

Nebraska Library Association

Board of Directors Meeting

Meeting Minutes

March 16, 2018

In Attendance: Becky Baker, Andrew Cano, Scott Childers, Micki Dietrich, Devra Dragos, Janet Greser (Para Vice Chair), Anne Heimann, Kathryn Kelley, Matt Kovar, Angela Kroeger, Tim Lentz, Rebecca McCorkindale, Cally O'Brien, Euem Osmera, Joe Pittman, Anneka Ramirez, Terri Rickel, Jake Rundle, Amy Wenzl

Business Meeting

- I. Welcome & Introductions
 - A. Ruth Carlock shared updates about current events at York College Levitt Library and welcomed the group.
- II. Call to order – Andrew Cano 12:01pm
 - A. Announcements
 1. Acknowledgement of Recent Communication Issues
 - a) Joe Pitman spoke for the Executive Committee, apologizing for the communication issues starting off this year and committing to a better path going forward.
 2. Library Juice Academy Discount
 - a) Rebecca spoke with the vendor from Library Juice Academy, a website and learning platform for library science professionals, at ALA Midwinter. It offers a variety of courses for those new to the profession and seasoned staff. NLA members can receive a 25% off discount for all courses at no cost to the organization. Steps will be listed on the website for members to register and earn the NLA discount.
 - B. Approval of the Agenda and Consent Agenda
 1. Motion to approve the agenda: Rundle. Second: Kroeger. Vote: Motion Carried.
 - C. Secretary's Report - Nothing to Report.
 - D. Treasurer's Report
 1. The recommended corrections from the auditor's report are still ongoing. The conference profit from Kearney was much higher than expected. Since we did not have the final conference numbers previously, the proposed annual budget was never finally approved. Now that we know final conference profits, we can approve it. We had put in a potential need to transfer funds from the money market account into the budget, but this does not seem necessary with the profit at this point. We could balance the budget using the conference profit and then still carry-over the additional funds either into the checking account or the money market account.
 2. After discussion, motion to approve the proposed budget: Rundle. Second: Cano. Vote: Motion Carried.
- III. Old Business
 - A. Conference Proposal Submission Process
 1. Number of sponsored programs per group
 - a) To help us transition before the joint Iowa conference, which will require a blind submission process, we are asking the sections to select 3 programs out of those submitted via the website to sponsor, no questions asked, and then the entire professional development committee will look at the conference as a whole to select the rest of the presentations. The professional development committee is comprised of the Section and Round Table (S&RT) vice chairs. There are 44-50

presentation slots open this year, including those reserved for NSLA submission. This does not include pre-conference workshops.

- b) When discussing the sponsorship process, the board asked for additional wording on the online submission form that clarifies that the presenter is seeking sponsorship and that their proposal will be sent to the S&RT leadership who will be in touch with the presenter once the submission process closes.
 - c) The Iowa conference proposal submission process will be blind, but there will be ways for section and round table chairs from NLA to be a part of the selection process. Since this is a first time joint-conference, there will be kinks to work out in the process, and we will have to work with Iowa to figure out the exact process.
 - d) After discussion, the board decided to remove the \$25 community partner fee for non-NLA presenters who are just presenting and not attending the rest of conference. There will now be a “presenter only” free option for non-library affiliated presenters who will not attend the rest of the conference. It is hoped this will remove a barrier for non-NLA members or library staff to present content that may be relevant for the membership. It is hoped this will encourage new presenters, which membership requested in the survey responses from 2017. MPLA will also be added to the membership rate listings of the attendee selections.
2. Rubric for selecting remaining programs
 - a) The board will communicate via email over the next week to further discuss and refine the submission process, and the proposal submission form will be uploaded to the website in one week.

IV. New Business

A. Bylaws/Handbook Project

1. None of the changes that were approved in 2017 were ever actually applied to the current version of the Bylaws and Handbook. Additionally, various members have found even earlier approved revisions that were never applied. The Bylaws and Handbook Committee is currently working on applying all those updates. Once those are done, both documents will again be posted to the website. In the meantime, we have put the review process for further changes to those document on hold.

B. Conference Budgets

1. 2018 Conference

- a) Of the \$140,000 listed in the proposed budget hotel and meal cost, over \$18,000 of that cost is hotel room cost. We have to sell at least 80% of the hotel rooms or we are on the hook for that cost. The board believes there is a good chance we are going to lose money at this conference, as Lincoln has become more than twice as expensive as our other locations. However, the contract was already signed and the schedule set years in advance, so no changes can be made now.

2. 2019 Conference

- a) For the most part, this budget was drafted by ILA. The conference management (DMS) line is large, but it was non-negotiable. This is a conservative budget, so we are actually hoping for slightly higher profits and slightly lower expenses.

C. NSLA Conference Conflict

1. NSLA membership survey results overwhelmingly showed that NSLA members do not want another Thursday-Friday conference. This does not work for their membership, but our conference sites do not allow for a full day Saturday, particularly Kearney due to weddings virtually every weekend. One potential solution proposed was having our regular Thursday-Friday conference, and then NSLA moves to another nearby site on

Saturday like a nearby college or school. Amy mentioned the quality content that youth librarians will miss out on if NSLA is not a part of our conference because their presentations are often applicable to public librarians as well. Anneka also asked about whether we could just better support their School Librarian Days around the state and encourage NLA members to attend so they don't miss out on the normal NSLA conference content if we cannot combine conferences. No final decisions were made, as we are still waiting to see if NSLA membership want to combine organizations with NLA. This vote will happen at the 2018 conference.

D. Conference Location Rotation

1. If we book multiple years, we can get a large discount for 2024 at Younes. The board discussed if there were any other sites other than Younes at Kearney and Omaha where we can hold conference, and the board could not think of another site that would work. The Cornhusker is now being priced out of our options. This leaves us with 2 potential cities that have the size and type of venue needed to host us. The proposed conference schedule for the upcoming years is: La Vista 2019, Kearney 2020, La Vista 2021, Kearney 2022, 2023 ?, and La Vista 2024 (must be La Vista to line up with our joint MPLA conference when those from out of state need to fly in). After discussion, the board decided to delay this decision about the 2023 location and create an electronic ballot to gather membership input to ensure we can hear from the western membership. After the ballots are in, the board can review the data and make a final decision.
 - a) Please note, contracts have not been signed for the above locations and years, this is just the tentative plan. However, booking multiple years in advance saves us a great deal of money.
2. Rebecca is going to host a virtual town hall in August explaining conference options and decisions to the membership, so we will further explain decisions then.

E. Emerging Leaders Selection Process

1. Previously, the board decided we wanted an internal process for selecting an Emerging Leader. Now, we need to decide what group makes that decision: the professional development committee or the scholarship and awards committee. Previously, ALA made the decision and the scholarship and awards committee arranged for disbursement of the funds. The board discussed the need to make sure all S&RTs are included in the decision making process. Micki also asked that the ALA Representative have input, if not an actual vote in the decision.
2. Motion that selection of the 2019 Emerging Leader be performed by the Professional Development Committee with input from the ALA Councilor: Rundle. Second: Baker
 - a) Discussion: \$1000 will come out of this year's budget. Travel funds will come out of next year's budget.
 - b) Friendly amendment to the motion to note that changes to the Handbook regarding future Emerging Leaders will be made at a subsequent meeting: Cano. Second: McCorkindale. Vote: Motion Carried.

F. Time Commitments & Obligations for Board Members

1. There has never been an expectation that could be shared with potential candidates about the time commitments for each office. Angela was hoping the board could help provide reasonable expectations to share when recruiting candidates because a few have been scared off by the worry of more than four hours of work a week.
2. After discussion, the recommended time commitments fluctuated greatly. It was recommended that the board and Executive Committee try to keep email communication concise to help with the time commitment, which has been heavier this year. Also, vice-chairs are now being expected to do more, in many cases, than they did in previous years. Manuals also need to be updated to reflect actual practices and

expectations for various positions. Multiple groups did express difficulty finding candidates. A clear list of duties would be helpful, but the workload changes depending on the agenda of the President and Executive Committee and has fluctuated widely depending on their drive and agenda. Joe mentioned his firm is available to support officers and committees and will prepare a list of contractors he works with who can provide us services to increase our efficiency when necessary.

3. Several board members expressed interest in creating a short description of the duties of each office and compiling them together or storing them in one place for use by those trying to attract new candidates. It was suggested that information may be more useful than listing an amount of time.
 4. Cano voiced the question of how do we let non-officer members know that they can contribute, as their time allows. Some other states have moved to a task force based structure instead of a committee structure. How do we make work digestible? Joe mentioned the list of "101 ways to get involved in..." document that he has helped create for other organizations. Perhaps this could be useful for NLA.
 5. McCorkindale brought up that our current officer election terms and format mean there is a lot of turn-over and people are learning a new position every year. There are other possible formats which could ease these issues, such as 2 year terms and having a vice-president separate from a president position. Several board members expressed interest in this format. This actually shortens term commitments from 3 years to 2 years, but gives people 1 year to learn and 1 year to move the organization forward in their same position. Jake mentioned the "PPAC," a group of past MPLA presidents who have a mailing list and act as an advising body for the board. Several board members expressed interest in asking past presidents to act in a similar capacity.
 6. Angela and Joe are going to pull information from the Bylaws and Handbook to create a type of cheatsheet listing tasks or duties for each elected office. Section and Round Officers are asked to create their own list of tasks which can be combined with what Angela and Joe find. This should be a bulleted list, no more than 1 page for each elected position. This will assist in organizational transparency as well as in recruiting potential candidates.
 - a) Officers List of Duties should be emailed to Angela and Joe by May 1st.
- G. Basecamp for General NLA Business and Committees - Discussion of Project Management Software Tabled For A Future Meeting After More Research By the Executive Committee
- H. SWOT Analysis Special Meeting?
1. Although the board started a SWOT analysis at the board retreat, and this gave the board and executive committee and few places to start working on this this winter, we never fully finished the process to define and prioritize initiatives for 2018 and 2019. The board was asked whether they think they should wait until June or if they would like to conduct a special meeting before that to create a clear direction of initiatives over the next 3 months. The board agreed that a special meeting is needed before June to determine these initiatives.
 2. Dietrich and Wenzl agreed to plan and facilitate this meeting. They will send out a doodle poll of potential May dates. They will also email Board members with work that must be completed before this meeting so the board has time to gather input from their membership in April.
 - a) As a side note, Friday, May 4th was mentioned as a poor date due to conflicts.

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 (Angie Richeson)
- 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)

VI. Final Notes

- A. At the June meeting, Andrew would really like board members to be able to walk through the different rooms to see how they would work with specific presentations since room setup cannot change between presentations. Andrew will confirm the tour time with the Cornhusker.
- B. Angela asked the current board members to please let her know if they have ideas for good NLA President candidates. She also hopes to recruit for President from past chairs so candidates can come into the position with some knowledge of the board and organization.

Meeting adjourned at 3:34pm by Andrew Cano.