

## **MINUTES OF THE GEORGIA LIBRARY ASSOCIATION EXECUTIVE BOARD MEETING**

January 28, 1999

Decatur Public Library, Decatur, Georgia

The meeting was called to order by President Ann Hamilton at 10:15 a.m. Mike Seigler was asked to take minutes until the Secretary, Diana Tope arrived.

Those present were Gordon Baker, Steve Baughman, Charles Beard, Tom Bush, Susan Cooley, Ann Hamilton, Robert Hulshof, Bill Potter, Ralph Russell, Mike Seigler, Fred Smith, Magda Sossa, Nora Symmers, Diana Tope, Julie Walker, and Wendy Wilmoth.

The meeting began with everyone introducing themselves. Ann Hamilton noted that Linda Floyd and Lydia Piper would be unable to attend because of schedule conflicts.

The first order of business was to select dates and locations for the next two Board meetings. The meetings will be held April 2 at the Athens Regional Library and June 2 at the Smyrna Public Library.

There was some discussion about trying to avoid scheduling COMO at a time when it would conflict with Rock Eagle. Ann Hamilton suggested that RACL be held at Jekyll this year instead of Rock Eagle. Charles Beard pointed out that that would not meet the purpose of having the fall meeting in conjunction with Rock Eagle to encourage communication between RACL and computer services personnel from the various campuses.

There was discussion about when the Board should meet at COMO. No decision was reached and this will be reviewed again at the April Board meeting.

Gordon Baker gave the Treasurer's report. At the time of his report there was \$67,075.20 in the GLA accounts. He noted that \$13,000 had been moved from GLA's liquid assets to pay for Library Legislative Day and that this would be replaced from the proceeds. Gordon also reported that GLA had not received its share of the COMO profits, which should be at least \$10,400.

Charles Beard expressed concern about GLA's reserves. He pointed out that \$21,000 had been transferred from the liquid assets account last year. Ralph Russell asked if that transfer was the result of a one-time expenditure or was it an ongoing loss.

There was discussion about ways to reduce GLA expenses. Suggestions included: dropping the PLA membership; all committee chairs be careful about expenses; various ways to cut costs of the journal; sharing information on mailings to cut printing and postage costs. Steve Baughman said that if the mailing is not time-sensitive, it can be sent to him, and he can mail it at the bulk rate. Ann Hamilton

suggested that we continue to ask vendors to sponsor speakers. It was also suggested that committees coordinate mail-outs to reduce postage costs and that members use GLA-L and SELA-L whenever possible.

Tom Bush said that he would like to recruit more student members. He requested that library students at out-of-state schools be permitted to join at the same dues level as in-state students. The Board had no problem with this, and Tom volunteered to recruit at Florida State.

Diana Tope arrived, and *the minutes were distributed and approved*. Diana gave Steve Baughman a disk with the minutes and reports in Word.

Ann Hamilton and Gordon Baker reported on the expenses for COMO in Macon. There were a large number of major expenses that had not been anticipated, due to problems with contracting with the Macon Convention Center before it was built. Jekyll is less expensive and people like to go there. The next COMO meeting will be in Savannah October 20-22, 1999. The 2000 conference will be a combined conference with Southeastern Library Association, with the theme "Building Partnerships for the New Millennium". Gordon Baker reported that there were 1,020 in attendance in Macon. A lot of the revenue was from the exhibits. We are raising the booth fee for next year to \$275.

COMMUNICATIONS: Diana Tope asked everyone to e-mail their committee reports as attachments if possible, since that makes them easier to edit. Preferred format is Word, but Ann Hamilton has both Word and WordPerfect, so both formats can be accepted. Diana also asked that motions be given to her in written form. She will develop a form to use for this purpose before the next meeting. Ann Hamilton will ask Laura to put the minutes and reports on the web page. Everyone was urged to sign up for and use the listserv. Sign-up information will be in the Georgia Library Quarterly (GLQ) this issue.

MEMBERSHIP: Julie Walker and Steve Baughman reported that membership notices went out a little late, so we don't yet have a complete report of memberships for this year. This report is as of January 22.

Ralph Russell suggested that we contact GALILEO vendors for corporate memberships; we should talk to the local representatives. There was discussion about memberships being limited to Georgia; the consensus was that anyone from other states is welcome to join. It was suggested that we encourage memberships at Clark-Atlanta. Julie welcomes all suggestions and help.

PARAPROFESSIONAL DIVISION: Nora Symmers reported that the committee will distribute brochures at their miniconference.

ALA: Ralph Russell reported that there are no burning issues at this time. The Midwinter Conference may bring out some. The conference is at the end of January. Magda will represent us at the Sarah Long's planning meeting. Please share ALA information and ideas on the listserv.

**EDITORIAL BOARD:** Susan Cooley reported that the membership list is done. The next Editorial Board meeting is February 12. Lyn Hopper has resigned; David Evans will serve in her place. There was discussion of the postage reimbursement problems; postage on this issue will be higher. Ann Hamilton suggested that the reimbursement request be faxed to her to shorten the time needed for reimbursement. She will fax the signed form to Gordon Baker. Susan Cooley will try to have an academic library on the cover of the next issue (Milledgeville). There is no school news and very little academic news. Ann Hamilton asked Fred Smith to appoint a correspondent for academics. Everyone is asked to send news to GLA-L, too.

**SELA:** SELA asked if Georgia would consider having a combined conference in Savannah with SELA. COMO has agreed to this. Frances Coleman is the President; Barry Baker is VP/President-elect of SELA. They want to revive SELA, especially to attract new professionals who can't go to ALA because of the cost. There was discussion of the real purpose of SELA.

**ACADEMIC LIBRARIES:** Fred Smith reported that Susan Morris, the ACRL Chapter Representative, submitted a report to ACRL's Chapter Topics. She will meet with other Chapter Representatives at ALA. Bill Nelson, Vice-Chair/Chair-Elect, is planning the Division's COMO programs based on ideas generated at the December Planning Meeting.

Ann Hamilton needs the names of the chairs-elect for programming for COMO. Let Mike Seigler know who will represent each division on the COMO Program Committee. Also send this information to Diana Tope.

Ann said that Bill Potter is concerned that the GALILEO Interconnected Library (GIL) System was left out of the state budget for its second year (\$2 million). Please ask everyone to support this. There was discussion of the Integrated Library System proposed by the Office of Public Library Services.

**TRUSTEES:** Magda Sossa reported for Leon Duke, who is ill. Plans are under way for the Advocacy Training sessions.

**PARAPROFESSIONAL DIVISION:** Wendy Wilmoth reported that there is discussion of a possible workshop. They are planning to have a web page. Betsy Miller at Mercer is spearheading this effort.

**NEW MEMBERS ROUND TABLE:** Tom Bush discussed expanding memberships outside of NMRT. He will get an updated list of committee membership from Steve Baughman. They are working on the COMO budget. Ann reminded us that the reception is a COMO event and GLA doesn't have to pay for it.

**PUBLIC LIBRARY DIVISION AND TRUSTEES AND FRIENDS DIVISION:** The Public Library Division, chaired by Magda Sossa, met at the Leadership Conference in conjunction with the Trustees and Friends Division, which is currently chaired by Leon Duke. Those in attendance discussed items of mutual interest, namely the luncheon that the two divisions co-sponsor at the annual COMO conference.

It was agreed that the arrangements for the facility and the meal would be made by the Public Library Division and that the Trustees/Friends Division would assume responsibility for the master of ceremonies duties. Both divisions would work cooperatively to select a luncheon speaker. Suggestions for several excellent authors as potential speakers were offered. It was also requested that the luncheon be held at the Holiday Inn at Jekyll Island, based on positive past experiences. The cost should be held at \$25.00 per ticket. Discussion followed related to organizing continuing education opportunities to be held throughout the state. Those in attendance recalled excellent programs held in the past and also suggested places and speakers for such events. In addition, it was suggested that the Division sponsor writing an article to be published in Georgia library Quarterly on planning a program for the annual conference.

**SPECIAL LIBRARIES:** Robert Hulshof wants information about special libraries and librarians sent to him to assist him in building up a list for possible membership. Each of us should remember to notify him of any special libraries or librarians in our areas.

**INTEREST GROUP COUNCIL:** Susan Cooley reported for Linda Floyd that a petition has been received for the development of a Circulation and Access Services Interest Group. The request was received from Steven Brown, Circulation and Document Delivery Librarian, Science Library, UGA. After some discussion, *Wendy Wilmoth moved to approve the circulation interest group petition with the understanding that they will comply with the criteria in the Constitution and Bylaws for formation of a new interest group. Bill Potter seconded. The motion passed unanimously.*

**COMO STEERING COMMITTEE:** Mike Seigler says he is overwhelmed with how much is done to put together a convention. We need to have continuity on the COMO committee to help eliminate problems. We should submit the contract to the site rather than letting the site give us a proposed contract. We paid extra for everything in Macon. There was discussion of the process. Ann Hamilton suggested setting up an advisory committee to the Steering Committee for the COMO Conference. Charles Beard encouraged this, saying that we need to be sure that knowledgeable people are in place. There was discussion of the Savannah arrangements so far. Fred Smith asked about any feedback from the Macon meeting. The Clarks are working on a report.

**ADMINISTRATIVE SERVICES:** Steve Baughman is concerned about getting the new brochure done. Julie and Steve will work on it. They'll put the new logo and the web address on it. It was suggested that it is important to get it done in time to have it to hand out at the SOLINET meeting in May.

There was discussion about storage arrangements for the back issues of Georgia Librarian/Georgia Library Quarterly. Susan Cooley will keep them for now. If she runs out of space, Bill Potter will take them. Steve Baughman will keep 12 copies of each issue at his office.

There was discussion of institutional and corporate membership costs and benefits. *Bill Potter moved that Institutional Memberships cost \$50 and include a subscription. Gordon Baker seconded the motion. The motion passed unanimously.* Susan Cooley will notify the institutional members and try to put a

positive spin on it. She will also send something to all directors and academics encouraging institutional membership.

**BUDGET:** There was discussion of each of the budget items. Adjustments are needed in the budget, as there is a large shortfall. Georgia Legislative Day expenses and income were discussed in detail. There was discussion of ways to raise additional funds, including the possibility of putting memberships and journal subscriptions in separate categories. Ann Hamilton will ask Bob Richardson if he would head a fund-raising committee. Steve Baughman suggested that we might go to two full journals and two newsletters to save money, and others made additional suggestions. Susan Cooley will investigate the cost of doing the newsletter for two issues next year. Ann Hamilton suggested that we pay SOLINET quarterly, thereby spreading the impact on the revenues. *Tom Bush made a motion that we accept this as a budget in progress; Magda Sossa seconded the motion, and it passed unanimously.*

Nora Symmers reported that the DeKalb Library Support Specialists group will hold a miniconference to celebrate their 10<sup>th</sup> anniversary. The Paraprofessional Division would like to cosponsor the event. They have \$500 to pay for a speaker, and they want to know if GLA would match that. This would be for all paraprofessionals statewide. The subject is to be determined. The promotional materials will be done at DeKalb. Magda said that the DeKalb administration has been supportive of this idea. There was discussion of the idea and how it could be carried out. The suggestion was made that the speaker be one of the library leaders in GLA who would donate his/her services, so there would be no cost for this. This would be a donation in kind from GLA that would allow the \$500 to be used for other expenses. A date during the third week in May (20<sup>th</sup> preferred) was suggested. Magda thanked GLA for being willing to support this.

Susan Cooley asked for definition of her goal in cutting costs for the journal. \$14,000 was the figure suggested.

Ann Hamilton thanked Magda Sossa, Myra and the DeKalb Library for hosting our meeting today, and the meeting was adjourned.

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**Last update: December 04, 2002**

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