

NLA DRAFT Meeting Minutes
June 15, 2018
10am -- 2pm
Bennett-Martin Library (Lincoln)

In Attendance: Becky Baker, Andrew Cano, Scott Childers, Micki Dietrich, Anne Heimann, Kathryn Kelley, Matt Kovar, Angela Kroeger, Tim Lentz, Rebecca McCorkindale, Euem Osmera, Courtney Pentland, Joe Pittman, Terri Rickel, Amy Wenzl, Harriet Wintermute

I. Welcome & Introductions

- A. Pat Leach welcomed the group to the Bennett-Martin Library and shared information about Lincoln City Library's current campaigns and initiatives, including a new central library and the importance of reading to kids ages birth-5 for 15 minutes a day to prepare them for school. They are also in the middle of their summer reading program, of course.

II. Call to Order - Andrew Cano 10:03am

A. Announcements

1. Conference program update (Rebecca McCorkindale)

- a) Rebecca reached out to the presenters who were accepted. She has not yet contacted the 9 presenters who were not selected, but may suggest poster session to them. There were no bad proposals, just limited times available.
- b) There was some confusion about the conference registration form. pre-conference workshops and special events needed to be selected from drop down menus available when you click on the day of the event. This was not readily apparent. Language was changed on the form to help attendees find these events.

2. Conference exhibitors/registration update (Joe Pittman)

- a) There are 17 exhibitors currently registered, and Joe is now making phone calls to previous exhibitors who we haven't heard from yet. Joe is also setting up a postcard mailing to previous exhibitors later this month.
- b) Oomf is providing USB and lightning cable battery power packs for attendees to use on site to charge their phones or tablets for free, basically in exchange for the free publicity of the product.
- c) We should not need quite as many volunteers this year since Joe and his company will be staffing registration, helping with a/v needs, etc. so volunteers don't miss out on too many sessions.

B. Approval of the Agenda and Consent Agenda

1. Motion to approve the Agenda and Consent Agenda: Kroeger. Second: Childers. Vote: Motion Carried.

C. Secretary's Report

1. The notes for the April Goals Workshop were sent to all board members. No action was taken during the workshop as it was not a formal meeting. No minutes need to be approved for that workshop. At the request of the board, starting with this June meeting, the draft board meeting minutes will be made available to the membership on the website within 1 week. The Secretary will have them sent to the board to check for any large mistakes within 3 business days of the meeting, before they are publicly posted. The March board meeting minutes need to be approved.
2. Motion to approve the March 16, 2018 board meeting minutes: McCorkindale. Second: Kroeger. Vote: Motion Carried.

D. Treasurer's Report

1. The 2016 tax return has been filed. Matt is now working on the 2017 return. We passed the extension date for 2016, but we didn't get a fine. We got an extension for 2017 as well, so we have until November to file the 2017 return.
2. Starting after this quarter, Matt will prepare a quarterly report. Last quarter's allocations as well as this quarter's allocations to Sections and Round Tables (S&RT) will be paid out soon.
3. There were previous issues determining what comes into Affinipay through credit cards and where it goes, so Matt is working with the auditing committee so this can be standardized and coded correctly in the future.
4. An annotated budget will be in the next member newsletter which should help members better understand what line items really mean or are really used for.

III. Old Business

IV. New Business [Order of items subject to change based on availability of ASL interpreter for Item D]

A. Bylaws/Handbook reconciliation (Christine Egger & Angela Kroeger)

1. Christine reported that a lot of the 2015 changes to the bylaws and handbook had already been implemented when she received the bylaws. The amendments since 2015 have also now been included with the reconciliation. Now, the goal is to streamline both documents for the future and clear up any confusing language, mostly in the Handbook.
2. Christine color coded the documents to help the board clear up some confusing sections.
3. The board would like the Handbook to refer readers to the signed contracts rather than repeating job descriptions included in the contracts for NLA employees.
4. Motion to authorize the Bylaws and Handbook Committee to revise the Handbook as they see fit and bring this entire revised handbook document to the board for approval or further revisions at the September board meeting: Wenzl. Second: Rickel. Vote: Motion Carried.

5. Proposed changes to Bylaws Article 8, Sections 3-4 by the committee:

a) Section 3

- (1) Strike "~~to be published in the Official Publication of the Association~~" replace with "to be published by the Association". It is unclear what constitutes an official publication.
- (2) Strike "~~including a financial report~~" in the fourth sentence
- (3) Change the final sentence to "Each Section Treasurer shall submit financial reports to the Association Treasurer upon request." Not all sections have a separate Treasurer now, and it is felt unnecessary by the board.

b) Section 4

- (1) Strike the sentence "~~The minimum allocation to each Section shall be One Hundred Fifty dollars (\$150),~~" as it is confusing with our new dues structure.

c) Motion to approve forwarding these four proposed changes to the membership for a vote with the August elections: Wenzl. Vote: Motion carried.

B. 2021-2024 Conference Location Decision (Andrew Cano)

1. Only 22 members responded to the membership poll regarding which location they would prefer for the 2023 conference, but 14 of the 22 selected Kearney. Many of those members were also from the Southeast Library System area, leading the board to believe even the eastern membership would like to see another conference in Kearney.

2. After discussion, motion to give the Executive Director the authority to sign conference venue contracts, subject to board approval: Baker. Second: Kroeger. Vote: Motion Carried
3. After discussion, motion to approve the following future conference locations:
 - a) 2021 Embassy Suites in La Vista
 - b) 2022 Younes Conference Center in Kearney
 - c) 2023 Younes Conference Center in Kearney
 - d) 2024 Embassy Suites in La Vista

Motion: Baker. Second: Kovar. Vote: Motion Carried.

4. There was further discussion and clarification with Courtney Pentland, NSLA Liaison, that NSLA will be working with their membership to determine if they want to separate NSLA entirely from the annual NLA Conference and determine year-to-year whether their annual, Saturday conference will line up well with the NLA annual conference and Golden Sower Awards. There is also the option of a reduced conference presence instead of a complete separation. Once NSLA has a final decision from their members, they will let NLA know. As far as we know, there is no contract between NLA and NSLA regarding a shared conference, other than an excel document which contains the formula to split conference profits.

C. Membership Committee formation (Andrew Cano & Joe Pittman)

1. At the April Goals Workshop, the board agreed that we need to make the creation of a membership committee a priority. An ad hoc committee for 2017/18 can work to put a permanent committee in place after a membership vote at the 2018 annual meeting. The Membership Committee would work closely with the Executive Director, under his general direction. It is believed there should be a three pronged approach to the membership committee charge. The recommended three prong charge includes:
 - a) Recruitment
 - b) Retention
 - c) Engagement
2. Membership of the Committee will include:
 - a) A Diversity Committee representative
 - b) A NMRT representative
 - c) Up to 4 at large members
 - d) The Executive Director
3. After discussion, motion to approve the creation of an ad hoc Membership Committee of up to 6 members, including a representative of the Diversity Committee and the New Member Round Table, for the purposes of member recruitment, retention, and engagement: Wenzl. Second: Kroeger. Vote: Motion Carried.
4. Lapsed Members
 - a) There was some discussion about when general members should be considered "lapsed." With StarChapter, members can automatically be moved to a "lapsed member" list the day their paid membership expires.

D. Review of NLA scholarship and awards (Harriet Wintermute)

1. Requirements
 - a) Motion to approve the committee's recommended changes to the Louise A. Nixon Scholarship, with the following friendly amendments:
 - (1) Change "Eligibility Criteria Point 2":
 - (a) Must be a member of NLA or NSLA at time of submission AND be one of the following for at least one year:

- (i) Resident of Nebraska
- (ii) Employee of a Nebraska Library

(2) To delete the last line in the Additional Information section: ~~“If the award exceeds the remaining tuition, the extra money can be used for school-related expenses.”~~

(3) Strike ~~“recipient announced”~~ replace with “recipient notified by June 1”.

b) Motion: Wenzl. Vote: Motion Carried.

2. Nomination process

a) All the committee's suggested changes were made to streamline and clarify the application processes.

3. The Handbook and Bylaws Committee will make sure all scholarship and award changes approved today are included in the revised Handbook they submit to the board in September.

4. Motion to accept the committee's recommended changes to the Meritorious Service Award and Mari Sandoz Award: Baker. Second: Dietrich. Vote: Motion Carried.

E. Improving communications (Kathryn Kelley)

1. Review of poll

a) The communications poll results seemed to show that members prefer the website to be the repository of NLA news and information, but that a clear, concise email is best to get a notice of the information.

2. Newsletter format/frequency

a) Four issues have been published so far this year. Thank you to Joe, his staff, and the communications committee for putting everything together. We are attempting to profile various NLA members. In the future, we would like S&RT chairs to nominate their members for those profiles. We may also include a welcome to new members, retirement announcements, etc. in future issues.

b) Kathryn is also working with the Diversity Committee to include quarterly content to help foster a conversation about diversity among Nebraska library staff in the newsletter. This idea came out of the April 2018 Board Goals Workshop. Kathryn and Andrew will talk with the Internet Site Coordinator to see if we can determine how many times the newsletter is read after publication.

c) Becky Baker recommended some future special prize drawings for members who find a link or content within the newsletter to encourage readership.

3. Social media policy

a) There currently is not a set social media policy. Committee members are assigned a day during the week to post on Facebook. Those posts automatically feed to Twitter. NLA does have an Instagram account, but it hasn't been very active yet. The committee is trying to promote #NebraskaLibraries to share content from member libraries and staff.

b) Board member Becky Baker asked for clarification on what types of content the committee is looking for. Kathryn suggested sharing what your library is doing now/has done recently: exciting programming, author visits, positive library experiences, etc.

c) The committee plans to write an actual social media policy and bring it to the board for review within the next year, including: goals, content guidelines, balancing humorous posts versus content driven posts, framing the social media voice of NLA, etc. They will be researching other organization's policies before writing their own.

4. Listservs
 - a) Courtney Pentland shared how NSLA's use of a listserv has worked with sharing professional learning opportunities. Currently, there are some NSLA board members and some non-board members posting, such as Dr. Pasco from UNO posting job opportunities. During the school year, 1-2 messages were sent a week, if there was pertinent information available. The NSLA listserv sits on the NSLA website homepage, so there is a repository of past listserv messages there. If replies are posted through the website, those replies are also recorded. However, email replies are not recorded. NSLA uses Weebly to manage their Listserv.
 5. Website content
 - a) Our current website limitations make quality website content and searchability difficult. This leads to the next agenda item.
- F. Transfer to Star Chapter (Joe Pittman)
1. Formation of ad hoc committee
 - a) Executive Director
 - b) Communications Chair
 - c) Internet Site Coordinator
 - d) Reps from Sections/RTs
 - (1) Kroeger recommended that past chairs or webmasters may make good S&RT representatives for the ad hoc committee based on their experience.
 - (2) S&RT are asked to give the name and contact information of their selected committee representative to Joe Pittman by Friday, July 6. Committee representatives will serve on the ad hoc committee until the transfer process is complete. Joe will act as the chair of this committee. This is allowed while it remains an ad hoc committee.
 2. Time frame
 - a) YourMembership renews every 6 months. We will have access to it through the end of December, so we have time to transfer all of the website content. It is doable to have a homepage and basic website design to show membership at the conference if we start transitioning now. The board how discussed moving to StarChapter previously, but has not officially voted to change vendors.
 3. Joe Pittman agreed to pay the set-up fee for the site and the monthly maintenance fee for the rest of 2018. So, there will be no additional costs to switch to this vendor in 2018. Using this vendor will make Joe's job much simpler and save the board money every year. The board discussed the desire to give Joe and Calli bonuses at the end of a successful site transfer for all of the extra work.
 4. After discussion, motion to approve the transfer to StarChapter Association Management Software and the creation of an ad hoc committee to work through the transfer process: Baker. Second: Kroeger. Vote: Motion Carried.
- G. Support of ALA Resolution on Librarians challenging segregation (Micki Dietrich -- 15 minutes)
1. This resolution is being heavily supported by many ALA state chapters and received unanimous support by the NLA board.
 2. Motion to endorse the proposed Resolution to Honor African Americans Who Fought Library Segregation: Kroeger. Second: Lentz. Vote: Motion Carried.
- H. Elections/recruitment of candidates (Angela Kroeger)
1. All updates are included in Angela's report.

V. Consent Agenda Items

A. General Reports

1. AFCON Representative (Katie Schroder)
2. ALA Councillor (Mickie Dietrich)
3. MPLA Councillor (Jake Rundle)
4. NSLA Representative (Courtney Pentland)

B. Section Reports

1. C&U (Anne Heimann)
2. PARA (Martha Ruff)
3. PLTS (Becky Baker)
4. SCYP (Jill Annis)
5. S&I (Scott Childers)

C. Round Table Reports

1. IF (Tim Lentz)
2. ITART (Scott Childers)
3. NMRT (Terri Rickel)
4. TSRT (Eudemduan Osmera)

D. Committee Reports

1. Advocacy (Joe Pittman)
2. Auditing (Devra Dragos)
3. Bylaws and Handbook (Christine Egger)
4. Communications (Kathryn Kelley)
5. Diversity (Anneka Ramirez)
6. Elections (Angela Kroeger)
7. Finance (Angela Kroeger)
8. Professional Development (Rebecca McCorkindale)
9. Scholarship and Awards (Harriet Wintermute)

Meeting adjourned at 1:56pm by Andrew Cano. After the meeting, all board members who could attend met up at the Cornhusker for a tour and discussion of the 2018 Conference floor plan/design.

Current Board of Directors

President: Andrew Cano (University of Nebraska-Lincoln)
Vice President/President-Elect: Rebecca McCorkindale (Gretna Public Library)
Past President: Angela Kroeger (UNO Criss Library)
Secretary: Amy Wenzl (Omaha Public Library)
Treasurer: Matthew Kovar (Sump Memorial Library)
ALA Councilor: Micki Dietrich (Omaha Public Library)
MPLA Councilor: Jake Rundle (Hastings Public Library)
C&U Chair: Anne Heimann (Clarkson College)
PARA Chair: Martha Ruff (Bellevue Public Library)
PLTS Chair: Becky Baker (Seward Memorial Library)
SCYP Chair: Jill Annis (Elkhorn Grandview Middle School)
S&I Chair: Scott Childers (Southeast Library System)
IF Chair: Tim Lentz (Midland University)
ITART Chair: Scott Childers (Southeast Library System)
NMRT Chair: Terri Rickel (University of Nebraska-Lincoln)
TSRT Chair: Euemduan Osmera (University of Nebraska Medical Center)
Executive Director*: Joe Pittman (Creative Association Management)
Internet Site Coordinator*: Cally O'Brien (Omaha Public Library)
Lobbyist*: Andy Pollock (Rembolt Ludtke Law Firm)

**non-voting*

Current Committee Chairs

Advocacy: VACANT
Auditing: Devra Dragos (Nebraska Library Commission)
Bylaws and Handbook: Christine Egger (Dundy County Library)
Communications: Kathryn Kelley (Lincoln City Libraries)
Diversity: Aneka Ramirez (Norfolk Public Library)
Elections*: Angela Kroeger (UNO Criss Library)
Finance*: Angela Kroeger (UNO Criss Library)
Professional Development*: Rebecca McCorkindale (Gretna Public Library)
Scholarship and Awards: Harriet Wintermute (University of Nebraska-Lincoln)

**ex-officio*