Georgia Library Association
Executive Board Meeting
February 12, 2016 (Rescheduled from January 22, 2016)
Agnes Scott College, Decatur, GA / Online via Zoom.com

Present: Cathy Jeffrey, Elizabeth McKinney, Mack Freeman, Casey Long, Eli Arnold, Rebecca Rose, Gordon Baker, Beth McIntyre, Emily Thornton, Amy Eklund, Rita Spisak, Kat Greer, Sarah Mauldin, Ana Guimaraes, Virginia Feher, Wendy Cornelisen, Geri Mullis, Kimberly Boyd, Ashley Dupuy, and Sofia Slutskaya.

I. **Call to Order and Welcome: Cathy Jeffrey**
    Cathy called the meeting to order at 9:25 am.

II. **Approval of Minutes: Casey Long**

    Motion: Eli Arnold moved to approve the minutes from the October 7, 2015 meeting. Mack Freeman seconded the motion. Motion passed.

III. **Treasurer's Report: Ashley Dupuy and Eli Arnold**

    Ashley Dupuy submitted a balance sheet, 2016 profit & loss statement, and 2015 profit & loss statement before the meeting. Amount of total assets as of February 11, 2015 is $206,177.61. The two CDs are up for renewal. Ashley presented options for reinvestment. Board debated merits of different types of investments, adding more money to the CDs from the cash reserves, combining the CDs and extending the term of the CDs.

    Motion: Beth McIntyre moved to keep the funds separate as General Fund and Scholarship Fund. Rebecca Rose seconded the motion. Motion passed.

    Motion: Mack Freeman moved to reinvest the CDs to 2 year CDs and to reevaluate in 2 years. Eli seconded the motion. Motion passed.

    Ashley recommended finding an accountant who could do audits and advise us for tax purposes. Ashley plans to create a document to more clearly define the roles of the two CDs.

    Board members agreed that no additional money will be transferred from the checking account to the CDs, but Eli will be investigating options through Bank of America for transferring some of the funds to an easily accessible interest bearing account like a savings account. Options will be presented at a future board meeting.

    Eli submitted a proposed budget before the meeting. The Budget Committee made an effort to spend the profits from the previous year on GLA programs and resources. Ashley indicated that the net income is more than expected.

    At the request of Mack, the Board discussed increasing the Beard Scholarship from $1000 to $1500. There was concern regarding how to cover the increase in lean years, but there was general agreement that cuts in other areas could occur.

Motion: Beth moved that the Beard Scholarship be increased to $1500. The motion was seconded by Mack. Motion passed.

In response to interest in improving the GLA website, the Board discussed whether it would like to pursue this project, and if so, how much they would be willing to allocate to the project. It was proposed that a task force be established to identify the types of changes needed, determine who should make the changes, and manage the redesign process. Members of this task force should include the GLA Webmaster (Sofia Slutskaya) and representatives from the Membership Committee and the Public Relations Committee.

Motion: Amy Eklund moved that a task force be established to look into a redesign of the website and allocate $6000 to pay for the redesign. Seconded by Rebecca Rose. Motion passed.

The State Librarian Julie Walker requested funds to sponsor half the travel costs for a GLA member to attend National Library Day in Washington, DC as a delegate from GLA. It would be less than $1000.

Motion: Mack moved that GLA pay half of the expenses to send a GLA representative to National Legislative Day and allocates up to $1000 to attend. It was seconded by Eli. Motion passed.

Motion: Mack moved to approve budget with the changes made in this session. Elizabeth seconded. Motion passed.

IV.   **Approval of Committee Assignments and Committee Chairs – Cathy Jeffrey**

Cathy sent out the list of appointed committee assignments and committee chairs.

Motion: Mack moved to approve the 2016 Committee Assignments. Seconded by Eli. Motion passed.

V.   **ALA Councilor's Report and ALA Midwinter 2017 Report – Amy Eklund**

Prior to the meeting Amy Eklund distributed two documents: Minutes of ALA Midwinter 2017 Planning Meeting and ALA Councilor's Report to GLA Executive Board, Feb. 12, 2016.

Amy encouraged involvement in ALA's Advocacy Implementation Plan and also the Libraries Transform campaign. She also raised the issue of making meetings and resources hosted by GLA more accessible to individuals with disabilities. Amy plans to draw up a proposal for developing a committee to address heightening accessible to GLA resources and events.

ALA Midwinter 2017 Planning Committee Report

Amy presented key ideas from the ALA Midwinter 2017 Planning Meetings and requested approval to move forward with the plan.

- Scheduling GLA Midwinter planning meeting in December rather than January to free up more time for a business meeting before ALA Midwinter.
- Assisting in planning and publicizing local area service project in conjunction with ALA Librarians Build Communities initiative and Libraries Transform campaign. Amy reported that Brian Hart (Middle Georgia Regional Library System and member of the ALA Librarians Build Communities initiative) volunteered to facilitate this.
- Utilizing the booth, listservs, and social media to promote the events of groups in the local area rather than planning our own events.

Before calling for a motion, Elizabeth asked if there were any concerns about moving the midwinter meeting to December. It was recommended that the meeting be scheduled in the first two weeks of December to accommodate the schedules of academic librarians. A question about the format of the meeting was also raised. Options for format included a combined leadership transition meeting and midwinter meeting or a day and a half meeting format that would allow these meetings to occur separately. Overall the group recommended that the leadership meeting be held in December with the GLA Midwinter meeting and that the first GLA Executive Board meeting be held in January.

Motion: Casey Long moved to proceed with the plan presented by the ALA Midwinter 2017 Planning Committee. Eli seconded. Motion passed.

VI. **Renaming the Conference Discussion and Vote – Cathy Jeffrey**

There is interest in renaming the annual conference. Georgia Council of Media Organizations conference is difficult to explain to vendors and potential participants. Also, one of the three organizations that founded the conference pulled out of the organization lessening the need to use the term "media organizations." Cathy is seeking approval to allow the conference committee to discuss and propose a new name for the conference. The new name would take effect in 2017. The proposed name would need to first be approved by the executive boards of both the GLA and the Georgia Association of Instructional Technologists.

Motion: Elizabeth moved to allow the GaCOMO Joint Conference Planning Committee to establish a task-force to identify a new name for the conference that will be approved by the GLA Executive Board. Eli seconded**.** Motion passed.

VII. **Penson Grants Resolution Discussion and Vote – Cathy Jeffrey**

Regents Academic Committee on Libraries would like to have Georgia Public Library Service handle the financial/investing logistics of the proposed grant and would like GLA to coordinate the selection of the grant recipient based on criteria that GLA establishes along with the other parties involved in this grant. Everyone was pleased with this arrangement.

Motion: Elizabeth moved to accept the resolution for the Merryll Penson Continuing Education Grant. Seconded by Mack. Motion passed.

VIII. **Capwiz Migration – Cathy Jeffrey**

Capwiz is an advocacy tool for chapters to have a place for members to go to get information about legislative actions. It is a place for members to become involved with state and national

advocacy efforts. Currently it is on the GLA website at http://capwiz.com/ala/ga/home/. ALA is migrating to a different tool called Engage and would like all chapters to do the same.

Motion: Mack moved to migrate from Capwiz to Engage. Casey Seconds. Motion passed.

The board discussed who should be in charge of this task: Governmental Relations or the new website redesign committee. It was agreed that Governmental Relations will work with the webmaster to complete this task.

IX. **Use of Spotlight Articles by GPLS – Elizabeth McKinney**

GPLS would like to republish Library Spotlight articles published on the GLA website and in GLQ. Sonia noted that the spotlight articles are on the GLA blog and each entry has a persistent link that may be used to repost the articles on other sites. Ginny highlighted the copyright guidelines on the GLQ website that indicate that the articles may be republished but attribution will need to be given to GLQ as the original source. Elizabeth is going to see if these options work for GPLS and if they need further clarification she will bring it back to the board.

X. **Strategic Planning Focus Group Report – Cathy Jeffrey**

The strategic planning meeting organized by Lace Keaton in November 2015 identified four areas of improvement: Structure – updating the Constitution and Bylaws; Membership - increasing the number of members; Conference - renaming the conference; and Marketing/Branding - to market and brand the association in a better way

Cathy reported that actions are in place to address three of the four areas, but Marketing/Branding needs more attention. For the next meeting Cathy plans to develop a proposal about improving marketing and branding in the organization. This will potentially involve adding a position to the Board that addresses these issues. She will also work with Sarah Mauldin and the Constitution & Bylaws Committee to develop a proposal for a new constitutional amendment that we may want to consider.

XI. **Interest Group Council – Emily Thornton**

Before discussing Handbook changes and the establishment of a new interest group, Emily Thornton asked if the board had any concerns about interest groups starting up their own social media groups. All were in agreement that given the concerns about improving marketing and branding that all groups in GLA should be discouraged from having outward facing sites unless they have received permission from the GLA Executive Board. This raised additional concerns about guidelines for internal communications as well. The topic confirmed the need to have a position or group providing guidance on these issues. This issue was tabled and will be addressed at a future meeting.

Emily Thornton presented a request from the Library Services for Patrons with Disabilities to update the objectives listed in the Handbook for the group. No one from the Executive Board had any concerns. Though there is nothing that indicates that this needs to be approved by the Board, Geri recommended that it be voted on by the Board anyway.

Motion: Emily moved to approve the updates to the Library Services for Patrons with Disabilities objectives in the Handbook. Seconded by Eli. Motion passed.

Emily presented a request from the Assessment Interest Group to change their name to Research and Assessment Interest Group and to update their objectives and bylaws.

Motion: Eli moved to approve the updates to the Assessment Interest Group handbook changes. Mack seconded. Motion passed.

Emily presented a proposal to establish a Genealogy and Local History Special Interest Group. In the discussion, there were concerns about how this would impact Special Libraries Division, but the group decided that there would not be a conflict.

Motion: Mack moved to approve the establishment of the Genealogy and Local History Special Interest Group. Seconded by Casey. Motion passed.

XII. **Regional Associations Becoming Chapters – Cathy Jeffrey/Wendy Cornelisen**

Wendy Cornelisen recommended creating a structure in GLA that would enable independent regional library groups the opportunity to become GLA chapters. Many GLA members participate in multiple groups within the state and this may be a way to better serve members in different regions. Tennessee currently operates as a statewide group that has regional chapters. Cathy will work on forming a proposal for a task force to explore this issue in more depth and present it at a future meeting.

XIII. **Handbook Update – Description of Advisor to the President – Cathy Jeffrey/Kat Greer**

The current description of the Advisor to the President is pretty specific and encourages Presidents to select someone who has previously served. Since Cathy has extensive experience on the Board in different capacities she may benefit more from having an advisor who represents the interests of newer members.

Motion: Mack moved to approve the update to the description of Advisor to the President in the Handbook. Amy Eklund seconded. Motion passed.

XIV. **Other Business Items**

Ana Guimaraes reviewed the process established for making changes to the Handbook. A member of an interest group or a committee should contact the Handbook Chair with proposed changes so that the Handbook Chair can prepare them for the next meeting. That member will be able to describe what is involved in the changes and answer questions. Then, it will be put up for a vote by the Executive Board. Once approved, the Handbook Chair would work with the website admin to get it posted.

Cathy noted that though she thinks this is a good procedure it is not necessarily one that matches the Constitution and Bylaws in every case. She feels we should continue using this procedure but in an effort to follow up on the strategic goals previously identified, it may be important to go back at some point and make sure that this procedure matches that in the Constitution and Bylaws.

Ana said that previous Handbook Committee Chairs have suggested combining forces with the Constitution & Bylaws Chair. She will follow up with Sarah Mauldin.

Cathy stated that she feels the Constitution & Bylaws needs to be pulled out of the Handbook and exist on the website as a separate document. That is something on her list for this year.

Ana also stated that she will be reaching out to each committee and interest group to have them each review their handbook section.

Amy moved to adjourn. Mack seconded. Motion passed.

Adjournment at 11:59 am.

Minutes submitted by Casey Long, 2016 Secretary.

Georgia Library Association
2016 Proposed Budget - Draft

Income			$60,345.96
Net Income 2015 * (7,501 as of 11-19 - Unspent budgeted amount -$2,750] borrowed from the General fund to balance the 2015 budget)			$3,000.00
Conference/Program Income			$37,845.96
	COMO 2015 Profit	$33,845.96	
	Midwinter Planning Meeting (100 registered atendees)	$4,000.00	
GLQ Income			$500.00
Membership Dues * ($14,000 budgeted in 2015 actual amount raised - $16,000)			$16,000.00
Scholarship Income			$3,000.00

Expense			$60,345.96
Administrative Expenses			$16,521.00
	Administrative Services	$12,000.00	
	Webmaster Stipend	$1,000.00	
	Carterette Webinar Stipend	$1,000.00	
*Requested by GLQ editor	GLQ Layout Stipend	$1,000.00	
	P.O. Box Rental	$70.00	
	Postage	$600.00	
	Printing	$400.00	
	Public Relations	$200.00	
	Quickbooks Cloud Service for Non-Profits	$150.00	
	Supplies	$100.00	

	Web Redesign	$1.00	?

Awards, Grants, and Scholarships			$8,000.00
	Award/Grant Expenses (Plaques, Meals, Complimentary Registrations)	$750.00	
	Beard Scholarship	$1,000.00	
	GLA Awards	$800.00	
* Requested by 2nd Vice President	Grant(s) for Individual(s) to attend ALA Mid-Winter 2017	$550.00	
	Hubbard Scholarship	$3,000.00	
	Paraprofessional Grants	$1,250.00	
	Scholarship Committee Expenses	$250.00	
	Scholarship Recipient COMO Travel	$400.00	

Bank Service Charge			$20.00

Conference and Program Expense			$17,600.00
* Requested by ALAMW2017 Planning Committee	ALAMW2017-Atlanta		$2,300.00	
* Requested by Academic Library Division Chair	ALD - ACRL Webinars		$200.00	
* Requested by Academic Library Division Chair	ALD Summer Workshop		$1,000.00	
	Annual Conference		$4,000.00	
* $250 requested by Academic Library Division Chair for a COMO speaker fee and $250 for the Academic Paper Award	>>Academic Division Programming	$500.00		
	>>Public Division Programming	$500.00		
	>>School Division Programming	$500.00		
	>>New Members Round Table	$500.00		
	>>ParaProfessional Division Programming	$500.00		
	>>Trustees Division Programming	$500.00		
	>>Special Libraries Division Programming	$500.00		

*Requested by the Chair of the Assessment Interest Group	>>Professional Videographer to record Assessment sessions	$500.00		
*Requested by AEL to co-sponsor a library school fair	Atlanta Emerging Librarians Library School Fair		$150.00	
* Requested by AEL to sponsor programs in Atlanta ($500) and South Georgia (250)	Atlanta Emerging Librarians meetings		$750.00	
	Georgia Library Day		$1,000.00	
	GLA Midwinter Meeting (100 registered atendees)		$6,500.00	
*Requested by GLQ Editor	GLQ Annual Editorial Board Meeting		$200.00	
* Requested by 2nd Vice President - Includes new brochure and display	Membership Initiatives		$1,500.00	
	Midwinter Speaker		$0.00	
Dues/Donations				**$3,380.00**
	American Library Association Dues		$150.00	
	Freedom to Read Foundation		$100.00	
	Georgia Archives Month		$200.00	
	Georgia Peach Book Award		$200.00	
*Requestd by Student Media Festival Chair. This continues last year's funding level and adds back $500 removed previously	Georgia Student Media Festival		$1,500.00	
* Requested by the Technical Services Interest Group for Continuing Education opportunities	National Information Standards Organization Membership for access to NISO Webinars		$630.00	
*Requested by the Student Assistant Committee to suppor GAMA	Pay a small monthly fee to upgrade the GAMA website		$100.00	
*Requested by Professional and Continuing Education Interest Group to Cosponsor this event with GPLS and the Institute of Museum and Library Services	Virtual Staff Development Day Contribution		$500.00	
Unallocated Expenditures				**$2,823.96**
Sales Tax				**$0.00**
Travel Expense				**$12,001.00**

	ACRL Representative	$4,000.00	
	ALA Councilor	$4,000.00	
	President	$2,000.00	
	SELA Representative	$1,000.00	
	Vice President/President Elect	$1,000.00	
* Requested by State Librarian Julie Walker who will provide the other half of the travel funds	National Legislative Day	$1.00	?

Net Income/Expense	**$0.00**

Notes on the Budget Process

1. Income is variable witht some entries based on estimates from previous years.

2. Expenses from past years and new proposed expenses are listed on this budget. If expenses are not chosen to be funded for a particular year, the amount will be $0, but the line may be left in the budget for reporting and history.

3. Administrative Services fees are paid at the beginning of the quarter.

4. Stipends for the Webmaster, Carterette webinars and GLQ are paid at the end of the quarter.

5. GLA Awards are a variable expense based on the number of awards that the Awards Committee recommends and the Executive Board approves. There are 8 possible awards. (See website for descriptions.) Each award winner gets $100.00. For the group award--each member will get $100.00, maximum amount for entire group will be $500.00

6. Five paraprofessional grants of $250.00 are awarded each year to paraprofessionals who will be attending the Conference for the first time. The Grants cover conference expenses. Recipients are required to attend certain events. Complimentary registrations are included in the Award Expenses.

7. Scholarship winners get a complimentary registration to the Conference and $200.00 each for expenses. Complimentary registrations are included in the Award Expenses.

8. The Atlanta Emerging Leaders Group has agreed to spend $250 of it's funding for events held in South Georgia.

Georgia Library Association
BALANCE SHEET
As of February 11, 2016

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
531 Morgan Stanley Account #1	0.00
574 Morgan Stanley Account #2	0.00
Checking	76,017.53
Total Bank Accounts	**$76,017.53**
Total Current Assets	**$76,017.53**
Other Assets	
General Fund CD	41,415.35
Scholarship CD	88,744.73
Total Other Assets	**$130,160.08**
TOTAL ASSETS	**$206,177.61**
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Bal Equity	0.00
Retained Earnings	212,579.96
Net Income	-6,402.35
Total Equity	**$206,177.61**
TOTAL LIABILITIES AND EQUITY	**$206,177.61**

Thursday, Feb 11, 2016 03:03:02 PM PST GMT-5 - Cash Basis

Georgia Library Association
PROFIT AND LOSS
January - December 2015

	TOTAL
Income	
Conference/Program Income	0.00
COMO	21,227.69
Midwinter Conference	3,570.00
Total Conference/Program Income	**24,797.69**
GLQ Income	74.02
Advertising	600.00
Royalties	71.63
Subscriptions	35.00
Total GLQ Income	**780.65**
Investment Income	0.00
Interest	121.82
Total Investment Income	**121.82**
Membership	0.00
Non-Salaried	24.00
Organization	395.80
Paraprofessional	509.84
Prepaid	240.24
Professional	13,181.82
Retired	418.20
Student	539.92
Student - ALA	2,166.00
Supporting	219.15
Trustee	117.78
Total Membership	**17,812.75**
Other Income	0.00
Bank Charge Refund	-0.10
Total Other Income	**-0.10**
Sales Revenue	0.00
GLA Merchandise	51.00
Total Sales Revenue	**51.00**
Scholarship Income	0.00
Scholarship - Unspecified	1,257.80
Scholarship Raffle	4,407.66
Total Scholarship Income	**5,665.46**
Total Income	**$49,229.27**
Expenses	
Administration	1,200.00
Careterette Webinars Stipend	916.67
GLA Administrative Services	12,000.00
Membership Directory	0.00
Mailing	98.00

	TOTAL
Total Membership Directory	**98.00**
Postage	453.00
Printing	115.00
Webmaster Stipend	1,000.00
Total Administration	**15,782.67**
Awards, Grants & Scholarships	0.00
Beard Advocacy Award	100.00
Beard Scholarship	1,000.00
GLA Awards Plaques	823.58
GLA Team Award	444.40
Hubbard Scholarship	750.00
COMO reimbursement	400.00
Total Hubbard Scholarship	**1,150.00**
McJenkin Rheay Award	100.00
Nix Jones Award	100.00
Paraprofessional Grants	1,250.00
Richardson Award	100.00
Total Awards, Grants & Scholarships	**5,067.98**
Conference/Program Expenses	0.00
Atlanta Emerging Librarians	436.62
Carterette Online Series	179.00
COMO	1,950.00
Midwinter Planning Meeting	3,589.00
Special Programs	195.00
Total Conference/Program Expenses	**6,349.62**
Dues and Donations	0.00
American Library Association	220.00
Georgia Peach Book Award for T	162.98
Georgia Student Media Festival	1,000.00
Total Dues and Donations	**1,382.98**
Executive Board Meeting Expense	672.49
Fundraising Expenses	0.00
Raffle Expenses	432.49
Raffle Seed Money	200.00
Total Fundraising Expenses	**632.49**
Georgia Library Quarterly	296.31
Layout	750.00
Total Georgia Library Quarterly	**1,046.31**
Sales Expense	0.00
Georgia Sales Tax	31.50
Total Sales Expense	**31.50**
Travel	0.00
ACRL Representative	3,685.26
ALA Councilor	2,862.17
President	1,719.95
SELA Representative	915.92

	TOTAL
Total Travel	9,183.30
Total Expenses	$40,149.34
Net Income	$9,079.93

Thursday, Feb 11, 2016 03:01:25 PM PST GMT-5 - Cash Basis

2016 Committee Assignments

Awards Committee
Miriam Nauenburg Chair
Dr. Bruce E. Williams
Jolene Cole
Kelly Ansley
Joy Garmon Bolt
Jennifer L. Green
Kelley Springer
Bette Finn
Ada Demlow
Dawn Cannon-Rech
Kelly Holt
Jozina Cappello
Rhonda Boozer
Michael Luther
Lesley Mackie
Yuliya Hadzhieva

Budget Committee
Cathy Jeffrey Chair
Elizabeth McKinney
(VP/President Elect)
Eli Arnold (Treasurer)
Rebecca Rose
(Academic Chair)
Beth McIntire (Public Chair)
Casey Long (GLA Secretary)
Ashley Dupuy

Conference Committee
Elizabeth McKinney Chair
Cathy Jeffrey Vice Chair
Jean Cook
Carol Stanley
Angela Megaw
Julie Higbee
Stephen Thomas
Sofia Slutskaya
Jill Prouty
Christina Holm
Micki Waldrop
Pamela S Grigg
Blair Stapleton
Katie Shepard
Sarah Gourley

Ru Story Huffman
Laura Herndon
Lace Keaton

Constitution & Bylaws Committee
Sarah Mauldin Chair
Erin Grant
Michelle Jones
Richard Groves
Wendy S. Wilmoth

Georgia Student Media Festival Committee
Gordon Baker Chair
Lindsey Martin
Amy Eklund
Trish Vlastnik
Lauren Tennyson
Rebecca Rose
(Academic Chair)

Governmental Relations Committee
Wendy Cornelisen Chair
Aaron Wimer
Kimberly Taylor-Cloud
Brett Williams
Elizabeth McKinstry

Handbook Committee
Ana Guimaraes Chair
Li Chen Vice Chair/Chair Elect
Jennifer Young Past Chair
Lace Keaton
Elizabeth McKinney
(VP/President Elect)

Membership Committee
Mack Freeman Chair
Karen Manning
(Metro) (Past Chair)
Michael Justin Ellis
(Metro)
Sarah Trowbridge (At

Amanda McKenzie
(East)
Xueying Chen (North West)
Swalena Griffin (North West)
Holly Heitman (North East)
Jennifer Lautzenheiser
(Middle)
Jodi Brown (Middle)
Sarah Kirkley (South East)
Fred Smith (South East)
Emily Rogers (South West)

Nominating Committee
Kimberly Boyd Chair
Carol Stanley
(Academic) Past Chair
Martha Goodson
(Public)
Alice Murphy (School)
Sarah Mauldin
(Special)

Public Relations Committee
Aaron Wimer, Chair
Kelly Ansley, Vice Chair/Chair Elect
Amy McGee
John Cruickshank
Kaydee Wilson
Amanda Roper
Mary Poland
Tricia Clayton
Nicole Oderisi
Charlie Bennett
Amy Stalker
Mary Moore
Kimberly Britt
Jennifer Price
Jeffrey Mortimore
Jennifer Putnam
Celia Strickland
Kat Greer

Records Committee
**Debra Davis
(Chair/GLA Archivist)**
Casey Long (GLA Secretary)
Angela Dixon

Scholarship Committee
Mack Freeman Chair
Linh Uong Vice Chair
Lindsey Martin
Emily Rogers
Ben G. Carter
Swalena Griffin
Sandra Riggs
Christina Yau
Crystal Renfro
Robbie Barber
Roni Tewksbury
Evelyn Merk
Edward Whatley
Beth Thornton
Shelley Rogers
Pamela S Grigg
Laurie Aycock
Melanie C. Duncan
Bonnie Morris
Linda Jones
Linh Uong
Susanna Smith
Sara Lagree
Fay Verburg

Student Assistant Committee
Alice Murphy Chair
Lindsey Martin
Trish Vlastnik
Celia Strickland
Joy Garmon Bolt

Georgia Library Association
PROFIT AND LOSS
January 1 - February 11, 2016

	TOTAL
Income	
Membership	0.00
Paraprofessional	91.52
Professional	1,662.57
Student	68.64
Total Membership	1,822.73
Total Income	$1,822.73
Expenses	
Administration	0.00
Careterette Webinars Stipend	83.33
GLA Administrative Services	3,000.00
Public Relations	203.97
Total Administration	3,287.30
Awards, Grants & Scholarships	0.00
Hubbard Scholarship	750.00
Total Awards, Grants & Scholarships	750.00
Conference/Program Expenses	0.00
Atlanta Emerging Librarians	170.44
Midwinter Planning Meeting	3,015.00
Special Programs	142.50
Total Conference/Program Expenses	3,327.94
Travel	0.00
ALA Councilor	359.84
President	500.00
Total Travel	859.84
Total Expenses	$8,225.08
Net Income	$ -6,402.35

Thursday, Feb 11, 2016 02:58:57 PM PST GMT-5 - Cash Basis

GLA Board Meeting, Jan. 22, 2016
Recommendations from ALA MW17 (January 20-24, 2017) Planning Committee
Members: Amy Eklund (chair), Tamika Barnes, Kim Boyd, Lorene Flanders, Mack Freeman, Elizabeth McKinney

Recommended Plan of Action for ALAMW17, GLA Host Chapter

- Schedule GLA Midwinter meeting on the Friday before the ALAMW17 conference (Jan. 20, 2017) at a location close to the ALAMW conference activities (example: GSU Atlanta campus; AFPL or DCPL main branch)

- Request 2 Complimentary registrations AND 2 sets of VIP reception invitations for 2017 President-Elect (Elizabeth McKinney) and 2017 Vice-President/President-Elect. If either cannot attend, offer to other Executive Board officers.

- Request complimentary 10 X 10 booth on the Exhibit Floor
    - Staff the booth with volunteer GLA board members and other active GLA members (sign-up rotation; provide brief training before service)
    - Display historical GLA information (laptop/projector with PowerPoint that was presented at the Leadership meeting in December)
    - Produce and display GLA promotional tri-fold display (current facts about GLA, membership information)
    - Produce and display membership brochures; provide ability to collect membership fees at the booth (or via PayPal)
    - Collect and produce a list of local area information at the booth, including libraries offering tours, favorite dining options of GLA members, etc.

- Organize GLA activity offsite during conference
    - 2 options:
        - plan social event at a local library, college/university facility, or local restaurant with private area
        - plan local area service project in conjunction with Libraries Transform campaign (could involve GLA and all ALA attendees)

- Request complimentary mailing labels of ALA members in state, to use for promotional flyer.

- Produce promotional flyer advertising booth and offsite social event/activity. Also share this information widely via GLA's marketing outlets (social media, listservs, website).

Other ideas, not recommended at this time, unless there is sufficient interest by the Board and/or a large group of members who are willing to execute planning and implementation:

- Host preconference
- Request meeting space at conference (*Unconfirmed as of 1/19/16, but assumption is that this would require participants to register for ALA conference*)
- Sell items at conference store
- Other joint efforts with ALA (scholarship fund-raiser, hotel negotiation with national chains, etc.)
- Organize local library facility tours (individual institutions can organize and publicize on their own, and GLA could share this information at the booth and market via other outlets)

Respectfully,

Amy Eklund, on behalf of the Committee

The Merryll Penson Continuing Education Grant

In honor and celebration of Merryll Penson's distinguished career as the University System of Georgia's Assistant Vice Chancellor of Library Services and Executive Director of GALILEO, the Regents Academic Committee on Libraries is undertaking a fund raising campaign to establish grants to support the continuing education of Georgia librarians and library staff members who are members of the Georgia Library Association (GLA).

The Georgia Public Library Service has agreed to accept these funds and to administer the endowment, with the grants to be awarded by Georgia Library Association representatives authorized by the GLA Board of Directors, based on criteria approved by both the Regents Academic Committee for Libraries and the Georgia Library Association for so long as the original funds plus any accrued interest remain.

Julie thought the above was fine, and obtained the information below from their foundation director. If this all looks fine to you, I will proceed with developing the MOU. Thanks -

Handbook Update Request

Description of Advisor

Currently:

The Advisor to the President is generally a GLA member who has previously served on the GLA Executive Board but is not currently a member of the Board. These individuals typically have years of experience in the operation of

GLA and his or her input and advice can be invaluable to the President. This individual's duties are to share this wealth of experience with the President and Executive Board.

The proposed change:

The Advisor to the President, who may have previously served on the GLA Executive Board but is not currently a member of the Board, is appointed by the GLA President. The Advisor is chosen in order to provide input and perspective deemed valuable to the President. This individual's duties are to share their experiences and perspective with the President and Executive Board.

GLA/ALD 2016 Survey Report

The 2016 GLA/ALD programming survey received 51 responses. The purpose of the survey was to measure interest and generate ideas for ALD programming this year.

Summary:

The first choice of program activities was a COMO program or panel (43), the second choice was a Webinar speaker with Q & A (42), and the third choice was Online Discussion meetings (39). Local face-to-face Discussion groups ended up being the last choice (28).

We received a wide variety number of topic suggestions for these presentations. I grouped the responses as follows:

Assessment	11
Library Instruction/Instructional Design/ACRL Framework	11
Writing and Publishing	9
Statistical Software/Assisting Grad students	9
Career/Professional Development/Philosophy Statements	7
Management/Leadership	5
Working with Faculty	4

The rest had three or less responses and are included at the end of the report.*

Recommendations:
Looking at other upcoming library conference topics, there is **Transforming Libraries for Graduate Students** at Kennesaw, **AABIG** covers Library Instruction, and a **Southeast Regional Assessment Conference** is held bi-annually in Atlanta. That leaves the largest areas of interest of Writing and Publishing, Career Development and Management/Leadership for program topics. For the COMO program, I have begun to organize a panel presentation on writing and publishing, and have one person committed to this. For the Webinar Speaker with Q and A I need to find a speaker to address the Career/Professional Development topic. The online discussion meetings could held via Lync/Skype on any of the topics for which I can find a facilitator.

People who indicated they were willing to help with organizing/hosting these programs will be contacted.

Submitted by Rebecca Rose, ALD chair

Activities You Would Like to See

First Choice:

COMO program or panel	**21**	41.2%
Local face-to-face discussion groups	**6**	11.8%
Online discussion meetings to share ideas	**7**	13.7%
Webinar speaker with Q&A	**17**	33.3%
Other	**0**	0%

Second Choice:

COMO program or panel	11	21.6%
Local face-to-face discussion groups	14	27.5%
Online discussion meetings to share ideas	10	19.6%
Webinar speaker with Q&A	16	31.4%
Other	0	0%

Third Choice:

COMO program or panel	11	22%
Local face-to-face discussion groups	8	16%
Online discussion meetings to share ideas	22	44%
Webinar speaker with Q&A	9	18%
Other	0	0%

Additional Comments or Ideas:

1) I would like to see the ALD focus on options that are available to everyone statewide, not just those who are able to attend COMO.

2) I think all of these ideas are good ones!

3) I also liked the idea of ACRL webinar viewing parties, or something similar. I don't think we need to create our own webinar - as there are already so many out there already. But not everyone has the same access to webinars with fees - so I like the idea of facilitating viewings of one or some of those.

4) Am interested in the NVivo and statistical software ideas.

5) Please provide more face-to-face meetings in the Southern part of the state. Thank you!

*What kind of topics would you like to see discussed through these forums?

1) Database Instruction - face to face Academic Library Leadership - face to face/panel discussion

2) Academic Library Accountability on college/university campuses - face to face/panel discussion

3) Starting and working on a library research project with the goal of submitting an article for publication (COMO or webinar); work-life balance as academic librarians (COMO, online discussion meeting, or webinar) I like the idea of addressing the concept of teaching/supporting data services: teaching statistical software (SPSS/SAS), qualitative data analysis (NVivo), data cleaning tools (OpenRefine). I don't think it has to be limited to serving graduate students, since these topics are useful in working with faculty (and sometimes upper level undergrads too). But if we need to keep the focus narrow that still works. I think this topic can potentially get pretty detailed so would work best as a summer workshop or workshop series. Local Face-to-Face Discussion Group) Assessment and the process of getting published are two other topics that I think would have broad appeal across academic libraries. I think assessment could be covered in any format - itsort of depends on how in depth you want to get or what you want to focus on whether it would be best as face-to-to face discussion, workshop, or COMO presentation. The process of getting published would work well as either a COMO panel or an online discussion (or even webinar). You could have different people talk about various tips or what to expect: such as shopping the abstract to journals before sending the whole article; what a realistic time line is for peer review; what to sign and what to try to adjust regarding the publisher agreement, etc.

4) Academic Library Instruction, Reader's Advisory

5) Networking; writing workshops; continuing education and LIS skills improvement

6) Topics: Beginning digital archives (COMO presentation), Serving graduate students (COMO or webinar), Best practices for student workers/assistants (COMO or local face-to-face), Volunteers in academic libraries (COMO or face-to-face), Program mentoring library school students/intern opportunities (Online discussion, face-to-face), New IPEDS and ACRL surveys (Webinar or COMO)

7) Comparing Academic and Public Libraries - panel discussions Dealing with Faculty: Tips and best practices - panel discussions

8) Getting Published (COMO Presentation) Academic Librarian Work Life Balance (COMO Presentation) Teaching Information Literacy (Face to Face Discussion Group)

9) Managing student assistants - providing meaningful labor for them

10) Working with Faculty on Information Learning Outcomes for Students (COMO Panel with Librarians and Faculty) Statistical/Data analysis programs like SPSS (Webinar) New formats/ideas for reference/instruction (Panel or F2F)

11) COMO presentation: ALMA implementation Online discussion meeting: ALMA implementation Webinar: ALMA implementation

12) Assessment is still one of the biggest issues in my opinion - especially training on Needs Assessment (both formal and informal methods). A webinar presented by a panel of librarians who have actually done needs assessments would be a good format. The COMO member who I heard speak on assessment and who seems to have a good understanding of it is Eli Arnold.

13) I think these ideas would work in a local discussion group, an online meeting or a webinar: -Instructional design in academic libraries -Library services for online/distance students & faculty -Assessment in academic libraries (huge range of possible topics within this) -Managing change in academic libraries -Reference services away from the desk: best practices for chat, text, etc. -How to reach out to and work with faculty effectively

14) I would love to see a webinar or a COMO panel about bibliographic instruction, tips and what they should include, especially for librarians who don't normally do them but may be called upon to do so in the future.

15) * The Graduate student focused presentation on statistics or other topics related to graduate student support by Webinar

16) Local Face-to-Face Discussion Groups or Online Discussion Meetings might be very good to schedule regularly to supplement COMO and Midwinter and involve more people in becoming active in ALD. Topics about academic writing, activities to improve your CV, improving management skills (especially for middle managers or for "managing up"), and presentation skills all seem like they would make good topics for any of these forums.

17) Adult learners in an academic setting

18) Intellectual freedom post Snowden - COMO, Online Career planning for new/mid-career professionals - COMO, online, f2f Management/leadership best practices - COMO, online, f2f Space and services planning in a change environment - COMO, online, f2f

19) Staffing and personnel management.

20) new, open source, digital resources

21) 1) Safety on campus/active shooter training: COMO Presentation or Webinar 2) Access to research materials in Special Collections: COMO or online discussion 3) Assessment: COMO presentation or webinar 4) How is your campus meeting ACRL's Diversity Standards: COMO or online discussion 5) Getting published: COMO presentation or online discussion

22) ALMA, assessment

23) NVivo/Statistical software - Webinar Using statistics in your work (teaching, assessment, etc.) - COMO Virtual Meet and Greet and trade ideas - Online meeting

24)*Publishing (articles, books, etc.) - COMO Presentation *Statewide Alma Migration - COMO Presentation or Online Discussion *Professional Development : what that means and how to do it - COMO Presentation

25)Assessment (instruction and otherwise) - both what kinds of data to collect and how to use it in a meaningful way - any method Leadership in libraries - discussion consolidation stress coping strategies - discussion

26) library instruction/classroom management techniques (any of the above) ; faculty engagement in library collection development (any of the above) ; faculty engagement in library instruction (any of the above)

27) Information literacy instruction (especially using one-shots) - Local face-to-face discussion group Marketing library services to administration, faculty, and/or students - Online discussion meeting, COMO panel or presentation

28) I am especially interested in the topics of information literacy generally, information literacy instruction specifically and library technology.

29) I like the SPSS idea. I missed the Framework webinar so I would like more Framework training.

30)Lexile levels finding appropriate reading materials for all levels ebooks

31) Assessment of library instruction program - Local Face-To-Face Discussion Group Being a liaison to a department/college - Online Discussion Meeting

32) Teaching Assessment-webinar Marketing-online discussion

33) Librarianship philosophy/teaching philosophy statements (webinar or COMO), subject specialist/liaisonship roles (Online or Face to Face discussion), marketing in academic libraries (webinar, COMO, or online discussion), information literacy framework/instruction models (any of the above)

34) Getting published, process of submitting and revising peer-review article (COMO panel)

35) Budget concerns --- COMO or f-t-f discussion group Making Teaching Faculty / Librarian Liaisoning Work --- COMO or f-t-f discussion group

36) 1. Assessment tips and tricks (COMO panel) 2. The changing roles of MLS/MLIS degree holders (Online discussion) 3. Supporting digital humanities on your campus (Webinar or COMO) 4. Is it possible to launch and maintain an IR (institutional repository) in a small library? (Face-to-face or online or COMO)

37) COMO panel presentation with follow up discussion groups/etc: Program Assessment (Reference & Research Services, Special Collections, etc) COMO panel presentation and ongoing discussions: Teaching in Special Collections/Archives

38) Big data -- COMO presentation or webinar

39) - Assessment - panel - Writing/developing a Philosophy Statement of Librarianship for jobseekers, e.g. MLA students/recent graduates' - online discussion - Serving graduate students: panel Teaching statistical software, data analysis in humanities; SPSS, SAS, NVivo online workshop - Managing student assistants effectively - online workshop, discussion, panel (I volunteer to be on a panel/organize it) - The process of getting published

40) I liked something about new librarians/recent graduates. I get what I call, "serial appliers" which tend to be recent MLIS recipients applying for staff positions, which they probably aren't going to be hired for as they are over qualified or non-MLIS students that are starting library school but applying for faculty librarian positions, again which they aren't going to be hired for. They need a better understanding of the situation.