

**GEORGIA LIBRARY ASSOCIATION**  
**Executive Board Meeting Minutes**  
**Sara Hightower Regional Library, Rome**  
**July 24, 1998**

Present: Alan Kaye (presiding), Susan White (recording), Steve Baughman, Tom Budlong, Susan Cooley, Leon B. Duke, Bob Fox, Ann Hamilton, Jane Hildebrand, Lyn Hopper, Susan Kendall, Richard Leach, Anne Maish, Nancy Pack, Merryll Penson, William Potter, and Ralph Russell. Visitors - Laura Burtle, guest Parliamentarian

Alan Kaye called the meeting to order at 9:30a.m. He thanked Susan Cooley for hosting the Board Meeting and for her hospitality at her home on Thursday night. Nancy Pack was introduced as Marilynn Smith's replacement as chair of the Special Libraries & Information Services division. Laura Burtle was introduced as the guest Parliamentarian. Linda Floyd was also introduced as having done a lot of work towards the arrangements for this meeting.

Tom Budlong moved that the April 24, 1998 minutes be accepted as mailed. Leon Duke seconded the motion. The motion passed unanimously.

The negative E-mail vote was acknowledged pertaining to GLA supporting the Dairy Industry.

Communications

1. A letter of resignation from Marilynn Smith as Chair of the Special Libraries & Information Services division.
2. A letter of resignation from Rita Linker as Vice Chair of the Interest Group Council. Linda Floyd, will be replacing Rita in this position.
3. Announcement about a rural library conference titled "Economic and Community Development in a Technological Age" to be held September 16-18 in Winston Salem, N.C. Several state library agencies are co-sponsoring this conference including Georgia.
4. A letter and membership card from the Freedom to Read Foundation acknowledging receipt of GLA's donation.

### Treasurer's Report (Budlong)

Tom gave the Treasurer's Report for January 1, 1998 - June 30, 1998 showing \$95,808.86 in unencumbered funds. (Copy attached to original minutes) The Treasurer's Report will be filed for audit.

### Membership (Kendall)

Susan Kendall reported present membership figures as being close to last years numbers. Total members as of July 24 is 817. There was discussion concerning the difference between Life and Life-Honorary memberships. There are no more Life memberships given. Life-Honorary memberships can be awarded from submitted applications to the Awards Committee.

### ALA Councilor (Russell)

Ralph Russell spoke about five different topics that were discussed at ALA.

1. The family of Betty Turock, past ALA President, has given \$25,000 to the Spectrum initiative for minority scholarships. They are asking for matching funds to be raised in the next six months.
2. Adopted a resolution supporting Universal Provisions of the Telecommunications Act which provides discounts for libraries.
3. Postponed action on CD #52, ALA relations with external organizations, and the resolution on the Boy Scouts of America until the 1999 Midwinter meeting in Philadelphia.
4. Adopted resolution CD #54, revision of standards for accreditation. Moved that the resolution be referred to COA with report to the Council at midwinter.
5. Adopted resolution on socially responsible investment, CD #55, and referred it to EB.

Ralph Russell moved that GLA donate \$200 to the Spectrum Initiative Fund. The motion was seconded by Lyn Hopper. The motion passed unanimously.

### ALA Chapter Relations Vice-Presidents' Orientation

Ann Hamilton submitted a report concerning her attendance at the ALA Chapter Relations Vice-Presidents' Orientation. (attached to minutes)

### SELA Representative (Potter)

Bill Potter announced that the SELA conference will be in Little Rock, September 30-October 3, 1998.

The 2000 conference was supposed to be held in Alabama but they have disinvited SELA. Bill asked for guidance if the organization seemed to be disbanding. The agreement was that he should use his own judgement if this decision had to be made.

There was discussion on the possibility of COMO and SELA meeting jointly in Atlanta in 2000. The decision was made to have Steve Baughman and Bill Potter discuss with the incoming president of SELA the possibilities of this joint meeting.

#### Journal Editor (Cooley)

Susan Cooley stated that the Summer issue of the Georgia Library Quarterly was mailed July 23, 1998. Greta Boers, advertising manager, is mailing approximately 50 letters to vendors asking for advertising for the journal. Susan stated that they still need news and articles for future journals.

#### Administrative Services Group (Baughman)

Steve Baughman reported that of the 817 current membership, 685 are renewals and 132 are new members. There are 235 from 1997 that have not renewed yet. SOLINET has done seven mailings for GLA. Steve asked about new subscription rates being disseminated to the various subscription services. Susan Cooley stated that she had already accomplished this. There was a problem with FedEx about shipping charges for the Centennial exhibit. Steve believes that this problem has been solved.

H.W. Wilson has approached GLA with the possibility of putting the journal on-line. Alan Kaye will work on the details of this venture and present his findings at the COMO meeting.

### DIVISION REPORTS

#### Academic Library Division (Penson)

Merryll Penson stated that all programs for COMO are set thanks to the hard work of Fred Smith.

#### Georgia Library Trustees and Friends Association (Duke)

Leon Duke asked that the revisions to the Constitution for this division be postponed until the business meeting at COMO. Leon distributed the Trustee newsletter and explained some of the items contained in it. The newsletter for the Friends has not been completed but should be very soon. There were forty persons that attended the workshop sponsored by FOLUSA. COMO will be promoted for the trustees through the public library directors. Leon is working on a political action calendar for the year. The trustees database is being updated. Leon and Charles Beard will decide at a meeting on August 4 who will be teaching the advocacy classes.

#### New Members Round Table (Fox)

Bob Fox stated that this division would be coordinating the outstanding new librarian award. There will be a program at COMO sponsored by this division. They will be helping with the first time attendee reception which is an event sponsored by COMO.

### Paraprofessional

Cheska Ferguson has resigned her job and GLA position. Presently there is no vice chair for this division, so there were several names suggested for replacements for the remainder of the GLA year.

### Public Library Division (Hildebrand)

Jane Hildebrand announced that this division does have a program scheduled at COMO.

### School Library Media (Maish)

Anne Maish stated that she was interested in the GLMA and GLA merger. GAIT is not interested in a merger at this time since they are presently merging with a computer group both on the National and State level.

There will be a meeting at COMO for initial exploration purposes. This group will consist of five members from GLA and five members from GLMA. Those from GLA are: Anne Maish, Ann Hamilton, Alan Kaye, Charles Beard, and Dick Leach. The members from GLMA are: Pat Pickard, Marsha West, Harriet Brown, and two empty spots. They will then report back to the membership of each group their findings.

### Special Libraries and Information Services (Pack)

Nancy Pack stated that the speaker for the program at COMO was finalized. She asked for input of names for possible members and/or officer candidates for this division. Nancy has an interest in having a growth in this division.

### Interest Group Council and Interest Groups (Hopper)

Lyn Hopper announced that she had appointed Linda Floyd, Chair of the Intellectual Freedom Interest Group, to serve as Vice Chair after Rita Linker's resignation. Lyn gave reports from four interest groups:

#### Intellectual Freedom

They are co-sponsoring two presentations at COMO with the Friends/Trustee Division. These will be presented by Judith Krug and are on intellectual freedom and filtering. They are also sponsoring two

programs presented by Gene Lanier and will have a business meeting.

## Government Documents

This group is sponsoring two programs at COMO. One is "Writing the Federal Depository Self-Study" featuring several speakers, and the other is being presented by Denise Stephens from the University of Virginia. They will also have a business meeting.

## Reference Services

There will one program, "Reference Service in the Digital Age" plus a business meeting. They will distribute "Bright Ideas" produced by Rebecca Ziegler and Holly Heitman.

## Library Services for Distance Education

They plan to meet at COMO and form an executive body and "start acting like an interest group".

## COMMITTEE REPORTS

### COMO (Hamilton)

The preliminary program has gone out to the members of all the organizations. There is already a waiting list for additional programs if any of the approved programs are canceled. The GLA business meetings have been scheduled so that they don't conflict with the exhibits only times. The actual schedule is still being refined. The next COMO Steering Committee meeting will be Tuesday, August 11 via GSAMS. Our last meeting was held that way, and it was quite successful.

Alan Kaye stated that sponsorship of the GLA breakfast was still being pursued.

Two originals of flyers announcing programs at COMO by different interest groups, divisions, or committees should be sent to Steve Baughman by Friday, August 21, 1998. These flyers will be mailed to the GLA membership.

### AD HOC COMMITTEE ON ADVOCACY TRAINING (Duke, Hopper)

The Viburnum Grant that GLA applied for was granted to Georgia. Georgia was one of eight states that was awarded this resource grant. A training session was held in Connecticut and was attended by four persons from Georgia. GLA paid Lyn Hopper's expenses, DeKalb Library System paid Leon Duke's expenses, and the state paid for Susan Roberts and Claire Farnell from OPLS. A mentor will be sent for 4-5 days, paid by the grant, to a local site. Materials will also be furnished for local advocacy training. The foundation wants Georgia to adopt the plan, but adapt it to the local facility. There are four points

for implementation of the advocacy plan: 1. Provide opportunities to share. 2. Refine process of advocacy. 3. Improve interaction between states. 4. Inform communities of projects available - fit these projects to their situation. The grant money will be used for the four original sites. There will be ten other sites around the state. These sessions are for the purpose of advocacy training for local people. It is a grassroots program.

Lyn Hopper presented a certificate of award to GLA for sponsoring the advocacy training workshops.

## UNFINISHED BUSINESS

The next time that the Hubbard Scholarship Fund is renewed the non-spendable principal will be declared as \$55,000. Merryll Penson suggested that the Hubbard Scholarship be placed more prominently on the membership form so that there may be more donations. Tom Budlong suggested publicly recognizing benefactors who give to the scholarship.

The Executive Board Meetings at COMO will be held on Wednesday evening after the opening session and at Noon on Friday.

## NEW BUSINESS

Ralph Russell proposed a resolution honoring Susan and Linda for their hospitality which was accepted unanimously.

After some explanation, Tom Budlong moved to accept the Georgia Library Association Statement on Internet Filtering. Ralph Russell seconded the motion. The motion passed unanimously. The statement reads:

The Georgia Library Association recognizes concerns regarding access to the Internet. The use of Internet filters to prevent such access has been widely suggested, but poses many problems for libraries. Filters can block valuable information, thus preventing the library from fulfilling one of its prime missions. In addition, filters may prove unconstitutional in public institutions, since some of the information they block is constitutionally protected speech.

Parents need to be informed that blind reliance on blocking programs cannot effectively safeguard children. Alternatives to filters include acceptable use policies, installation of privacy screens, content neutral time limits and library provided links to particular sites that have been recommended for children.

The Georgia Library Association cannot recommend the use of Internet filters in libraries and emphatically opposes attempts by federal and state governments to mandate their use. We believe that decisions regarding the use of Internet filters must remain with local boards.

[This statement on Internet filtering will be placed on the GLA website.](#)

Alan Kaye showed the original slicks for the new GLA logo and gave them to those who needed them.

Handbook revisions were discussed. According to GLA bylaws all divisions, committees and interest groups bylaws must conform to the GLA bylaws. Therefore, all bylaws should read annual instead of biannual terms of office. These editorial changes will automatically be made.

The Nominating Committee asked for clarification on length of terms of office and if someone could run for a different office in successive years. The board stated that since there was currently no statement on either issue then there are no limits in either case.

The Chapter Relations Committee asked if an officer could still serve if they moved out-of-state or were not living in the state. The board decided that as long as the person was a member of GLA then working or living in the state was not a factor.

Laura Soltis of the Nominating Committee had expressed concern that the bylaws excluded GLA members as spectators at the board meeting without prior notice to the President. The board decided since there could be a space problem at a meeting that it is courtesy to let the President know if extra persons were going to attend a board meeting. All GLA members are welcome to observe the board meeting if the President is informed of their attendance.

Linda Floyd announced that GLA had been asked to submit individuals names who had been influential through the years with regard to intellectual freedom to the ALA Intellectual Freedom Interest Group. The four names submitted were: Tom Budlong, Atlanta-Fulton County Library System, Debbie Tushell, Gwinnett County Library Board member, Jo Ann Pinder, Director of Gwinnett County, and the Executive Director of Ga's First Amendment Group.

There being no further business the meeting adjourned at 2:15 p.m.

Susan E. White  
1997-98 GLA Secretary

Alan Kaye  
1997-98 GLA President

## ALA CHAPTER RELATIONS VICE-PRESIDENTS' ORIENTATION

Financial Management by Mary Ann Hartzell

Can't count on money coming in. Not for profit is better than nonprofit. Each association needs a mission statement. (Does GLA have one?) Everything you do should support the mission statement. Coordination, Continuity, and Control: File 990 if gross receipts are over \$25,000. What should the income mix be? Average of dues income is 40%. Having an automatic inflation factor is good way to deal with raising dues. If you wait, you have to make up a lot at one time. Michigan did it about three years ago and their auditors told them they needed to do it so it was not hard to get passed. Audit shows things that are not in financial report. Timeliness of financial reports is important. Be sure they are understandable. Be sure they are relevant to the organization. Need to be creditable. Need good internal control. Policies should be in place before a problem occurs. Person who makes deposits should not be the one who writes the checks. Income is not earned until after the event. Need to use either cash or accrual accounting. Need to have a certain amount in the bank. The general rule is that you need a year's worth of operating expenses in the bank. Consider it a stabilization account. Should have investment policies. Handout on how to add non-dues revenue to your income. IRS has new substantiation and disclosure requirements for contributions. Donors can only deduct amount that they would not get a substantial benefit from. There's a difference between library accounting and accounting for non-profits.

Gerald Hodges

Chapters office is there to help us. Three programs will be available during Ann Symons' presidential year beginning in September 1998. Spectrum Initiative needs to go back to GLA Board. Me a Librarian? (video from Ohio)

Diversity

Texas is doing more than any other state for diversity. California is doing a lot.

Pat Smith, Texas Library Association

Invite keynote speakers from minority groups. Have at least one person of color. Have speakers of color at other programs. Have programs on diversity for staff and for diverse populations. Place for social can be important - like African American Museum. Do "what to see" brochure for conference site. Point about ADA. Rent scooters for those who need them. Don't just recruit - think also of retention. TLA has Black Caucus. Illinois changed bylaws to encourage people of color to become involved. Are doing survey to determine staff, trustees, etc. of people of color. Illinois could be a model. (Gerald and Flo spoke at Indiana. Would this be a possibility for COMO?) California put boxes on form so that you could know who people of color are who belong. (Mark Winston would be a good person to get

involved in diversity in Georgia.) Mentoring is important. University of Maryland has award for outstanding African American Profession. Winning with Diversity for association. AAUW statement is inclusive. Black Caucus Conference is for everybody. Good way to find new speakers.

## Julie Huiskamp, Membership Development

Survey found that membership is biggest challenge for state organizations. Recruitment, Retention, recognition: Important to know who is new in the state. What do publications say to new members and potential members. Retention is a daily task. Put new members on committees or to do something like being a greeter. Have limits for time served on committees. Need to have recognition even a thank you either for service. Recognize longevity. For example, twenty year membership or less. Recognize leaders. Goal can be to keep past leaders involved. Selling benefits to generations Xers is a challenge. Tall Texans - leadership development program. Ann Symons is sending packet to new library school graduates. Invites state associations to contribute letters and membership info. Michigan is offering money back membership if person writes letter at end of year that they weren't satisfied. Survey those who don't renew. Texas Do Wop Interest Group.

## Estelle Black - Board Meetings

1. Keeping focused on agenda? 2. Involve members at large? 3. How do you stay on schedule? 4. Ways to discuss issues before meeting so agenda is addressed. 5. Encourage all to participate and discourage those who tend to dominate. 1. Be sure agenda is clear before meeting. Assign times to each topic. Be clear between action and information items. Action items do not require discussion. Have a parliamentarian. Start and end on time and keep on track. Set ground rules for how meetings will be held. Respect is number one ground rule. Priority items should be at the top of the agenda. Have retreat for board at beginning. Provide information before meetings. 2. Involving general members. Be sure they have reporting responsibilities. 3. Keeping on schedule. Be sure people are ready before meeting. Illinois has an hour reading time just before meeting for new members. 4. Encourage participation. Ask for comments by going around table.

## Conference Planning

1. Manual. Chapter Relations has conference planning manual. 2. Increasing revenues 3. Dealing with exhibitors 4. Fund Raising 5. Marketing 1. Every association needs its own manual for conferences. Need to keep purged. 2. Increase Revenue. Spend money to make money. PNLA \$300 for vendor, \$200 for table; CLA \$500-700 for exhibits 3. Dealing with exhibitors. One state had exhibit gifts marked under chairs. 4. Marketing conference (Put preliminary program on Web page. Send ALA members in Georgia the preliminary COMO program.) Do authors in conjunction with book stores to market to non-library audience. 5. Roles of chapter staff. What are staff expected to do? Methods for evaluation? Some outsource meeting planning. Should have job descriptions. American Society of Association Executives puts out helpful information on volunteers. New Mexico does written evaluation by e-mail that is approved by the board. Iowa does it through the executive committee based on report from employee.

Need to do it even if you have contracted it out. ASAE may have an evaluation tool. 6. Legislative Tips. Shared issues. Colorado has a librarian assigned to each legislator. Make sure that someone can call a legislator at 10:00p.m. on Sunday and be listened to. 7. Long Range Planning. Do we have one? Legislative Activity. Financial. Continuing education. Draft of Michigan plan in packet. Is membership aware of long range plan? Is someone or some group responsible for each part of long range plan? Does it include a time line? Is there coordination of plans between the main association and its subgroups? Keep everyone on same track. Do you have focus group to update the long range plan? Texas has plan and process on its web site. (TXLA.org) Don't want all the work to be done on the plan. California. Get members to say what want you to do. Plan is made from that input. Orientation is a good time to focus on long range plan.

### How Chapter Councilors Work for Chapters

How do you get the most from them? ALA Council: 100 at large councilors, 53 chapter councilors, 11 divisional councilors, 12 executive board = 176 total. Second largest group on council. Have chapter caucus. Chapter councilor organizes meeting with association members who are at conference. Chance to talk about issues. Councilor needs job description. Should attend the council meetings and the caucuses. Should attend membership meetings. Councilor should educate members.

Gerald Hodges Ext 2428

Get copy of ALA strategic plan and coordinate in state.

Note: Attended by Ann Hamilton with funds provided by Georgia Library Association.

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