

Connecticut Library Association – Executive Board Meeting

Middletown Library Service Center

December 2, 2010

I. Call to Order: Debbie Herman called the meeting to order at 10:05 a.m.

II. Board Introductions: Board members introduced themselves.

III. Approval of minutes: Mary Etter moved to approve the minutes of the November 4, 2010 meeting; seconded by Carl Antonucci. The minutes were approved unanimously.

IV. Announcements

A. Debbie Herman is filling in for Kirsten as webmaster

1. The Committee/Section pages should be viewed by chairs to ensure correct information is present. Updates should be provided if necessary. Also photos are needed for the Committee Page as well.

B. There will be an executive session held on January 6, 2011 to discuss the budget, the association's relationship with the Connecticut Library Consortium (CLC) and the State Library, and a possible StarChapter training session.

V. Old Business

A. StarChapter implementation

Debbie Herman: Debbie Herman, Jaime Hammond, and Alison Wang sat in on a kick-off conference call with StarChapter. There are some decisions that still need to be made in regards to the design, the database, and ecommerce options. They were pleased with its responsiveness – within an hour they were able to make a mock website that closely matches CLA's current site. The software has the capability to add more photos, making it possible to share more information and images. It will also help to standardize and streamline membership processes and procedures.

B. Association Executive Secretary update

Sandy Rosado was helpful in drafting a new "Recording Secretary" board position to be added to the Association's bylaws. The proposed wording also leaves the door open if there is a decision made to outsource the duties of the secretary role at some point in the future.

Mary Etter recommended the board review the newly created position before submitting the revised Bylaws to legal review.

One typo fixed: “will perform other the function” was changed to “will perform other functions.”

Discussion: There was some discomfort about leaving the language in about contracting out the position. The other board positions do their work without pay and the organization does not have the funds. It has been difficult historically to recruit volunteers for the secretary position. Originally it was more than just the meeting minutes, but also ran the office for the organization. If the position returned to being a paid one, it would not have voting privileges on the board. There was concern expressed about what happens in years in which it is difficult to fill the position. This was responded to by asking the same of the Treasurer position. It was suggested that the lawyers should be asked whether an alternative position should be in the Bylaws.

After much discussion, the board gave its assent, with one member in opposition, to submit the revised bylaws, including the new Recording Secretary position, for legal review.

C. Treasurer’s Report

Alison Wang: The treasurer’s report is up-to-date as of October. The organization is still in good shape financially and still profitable as of October. The Support Staff and College sections have brought in money and the Public Library Section had a program that is not reflected on the report.

Correction: The \$46,000 budgeted to CLASS should be \$4,600.

Expenses: The Scholarship line should read \$3,750.

Alison Wang will correct the amounts in the budget report.

Organization sections and members should allow 20 business days to process reimbursements since the organization only has access to the bookkeeper for a limited time each month. Vendors should be informed about this possible delay.

VI. New Business

A. Customer Service Committee Update

Jennifer Keohane announced that the Customer Service Committee is being revived. It used to be a committee of one person and they now have three volunteers. There was a reading of the Customer Service Committee's mission. It was asked whether there is anything more that the Board wants from the committee. They are offering three workshops at the CLA Conference in May 2011: Finding the Common, Networking Ahead, and the third is undetermined now.

It was also asked whether this committee fit better as a section or committee in the organization. Since it is more member support and not focused on the internal organization, is it better suited as section? They would need fifteen people to create a new section, so it was proposed that they try to get this number this year and make it a section next year.

We probably will not see any other programs before the Conference, but there may be more programming in the summer and fall. Right now they would rather stay a small committee focused on programming than spending effort to increase the membership.

B. Proposed change in membership year

Jaime Hammond: New chapter software allows easier management of members and a reduced amount of logistics needed for member tracking. This allows for a shift from a membership year based on the organization's fiscal year to one based on anniversary date.

Concern was raised about how to deal with the change in the flow of money. It was pointed out that currently most anniversary dates will still be the end of June and will mirror the current situation. The anniversary date provides a better membership incentive, as members will get a full twelve months on their registration.

There was some examination of the language for the requisite Bylaws change, specifically when the membership year would start-- on receipt date or the start of the following month? A question was raised about whether it should count on the date that payment was made rather than on payment receipt.

Other concerns were raised about dealing with the conference costs if more membership renewal dates shift closer to the conference dates. Alison Wang responded that it would not affect the conference, since the financial plan already accounts for it, but it may affect other finances.

This change would have to be made in the Bylaws and would need approval with the other changes. There is hope that it will be presented in the first wave of changes.

A couple of other points were raised including a suggestion for membership gift certificates, and the capability of e-commerce for things like membership pins.

C. CLA Archives

Gerald Seagrave: Gerald offered a couple of pieces from the CLA archive for presentation, including the CLA Constitution from 1917. According to Gerald, some of the archives (until the 1980s) are located at the State Library, and the more recent items are stored at the Police Academy Library for now. The location of the items in the State Library is known. The archive generally receives items from the sections and committees and gets two to three questions per year. There was talk about a potential project to digitize the documents, perhaps as an internship for library schools. There was a question raised about the organization's retention policy, where it is kept and in what form. The point was made that the website is not really preservation medium. Also, would it be better if everything were to be combined into a central repository at a place like the State Library?

D. Final note

There was a reminder to renew membership and to make sure that all the members in the sections and committees are paid members.

VII. Reports

Vice-President: Betty Anne Reiter reported that 2 people have agreed to chair the 2012 Conference: Steven Cauffman and Amy Terlaga.

Region 3: Discussion about December meet up scheduling, and meet up times and locations in general.

State Library: Ken Wiggin thanked everyone for providing their statistics on time. The good news is that library use is up, but statistics show a drop in library funding and staff. They are the lowest since 2000. He hopes that the press will pick up the significance of these statistics. Efforts are going well to try and prevent the elimination of printed transcripts of the State Assembly sessions.

Region 2: The director of the Cora Belden Library in Rocky Hill is retiring. In West Hartford there are two vacancies for nonprofessional positions – library technician and computer technician.

CLC: The Connecticut Library Consortium is still undergoing strategic planning. There are negotiations focusing on specific types of libraries, currently with school libraries. They are working on applying for the Laura Bush 21st Century grant aiming to develop a program to recruit librarians and new professionals. There has been lots of interest in this program, and the hope to run about 150 interns through this project. Even if they do not receive the grant, the internship program will proceed, just on a different scale.

Editorial: There was a survey in the latest issue of the newsletter. The results show that most people are fine with an online only newsletter, but the people who want print copies want it desperately. The amount of effort needed to round up content is more important though. Kate suggested that the revised editor position should focus on online content. There were varying opinions about the website design. There was also a call for end of the year book reviews.

Conference: There is a tentative schedule in place. The committee is unsure about which day is the busiest. They are working on options for food at the conference. David Boudinot is working hard on the exhibitors and sponsorships.

Legislative: There is some uncertainty with what the state government is doing and what is going on with the current governor. The committee is planning to meet to review what is going on. The new governor is going to face an extremely difficult budget situation. The committee has made some suggestions to the government, since there is still a need for money for construction, renovations, and retrofitting. They have candidates for the legislative intern positions. The committee is working to find out the positions of the new representatives and senators. We cannot back down on advocating for libraries.

NELA: One of its projects, a special coffee blend called Reader's Roast, is available for sale now. It is going to be available at the NELA conference and for state conferences and individual libraries if they want them.

VIII. With no further business, a motion to adjourn was made by Mary Etter; seconded by Betty Anne Reiter. The meeting adjourned at 11:50 a.m.