

Nebraska Library Association

Board of Directors Meeting

Minutes

Date/Time of Meeting: January 13, 2017 beginning at 12:00 pm

Meeting Location: Eiseley Branch Library, 1530 Superior St, Lincoln, NE 68521

In Attendance: Karen Berry, Scott Childers, Cally O'Brien, Anneka Ramirez, Deb Robertson, Brenda Ealey, Sam Shaw, Nicole Zink, Kathryn Kelley, Christa Porter, Angie Richeson, Michael Elsener, Andrew Cano, Kate Hanley, Devra Dragos, Sky Seery, Holli Duggan, Melanie Feyerherm Schultz, Amy Wenzl, Angela Kroeger, Julee Hector, Jake Rundle

Absent: Linda Parker, Andy S. Pollock, Martha Ruff, Steve Fosselman

Welcome & Introductions: Angela Kroeger welcomed the new members, and all members introduced themselves.

Future NLA Board Meetings:

March 24, 2017, 12:00-4:00 pm, Nebraska Library Commission, Atrium Conference Room

GoToWebinar option

June 16, 2017, 10:00 am-2:00 pm, Kearney Public Library

2:30 pm tour of Younes Conference Center

Sept. 22, 2017, 12:00-4:00 pm, Nebraska Library Commission, Atrium Conference Room

GoToWebinar option

NLA/NSLA Conference: October 11-13, 2017, Younes Conference Center, Kearney

Board Orientation - Angela Kroeger reviewed the board orientation information which members had been asked to review before the meeting. Scott Childers reminded the board that membership now runs one year from the date of renewal and that automatic renewal email reminders through YourMembership will go into effect in 2018. Angela stated that the change in membership terms was cause for a new, quarterly disbursement schedule to sections and roundtables. This will require a handbook change in the future.

Business Meeting

A. Call to order – Angela Kroeger called the meeting to order at 12:16pm

1. Announcements - None

2. Approval of the Agenda and Consent Agenda (see F-I below)

i) The auditing report was pulled for discussion, per the request of the Auditing Committee Chair, Devra Dragos. Anneka Ramirez pulled the topic of the diversity committee from the agenda, as it is in her report.

ii) Wenzl moved to approve the agenda and consent agenda, with the removal of the auditing report from the consent agenda and E.7. from the agenda. Childers seconded; ayes carried.

3. Approval of the minutes from the September 2016 board meeting
 - i) Ealey moved to approve; Ramirez seconded. Ayes carried.

4. President's Report/Correspondence

- i) Kroeger plans to attend all section and round table spring meetings, if possible, and requests five minutes to speak. Chairs, please send her meeting dates as soon as they are set.

- B. Secretary's Report – Amy Wenzl had nothing to report.

- C. Treasurer's Report – Christa Burns Porter noted no final conference income is shown on her current report. They are still trying to collect registration funds from a few individuals. However, there are no outstanding bills. Zink stated they may need to give up on acquiring those funds, multiple attempts have been made to contact the individuals with no response. Porter and Gayle Roberts will send out the final conference income amount soon. Porter also noted the budget line "other income" represents the funds earned from Amazon Smile.

- D. Unfinished Business

1. 2016 Conference Report

- i) Kroeger stated there were 463 pre-registrations for conference. This was a decrease of only 7 registrants and the first year no paper registration options were offered. Kroeger stated there were 508 registrations total for the 2016 Conference, including on-site and lunch/business meeting only registration.

2. Update on ILA/NLA/NSLA 2019 Joint Conference

1. ILA secured three bids for potential conference sites. Embassy Suites in La Vista was the least expensive and the preferred site.
2. ILA retains a paid conference planner who has already created a draft schedule and site layout to ensure Embassy Suites would work for our conference needs.
3. There is the possibility of reduced profit margins for the conference. In the past, profits have ranged from the \$25,000 to \$12,000 range depending upon location and attendance. NSLA and ILA have both stated they would be willing to take a risk on this conference due to the potential benefit to members. ILA needs to know if we have a minimum profit margin or any event requirements we would not be willing to budge on i.e. if business meetings have to be during luncheons, dates the exhibit hall must be open, etc.
 - a. Jake Rundle commented this seems to be a good event to take a risk on due to the potential of large benefits to members. He mentioned we could use Legacy Funds or discretionary funds to cover budgetary needs if there was a large drop in profits, as a joint conference provides expanded continuing education opportunities.
 - b. Christa Porter shared her experience at ILA last year. She noted their regular sessions only ran 1.5 days instead of 2 days like our conference. Kroeger noted, that may be one of our event requirements in future discussions. Porter also complimented ILA's silent auction and mentioned they included a "buy it now" option.
 - c. The preliminary budget estimates a potential \$35,000 profit margin. This would be split between the three organizations, in part based on attendance numbers. Kroeger noted, since we would expect NLA to have a high number of registrants (as our Omaha conferences usually do) there is the possibility that we would earn the highest percentage of that profit. Scott Childers noted this

is similar to how the MPLA tri-conference profits were calculated. Kroeger expects we would at least earn as much as some of our lowest earning conference years, such as South Sioux City with \$11,000 in profit, but would expect us to earn more than that. Childers questioned the \$53,000 expense in the preliminary budget for Conference Management. Kroeger noted this is for the paid conference planner, a requirement of ILA, and that using their services could make this an extremely easy and well-planned conference for NLA. Wenzl and Rundle agreed this could ensure a well run conference with less stress on conference committee members. ILA did consider other firms for conference planner, but this company had the best price and was the company they had worked with the longest. Brenda Ealey questioned if it would be unreasonable for NLA to state a minimum required profit of \$12,000, or if this would be a deal breaker. Angela stated she thought we had a good chance to make that much anyway as our Omaha area conferences tend to draw a large attendance and ILA's western conferences tend to draw fewer attendees. No minimum required profit was ever decided upon. The consensus from discussion was that NLA is willing to take the risk for 2019.

- d. Christa Porter noted that members of other state library associations could attend at the regular member rate which could help us promote the conference to library staff from Kansas and South Dakota. Jake Rundle agreed we could promote this conference to those other states and potentially gain attendees. Angela Kroeger agreed we would advertise and offer the regular member rate to attendees who belong to other state library associations. This deal was offered for the 2016 conference, but was not advertised.
- e. After discussion, Jake Rundle moved to authorize Angela Kroeger to sign the memorandum of understanding and commit to the joint 2019 conference, provided there were no substantial changes to the memorandum, as well as authorization to sign the Embassy Suites contract. Deb Robertson seconded. Ayes carried.

E. New Business

1. Committee Rosters

- i) Angela Kroeger does not know if committee membership lists in YourMembership are accurate. She asked all committee chairs to send her a list of committee members and dates their terms are up so she knows what positions she needs to help fill.

- ii) Kroeger asked for recommendations on ways to recruit new committee members. Jake Rundle reminded the board that membership forms include a place for members to mark committees they are interested in. Nicole Zink said requests for members who indicated a committee interest on their membership form can be sent to her.

2. Reminder: Annual Reports

- i) Kroeger asked any chairs who have not already submitted their 2016 annual report to email it to her and Nicole Zink. If you did submit your annual report, please email Kroeger and Zink the location of your report.

3. NLA Paid Staff Contracts

- i) NLA Executive Director Nicole Zink - contract renewal

1. Nicole Zink was asked to step out of the room during the following discussion.
2. Angela Kroeger asked the board to consider a pay increase for the 2017 contract. The Executive Director's duties have been expanded to again include conference coordinator duties, with the exception of the conference treasurer duties. These duties were

removed from the contract at the beginning of 2016 and the association tried to have the NLA past president function as the coordinator.

3. Amy Wenzl agreed that there should be a pay increase. Scott Childers noted having the Executive Director serve as the conference coordinator provides continuity and that the Executive Director is already trained to use the necessary tools and has the necessary level of access. It eliminates a lot of yearly training time and difficulties.
4. Scott Childers asked how much money we have in the budget and asked Angela to provide a number to consider. Angela Kroeger said she cannot suggest a number without knowing final conference funds. Christa Porter mentioned the \$1,483.00 in contingency funds outside of the current budget that could be utilized. She also stated we do not know what income we may receive from the YourMembership Rewards program and Cafe Press. Childers added that we also do not know what donations we may receive, but there is at least one monthly donor at this point. Christa stated she thinks we could afford an increase somewhere between the current salary and what Michael was making before he left. Wenzl mentioned the lobbyist also asked for an increase, so we will need to keep that in mind. Childers and Andrew Cano both mentioned this is only Nicole's second year, and Michael's previous salary was after seven or eight years of experience. Wenzl wondered if a raise of approximately \$500 for the year would be appropriate. Andrew Cano suggested a \$600.00 raise for the year, which would equal out evenly to \$800.00 total per month. This would be a 6.6% increase.
5. Scott Childers mentioned there are also other compensation tools such as bonuses which could be used later, depending upon job performance.
6. After discussion, Andrew Cano moved to offer Nicole Zink a 6.6% increase to \$800.00 a month. Rundle seconded. Ayes carried.
7. Vote to approve the contract with the changes listed above. Ayes carried.

ii) NLA Lobbyist Andy Pollock - contract renewal

(1) Angela Kroeger noted Pollock was unable to attend this meeting due to activity in the legislature. He did note that there are currently no bills that have been introduced that may be potentially dangerous to libraries at this point. However, with the state budget concerns, there could be upcoming issues which may indirectly or directly affect NLA, the NLC, and libraries in general.

(2) Kroeger noted she had updated the contract to include that the lobbyist is encouraged to attend the annual conference and that their registration is waived. This has been standard practice in the past, but was not included in the contract previously.

(3) Kroeger shared the following: Pollock did request a raise, but did not request a specific amount. He is currently making \$720 a month, which is almost unchanged since a 4.2% increase to the contract in 2012.

(4) Discussion: Jake Rundle asked if we had been receiving a discounted rate. Wenzl, Cano, and Porter all confirmed this rate is incredibly low, almost pro-bono, and may not even cover the cost of a paralegal's work time. Angela noted a 4.2% increase now would bring his

pay up to \$750 a month, \$360 total for the year. This is not a large increase, and still means this is almost charity work for him but she is not sure we are in a position to offer much more. This also follows past precedent. Cano agreed to this percentage and said it is what he would also suggest. Cano asked if Pollock had indicated any intention not to renew his contract. Kroeger stated he had not. Cano stated he is very grateful to Pollock for providing us his services at such a low rate. Kroeger agreed, especially considering LB969 last year caused a lot of extra work for him.

(5) After discussion, Amy Wenzl moved to offer Pollock a 4.2% increase in pay to \$750 a month. Cano seconded. Ayes carried.

(a) Further discussion: Brenda Ealey wanted to clarify that this would be a \$360 increase and not more. Lobbying and legislative monitoring are listed separately within the budget. Deb Robertson clarified this would mean a \$180 increase on each of those two budget lines. Christa Porter noted these changes will go into effect starting in January, but the fiscal year started in October, so the numbers in the budget lines may not exactly reflect the numbers discussed today. Andrew Cano also noted for future reference that lobbying activities cannot account for more than 20% of NLA's total budget as a 501c3, so this should be kept in mind for any future contract negotiations. This is why lobbying is separated from legislative monitoring.

(6) Vote to approve the contract with the changes listed above. Ayes carried.

iii) NLA Internet Site Coordinator - candidate presented for board approval

(1) Before stepping out of the room, Cally O'Brien responded to a question from Amy Wenzl about her experience, stating she has not used YourMembership before, but she does have experience with various content management systems as well as HTML and CSS coding. She also has a BFA in film and new media production which included work in graphic and website design.

(2) Zink stated they had four applicants for the position. Kroeger stated they interviewed three of those candidates. The interview panel consisted of Kroeger, Zink, and Childers. Childers noted Cally already knows the expectations of the position. Kroeger noted Cally's enthusiasm and that she already has ideas on improving the website. Scott Childers has already agreed to train Cally on YourMembership later this month, at no cost. He hopes to turn over access of the website to her entirely by January 30th. Childers has agreed to be available for questions after that date.

(3) Anneka Ramirez asked about how the Internet Site Coordinator (ISC) and Executive Director back each other up, based on the language of the ISC contract. Childers explained that YourMembership services and website access are tied into many job duties such as event planning. These are also the two main paid employees of NLA.

(4) Angela Kroeger noted that the pay for the position is low, but perhaps this can be looked at during a future year. Christa Porter noted O'Brien has not begun work yet, so the month of January can be pro-rated. Jake Rundle asked Angie Richeson if NSLA has a comparable position to the internet site coordinator and their salary. Angie stated that is their executive secretary position is comparable, although she also handles bylaws changes and other duties.

That salary is \$2,000.00 a year. Deb Robertson asked about the process of awarding financial bonuses for staff who go above and beyond their job duties. Scott Childers stated this has happened in the past. Kroeger stated she would look into the matter. Robertson also noted the contract currently has no pay decrease from what Scott Childers was earning after years of experience. Brenda Ealey clarified the current contract is for \$1800.00.

(5) Deb Robertson moved to offer the position of Internet Site Coordinator to Cally O'Brien with the contract as written. Scott Childers seconded. Ayes carried.

iv) NLA Editor - position open

(1) Kroeger stated the NLA Editor position is currently unfilled after discussion at the December Executive Board meeting. The pay for the position is currently \$200.00 a month, and not filling the position would return \$2400.00 to the budget. Angela shared other options the Executive Board had discussed including: taking a 1 year moratorium to survey membership, utilizing a blog or other medium to disseminate the same type of information, or ending the journal permanently. She asked the board to discuss and make a decision.

(2) Discussion: Amy Wenzl reiterated part of the conversation that happened at the Executive Board meeting, stating concerns that the journal is not fulfilling the role it was originally created to fulfill and that it is not providing a significant value to the membership. Readership numbers remain low; content and format do not meet the standards of other similar journals. Wenzl did not have the actual download statistics, but believed the majority of views came from the election profile and annual report issue. Andrew Cano also stated it had been hoped the journal would be more scholarly, perhaps even peer reviewed, but that it is often more of a newsletter. Wenzl asked the board members how many of them read the journal. Less than half the board raised their hands, and half of those people indicated they only read bits of it or only read it occasionally. Cano was asked whether the journal would be useful for academic librarians seeking tenure by Jake Rundle. He replied it would not significantly assist in this regard as it is not a scholarly or peer reviewed publication. Cano asked the board what information does need to be disseminated to members and if there are other ways to share that information such as the website, a newsletter, an annual conference proceedings, etc. Brenda Ealey offered to speak with the Washington Library Association to learn about how their run and support their journal. Cally O'Brien asked if any surrounding states publish a similar journal. Wenzl replied what she has seen are mostly newsletters. Christa Burns asked if there was anything in the Bylaws that requires this publication. Kate Hanley noted Article 8, section 3 requires "an annual report, including the financial report published in the official publication of the association each year." Cano stated this means an annual publication would suffice. Porter stated this means an annual report is required, but it does not need to be within another publication. Childers noted the Bylaws do not say a "print" publication and questioned how you define an "official publication." Rundle questioned if the website or a blog would count as an official publication. Porter also debated changing the bylaws to just state "an annual report will be provided to the membership," and questioned how does the membership want their information. She recommended surveying the membership. O'Brien noted an official blog would still require a good deal of work creating and

formatting content, so it may still need to remain a paid position if that format was chosen. Ealey stated, at the minimum, we should publish an annual report. Kroeger confirmed, this would happen no matter what decision was made. When Cano posed the question to the board if anyone feels the journal should continue as it is currently, no one responded. Deb Robertson stated she thinks it is more a question of making sure association information is available to the membership, and, as a member, she would go to the website for that information. Childers also stated he doesn't see the journal as a member benefit because it is publically available without an NLA membership. Cano stated he supports a conference proceedings document that would allow presenters to write a 1-2 page article about their topic and allow exciting ideas to be shared among the membership. Cano also stated this would be carry weight for academic librarians. Kathryn Kelley also supported this idea. Ealey questioned if advocacy issues may have been shared via the journal. Childers and Hector stated the engage system and email are faster modes of information sharing for any advocacy needs. Kate Hanley did not foresee any difficulties with calling the website the official publication of the association, as it means the content is available to the membership.

(3) After discussion, Andrew Cano moved to suspend *Nebraska Libraries* until further discussion, conditional upon an official publication of the association being published no later than November 30, 2017 which includes, at a minimum, an annual report. Jake Rundle seconded.

(4) Further discussion: Andrew Cano, the communications committee, and Holli Duggan with C&U have agreed to assist in the creation of an annual report to be published in November. Kathryn Kelley and the communications committee are willing to survey membership about future communication needs. Melanie Feyerherm Schultz asked if this would go into effect immediately, because she has a recent email from Willa Bitney Garay, asking for content. Julee Hector asked Angela Kroeger to contact Willa immediately about this change. Christa Porter read her email from Willa stating she did not want to renew her contract, which ended December 31st. Since Willa has still been trying to collect content, Cano suggested paying Willa for the first half of January, even though her contract had ended. It was decided this will need to be a separate motion.

(5) Vote - ayes carried.

(6) Jake Rundle moved to extend the editor contract through January 15, 2017. Cano seconded. (motion amended)

(a) Discussion: Kathryn Kelley asked if we were required to pay Willa for the past few weeks. Christa Porter and Andrew Cano suggested paying her to avoid any potential future legal difficulties. Brenda Ealey also mentioned the importance of avoiding any bad feelings about the situation. Christa Porter asked if she could pay Willa through January 15th, half of the month, to simplify things. Wenzl suggested an amendment to the motion, changing the date from January 13th to January 15th. Rundle amended his motion. Cano approved the amendment.

(7) Vote on the amended motion - Ayes carried.

4. Discussion: NLA Editor and *Nebraska Libraries* journal

i) Both the position and the journal were discussed and voted on simultaneously. Angela Kroeger charged the communications committee to survey the membership on their communication needs for future discussion.

5. Asset Inventory

i) Angela Kroeger is developing an asset inventory spreadsheet for future Executive Board members to ensure we don't lose access or items during power transfers to new officers or chairs. She asks all board members to email her with any items or accounts and who has access to or possession of those items.

6. Sponsoring bus to ALA in Chicago, June 22-27?

i) Brenda Ealey previously suggested NLA fund a bus to ALA in Chicago. She shared an estimated cost of \$6,195.00 for the bus and \$213.00 for parking. Ealey also reminded the board this saves the association money on ALA Councilor travel funds. Kroeger shared there is precedence for this. NLA sponsored a bus to PLA in 2016 and to ALA in Chicago in 2013.

ii) Discussion: Rundle shared information about the trip to Denver. The total cost was less than \$5,000. The trip was sponsored in part with money from the Legacy Fund. Riders were charged \$85. They had approximately 25 riders. Ealey and Kroeger shared additional information about the previous ALA bus trip: the trip was largely funded by a grant from the NLC, they had at least 30 riders, and they charged \$50 per rider. Wenzl worried without a grant from the NLC, it will be difficult to ensure adequate funding. Rundle mentioned they could only use a maximum of \$2,000.00 last year from the Legacy Fund. It was suggested the contingency funding may assist with this. Holli Duggan was also going to check to see if there may be funding available through a continuing education grant to assist with the bus trip. Ealey and Robertson suggested charging \$100 per member/rider. Wenzl, Cano, and Kelley worried that was too expensive and suggested the price stay under \$100 to get the most possible riders. \$85 was agreed upon as a reasonable price for members. Ealey suggested asking non-members, such as spouses to pay \$125. It was also suggested that NLA promote the bus to ILA, KLA, and South Dakota librarians, perhaps a stop could even be arranged in mid-Iowa. Cano also questioned what day the bus should arrive. Ealey stated the last bus arrived in time for the opening session and this seemed to work well. Overall, the consensus was that this could be a great benefit to members, if we can get enough riders. Brenda Ealey will work with Angela Kroeger and Christa Porter to make arrangements.

iii) Wenzl moved to sponsor a bus to and from the 2017 ALA Conference in Chicago, contingent upon a minimum of 30 riders. Rundle seconded. Ayes carried.

~~7. Diversity Committee Reboot (Anneka)~~

8. NMRT Mentoring Program (Anneka)

i) Anneka Ramirez shared NMRT's plans to introduce a mentoring program based on interest from their membership. They are working on the structure of the program, but plan to take applications from April through mid-May. They are hoping for 10 pairs of mentors and mentees to start and plan for the program to run from June through March. She asked that it be added to the home page of the website and will work with Cally O'Brien on that.

9. Ad Hoc Strategic Planning Committee

i) Previously, there had been plans to create an Ad Hoc Strategic Planning Committee, however only one member who stated they were interested has replied to Angela Kroeger. Kroeger asked for additional volunteers for the committee. Michael Elsener, Andrew Cano, Kate Hanley, and Scott Childers volunteered.

10. Emporia State University School of Library and Information Management request for letter of support for IMLS proposal “Fostering Rural and Small Librarianship (FORSL)”

i) Discussion: Amy Wenzl asked about the nature of the grant proposal and how it would potentially support Nebraska library staff. Kroeger stated it would financially support rural and small library staff, particularly paraprofessionals attending conferences and other continuing education opportunities.

ii) Deb Robertson moved to authorize Angela Kroeger to write a letter for support for the grant proposal. Julee Hector seconded.

iii) Additional Discussion: Angela said she would be happy to write the letter, but would appreciate help from someone who has worked in or with small, rural libraries. Anneka Ramirez agreed to assist.

iv) Vote - Ayes carried.

11. AFCON membership renewal - the renewal was paid.

12. League of Nebraska Municipalities 2017 Midwinter Conference

i) The conference will be at the Cornhusker in Lincoln February 27-28. Christa reported NLA has paid to have a booth for 2017. Angela plans to ask Steve Fosselman to attend. He has represented the organization well at the conference in the past. Anneka Ramirez and Scott Childers also volunteered to attend on behalf of NLA, if needed.

13. National Library Legislative Day in Washington, DC, May 1-2

i) Kroeger was informed by Rod Wagner that NLA had previously donated \$100 to support this event. Last year, no donation was made. Christa Porter believes this may have been one of the items cut in an effort to balance last year’s budget. \$100.00 was donated in 2014-15. Angela asked the board if they wished to donate this year.

ii) Discussion: Brenda Ealey shared how the donors are recognized and that it looks good for the association to be seen as a donor of the event. Melanie Feyerherm Schultz looked up the 2016 conference and found only three donors listed. Julee Hector noted we receive the Engage software at no cost due to the work of this group, which significantly benefited us last year. Scott Childers mentioned the support NLA received from ALA when LB969 was proposed.

iii) After discussion: Scott Childers moved to donate \$100.00 to ALA’s 2017 National Library Legislative Day. Karen Berry seconded. Ayes carried.

14. 1.2 Devra Dragos believes all of the treasurer’s financial records, including the conference finances should be audited by the auditing committee. Currently, the handbook does not include conference records. Devra will work with Kate Hanley to prepare an update to the handbook for presentation to the board at the next meeting.

Consent Agenda Items

(Note: all consent agenda items are automatically approved when the agenda is approved unless removed by a board member. Removed items will be placed under regular agenda new business for action by the board)

F. General Reports

1. ALA Councilor – Brenda Ealey
2. MPLA Representative – Jake Rundle
3. NSLA Representative – Angie Richeson
4. AFCON Representative – Linda Parker
5. Executive Director – Nicole Zink
6. Internet Site Coordinator – Scott Childers
7. Lobbyist – Andy Pollock
8. Publication Editor – Willa Bitney-Garay

G. Section Reports

1. College & University – Holli Duggan
2. Paraprofessional – Martha Ruff
3. Public Library & Trustee – Deb Robertson
4. School, Children's & Young People – Karen Berry
5. Special & Institutional – Sam Shaw

H. Round Table Reports

1. IF – Michael J. Elsener
2. ITART – Scott Childers
3. NMRT – Anneka Ramirez
4. TSRT – Melanie Feyerherm Schultz

I. Standing Committee Reports

1. Advocacy – Steve Fosselman
2. Auditing – Devra Dragos
3. By-Laws & Handbook – Kate Hanley
4. Communications – Kathryn Kelley
5. Continuing Education – Andrew Cano
6. Diversity – Anneka Ramirez
7. Finance – Julee Hector
8. Nominating – Julee Hector
9. Scholarship & Awards – Sky Seery

J. Informational - no news

K. Adjournment - Angela Kroeger adjourned the meeting at 3:28p.m.