓ Vt. Library Trustees Assoc. Exp.	-500
Web Site Design Maintenance	-225
Total income:	16,925
Total expenses:	-29,887
Difference:	-12,962

## Budget Report January 10, 2008 - Current Year

1/1/2008 through 12/31/2008 Using VLA Budget 2008

1/8/2008

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Category Description	1/1/2008 Actual	- Budget	12/31/2008 Difference
<b>INCOME</b>			
Advertising Income	0.00	50.00	-50.00
CAYAL Income	0.00	900.00	-900.00
College Special Libraries Income	0.00	300.00	-300.00
Conference Income	0.00	2,000.00	-2,000.00
Government Relations Income	0.00	200.00	-200.00
Intellectual Freedom Income	0.00	0.00	0.00
Lobbyist Income (State Aid for Pub.Lib.)	2,800.00	0.00	2,800.00
Membership Income	1,625.00	12,000.00	-10,375.00
Public Libraries Income	0.00	500.00	-500.00
Tax Preparation Income	0.00	475.00	-475.00
Vt. Lib. Trustees Assoc. Income	0.00	500.00	-500.00
<b>TOTAL INCOME</b>	<b>4,425.00</b>	<b>16,925.00</b>	<b>-12,500.00</b>
<b>EXPENSES</b>			
ALA Councilor Expense	475.00	2,400.00	1,925.00
ALA Dues	0.00	110.00	110.00
Awards Committee Expense	0.00	150.00	150.00
Bulk Mailing Permit, PO Box rental	0.00	185.00	185.00
CAYAL Expense	0.00	900.00	900.00
College Special Libraries Exp.	0.00	300.00	300.00
DCF Conference	0.00	400.00	400.00
Donations Expense	0.00	300.00	300.00
Government Relations Expense	75.85	575.00	499.15
Intellectual Freedom Expense	0.00	262.00	262.00
Lobbyist Expense	0.00	17,000.00	17,000.00
Membership Expense	0.00	600.00	600.00
NELA Conference	0.00	500.00	500.00
NELA Representative Expense	0.00	465.00	465.00
NELA Scholarships	0.00	200.00	200.00
Personnel Committee Expense	0.00	0.00	0.00
President Expense	0.00	500.00	500.00
Public Libraries Expense	0.00	500.00	500.00
Secretary Expense	0.00	0.00	0.00
Tax Preparation Expense	0.00	475.00	475.00
Treasurer Expense	0.00	50.00	50.00
Treasurer's Bond Expense	0.00	90.00	90.00
VLA News Expense	0.00	3,200.00	3,200.00
Vt. Library Trustees Assoc. Exp.	0.00	500.00	500.00
Web Site Design Maintenance	0.00	225.00	225.00
<b>TOTAL EXPENSES</b>	<b>550.85</b>	<b>29,887.00</b>	<b>29,336.15</b>
<b>OVERALL TOTAL</b>	<b>3,874.15</b>	<b>-12,962.00</b>	<b>16,836.15</b>

Account Balances Jan. 7, 2008 - As of 1/8/2008

As of 1/8/2008

1/8/2008

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Account	1/8/2008 Balance
<b>Bank Accounts</b>	
Certificate of Deposit	1,711.73
Checking	19,065.06
Checking 2-NYNEX-NYNEX Grant Money	1,179.16
DOL-Summer Reading-DOL - Summer Reading	1,479.01
J. Swan Endowment-Certificate of Deposit	9,998.43
J. Swan Lecture Series	593.81
<b>TOTAL Bank Accounts</b>	<b>34,027.20</b>
<b>OVERALL TOTAL</b>	<b>34,027.20</b>