

Connecticut Library Association-Executive Board Meeting
Middletown Library Service Center
November 4, 2010

- I. Call to Order: Debbie Herman called the meeting to order at 10:00 a.m.
- II. Board Introductions: Board members introduced themselves.

III. Approval of minutes – The minutes were approved as amended (corrections noted below)

- Region 6 update – strike the 50% in reduction. One-book program correction– discussed her memoir and there were 400 people – biggest attendance for one book, one region to date.
- Region 2 update – Assistant director at Rocky Hill retired.
- Governor was looking at 15% reduction, not 25%.

Peter Ciparelli moved to accept the corrected minutes; seconded by Barbara Bailey. Epstein, Boudinot, and Etter abstained. Motion approved.

IV. Announcements:

Chris Bradley is now acting director at Norwalk Public Library and has resigned as Grants Committee chair. If you have suggestions for replacement, let Debbie know.

V. Old Business

a. Last month's discussion on revision to our bylaws

Mary Etter: Bylaws revision doesn't require an executive vote. Comments are easy to incorporate. The bylaws committee thought revisions looked good. Membership Committee thought there was a typo. You do have to be a member to be an officer.

b. Terminology for Roundtable or interest group

We have an ad hoc committee that's been talking to CLC about the terms. No problem calling a CLA roundtable an interest group.

c. Should we leave the wording about nonprofit status as is? Yes, unless the Development Committee's activities impinge on this.

Assent of board given to take it to next step. Sandy Rosato and Mary Etter will bring this to a nonprofit lawyer. Then it will be put out for electronic vote to membership.

Other discussion:

Should we strike the phrase "related activities"? Hammond observed that it is such a loose term, and the membership committee didn't know what purpose it served.

Ken brought up archives as a related activity. It was agreed that Archives is under the umbrella of “library service.” Publishing is under business member category. Regular member changed to personal membership – everyone is clear on that.

Herman asked if we should have additional discussion about institutional membership. Discussion about changing “institutional member” to “institutional supporter” ensued. It was decided that changing the wording, while it had advantages, would make it difficult for libraries to explain CLA dues to funding agencies. Advantages offered to institutional members were discussed. Institutional members used to get print copies of CT Libraries and were the only ones allowed to post jobs on the CLA job board.

Board members were urged to remember that lobbying is a major function of CLA and all libraries benefit from that tremendously. CLA will also support libraries that are facing challenges. CLA needs to promote these benefits more.

It was also suggested that CLA list all institutional members on its website.

Membership and Publicity can work together on promoting these benefits and generating more ideas for institutional members.

Is there a general consensus to proceed with the changes? Yes.

d. Association Executive Secretary

We will handle minutes ourselves as a cost saving measure. At our last meeting, Sandy Rosado reminded the board that we have a position in the bylaws. Debbie read the article and the way it’s worded implies a paid position.

Options:

We could change bylaws to create a secretary position.

History of secretary position: no one wants to take notes. There still has to be a secretary to sign on legal documents, which is why the treasurer position is secretary/treasurer.

Randi Ashton-Pritting suggested that for now, we can rotate and in next fiscal year we can add a secretary to the slate. Make it a voting position. Let’s start process to create description.

We’ll rotate note taking duties for the rest of the year until bylaws can be approved.

e. Sponsorship request for NELLs symposium.

Alison Wang: The symposium is valuable. CLA summer institute typically generates \$1,000. She proposed that our Leadership Institute could be a feeder for NELLs and suggested that CLA give \$1,000 this year. Next year it will be a line item in the budget. On average CT sends 4 people to NELLs. It benefits our libraries.

Mary Etter commented that this is what NELLs was put together to do. It can be spread out so it's an even amount of money year to year (since it's an every other year program).

Jaime Hammond stated that when you finish ALA Emerging Leaders, you're supposed to join an ALA committee. We could say NELLs people are strongly encouraged to serve on CLA board or join a committee, etc. Beth Crowley confirmed that NELLs alums were required to serve for CLA or NELA.

Mary Etter moved that CLA budget \$1,000 this year in support of NELLs to be followed by another \$1,000 in 2011/12; seconded by Peter Ciparelli. Motion passed unanimously.

VI. New Business

a. Budget report.

We put a deposit down for venue and speakers for CLA Conference.

Beth Crowley reported income of about \$800 from Children's section meeting.

Alison Wang reminded everyone that if you have cash, please deposit it and write a check to CLA or get a money order.

There was discussion about the CLASS budget and Alison will double check some of the numbers.

b. Strategic Plan

Barbara Bailey suggested the board reach a consensus on Mission, Vision, and Core Values. At the December meeting, we'll look at Goals.

Many of the Vision and Core Values were adopted in 2004.

It was observed that Capitalized "State" implies State library. A suggestion was made to change the phrase "State's libraries" to "Connecticut's libraries". Other grammar issues were discussed. Notes should be added to the wiki.

Herman noted that advocacy is central to CLA's mission and one of the only things that we alone do and asked that advocacy be moved up in the mission statement.

c. Approval of MLS minimum salary guidelines for 2011-12

We don't want to inflate expectations in a depressed economy. We've had a 3% deflation rate since 2008. The Career Development Committee's recommendation is to keep it at the same level. Smaller libraries can't meet higher levels.

Jaime Hammond moved to approve the salary recommendation of the Career Development Committee; Linda Avellar seconded. Motion passed unanimously.

d. Chapter Management Software

Debbie and Jaime have been looking at membership management software, functionality and cost being the primary considerations. The options were narrowed down to 2 packages: Wild Apricot and StarChapter. Of the two options, they recommend StarChapter as a better fit for CLA.

It does both membership and conference functions – it can pull information back and forth between membership and conference modules. It will check membership status when registering people for programs.

The company provides on-going training. All of the references said the training was great and their board members took to it easily. This will provide a consolidation of systems – we'll save some money, even.

Any board member can get a demo, but there is urgency because our contract with Thriva (the conference software we've been using) has ended. Herman reminded the board that CLA did allocate money for this in the FY10-11 budget.

Linda Avellar moved to approve the purchase of StarChapter; seconded by Beth Crowley. Motion passed unanimously.

VII. Reports

Editorial: Please send any announcements for the newsletter to Kate Sheehan. Also, take the poll that will be posted with the issue.

Book Festival Gala: Reservation deadline is November 12. If enough people don't register, the gala will be canceled.

Legislative: The Management Committee of the General Assembly intends to save money by no longer transcribing public hearings. Intention is to keep doing sessions, but many bills are passed by voice vote. There will be mp3s. This will limit public access to what's going on in the Legislature.

Jaime Hammond asked if there would be any provisions made for people who are hearing impaired. Ken Wiggin replied that he has raised the issue, but hasn't gotten a clear answer.

They're also going to stop printing bill copies. This is a major decision, and a public hearing is scheduled on Nov 18th at 2 p.m.

Debbie Herman showed the Legislative Committee's bookmarks that will be distributed to legislators.

Publicity: Linda Avellar reported that the "PR Tune Up" is on Tuesday. 20 people have signed up, which is the maximum. The workshop will be in a "Speed mentoring" format.

Customer Service: Jennifer Keohane will be doing a call for members of the Customer Service Committee. The Customer Service Committee has submitted 2 programs for the CLA Annual Conference.

Conference: Caitlin Augusta announced that at the next meeting the conference committee will have a tentative conference schedule. David Boudinot went to NELA and lobbied vendors and got a good response. Vendors like the Stamford location.

CULS: College and University section had its program, which 48 people attended. The section made \$850-\$900.

CLASS: Debbie Herman reported the CLASS conference was wonderful and had around 77 people in attendance. The morning speakers were 2 paralibrarians from MA who were empowering and positive. The entire conference was a good antidote to feeling beaten down and overworked.

VIII: Adjournment:

**Motion to adjourn was made by David Boudinot; seconded by Peter Ciparelli.
Motion passed unanimously.**