

GEORGIA LIBRARY ASSOCIATION

Executive Board Meeting

October 31, 2001 - 10:15 a.m.
COMO, Jekyll Island Conference Center, Georgia

The Executive Board of the Georgia Library Association met October 31, 2001 in the Jekyll Island Conference Center prior to the preconferences and opening session of COMO 2001.

President Eddie McLeod called the meeting to order at 10:15 a.m. Present were Gordon Baker, Charles Beard, Mary Beachum, Tom Budlong, Shelia Devaney, Barbara Durham, Bob Fox, Ann Hamilton, Nanette Kicker, Eddie McLeod, Debbie Manget, Susan Morris, Bill Nelson, Nancy Ray, Mike Seigler, and Rene Shoemaker.

The minutes of the September 28th meeting had been distributed in advance by e-mail so members had already read them. Gordon Baker made a motion that the minutes be approved as read and Tom Budlong seconded the motion. The motion passed unanimously.

Gordon Baker handed out the Treasurer's report as of October 28, 2001 (on file with minutes). Inflow of cash over this period is reported as \$54,544.40 and outflow as \$48,705.27, for an overall total report of \$5,839.13. This amount, together with a balance forward from 2000 of \$31,788.40, results in a current checkbook balance of \$37,617.53. Gordon noted that the amount given by members towards the CIPA challenge fund stands at \$365.00, far short of the \$2,000.00 GLA has pledged to donate. The Morgan Stanley accounts show interest earned, as reflected in the filed report. This report does not yet reflect COMO 2001 expenses.

Tom Budlong inquired about the process of auditing the organization's books before handing them over to the newly-elected treasurer. President McLeod responded that the books are audited annually by an ad hoc committee, waiting until the end of the calendar year in order for conference expenses to clear. As immediate past president, Eddie will chair this audit committee. As new president, Tom is to appoint whomever he wishes to serve with Eddie on the committee. Debbie Manget made a motion that the treasurer's report be accepted for audit. Tom Budlong seconded the motion, and it passed unanimously.

Gordon Baker reported that his CPA recommended that GLA use Quickbooks, electronic accounting software. Since upcoming treasurer Bob Fox uses a computer system with capacity for this software, Bob will check into licensing arrangements on his campus to see if he can copy the software at no charge. But even if license fees are required, it would be good for the GLA treasurer to start using it. MOTION: Tom Budlong made a motion that Bob Fox acquire

Quickbooks through Clayton State if possible or direct GLA purchase if necessary. Bill Nelson seconded the motion, and it passed unanimously.

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Barbara Durham gave the Administrative Services Report (filed with minutes) for Rocky Blackwell, who would have had to charge travel expenses to attend this meeting at COMO. Total membership in GLA is up by 76 people over last October. The board expressed commendation to Barbara for her innovative work as Membership Chairman this past year. Barbara pointed out that a 1/2 price "special" is currently available at \$6.00 for new paraprofessional members.

Susan Cooley had notified President McLeod that she would be unable to attend COMO, so there was no report from GLQ Editor. President McLeod commended the outstanding work that Susan has done on the GLQ publications.

The ALA Midwinter Meeting will be attended by our Councilor Ann Hamilton. Gordon Baker suggested that the GLA booth at ALA next summer include a Raffle similar to the successful event held here at COMO. Ann said plans are already underway for needlework and other items to be offered. Tom Budlong recommended getting a flyer out to GLA members to give them advance notice about this so they can be getting things together to donate. The Scholarship Committee will work with that, and the notice could be carried in GLQ. Charles Beard mentioned that attendance next summer at ALA Conference might be down somewhat due to the impact of the economy on travel budgets.

Bill Nelson reported that SELA has resumed its publication and has a new web address. If anyone has information for SELA, give it to Bill and he'll send it to the editor. The Joint SELA/SCLA Conference will be held October 24-26, 2002 in Charleston, SC. This will not conflict with GLA which will be held October 9-11, 2002 in Athens. President McLeod asked Bill to report to SELA on this COMO 2001, highlighting some of the special events such as the Awards Banquet.

Charles Beard made a reference back to the "membership special" mentioned earlier by Barbara Durham. He asked how much it costs just to mail out the GLQ journal every year, so a low membership fee might mean the organization is actually subsidizing those new members the first year. Charles suggested that someone "track" these members to see if they join the second year at the regular price. Using the current treasurer's report figures as a basis for calculation, it costs approximately \$2.63 per member to publish and distribute each issue of GLQ. It was pointed out that if the editor of GLQ changes, the publication might be printed at a different location, which could affect the cost.

Susan Morris reported that the Academic Libraries Division is ready to go with their programs

for COMO. They had an election for next term's Vice-Chairman and Secretary/Treasurer. The new Vice-Chair is Laura Burtle from Georgia State University, but the Secretary/Treasurer position was a tie, so they will hold another election for this position at their division luncheon on Thursday. They are looking forward to hearing their luncheon speaker, Michael Gorman.

Debbie Manget reported that the Trustees/Friends/Advocates Division still does not have a

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complete slate of officers for next term, but this may be resolved at their division luncheon on Thursday. If not, Debbie pledged to work with Tom Budlong to find someone to serve. Debbie brought the President of her Friends of the Library to COMO. Their Friends group is shipping donated books to soldiers on active duty, and they asked permission to put a donations jar at the GLA story booth for help in paying the shipping costs of this project. The board agreed by consensus to this request.

President McLeod reported that none of the pre-conferences for COMO 2001 had been cancelled due to low registrations. Three of them were slightly "short" in registrations, but they agreed to go ahead with their programs and accept the available fees.

Charles Beard said that William Gordon has volunteered to do a program if he is needed due to a speaker or presenter not showing up at the last minute. Contact Charles if this need arises.

Terri Townsend was not present to report on the New Members Roundtable, but President McLeod said that arrangements were in place for the reception today from 4 to 5 p.m. for all first time attendees and presenters at COMO. GLA Executive Board members are urged to go "meet and greet."

Jacquie Houston was not present to report on the Paraprofessional Division, but President McLeod assured the board that plans were set for the paraprofessional awards to be given at the banquet on Thursday night.

Mary Beachum reported that the Public Library Division is looking into the new requirements for training hours for public librarians to maintain certification. Charles Beard said the requirements are for contact hours of training, such as the programs offered at COMO Conferences. The Public Library Division will advertise this to GLA members to encourage them to attend conferences.

Gordon Baker said that the School Library Media Division has nominated a single slate of officers for next term: Chair, Richard Horah of Armstrong Atlanta State University in Savannah; Chair-Elect, Pam Nutt of Moore Elementary School in Griffin; and Secretary/Treasurer, Megan

Harris of Rockdale County H.S. in Conyers. Helen Adams, AASL President, will speak at the joint luncheon for GLMA/GLA School Media Division on Thursday. Also individual programs will be presented at the conference.

Robert Hulshof had contacted President McLeod to say that he could not be at COMO due to an on-going family crisis, but he requested that she give his report on Special Libraries Division (filed with minutes). Since there has been "no movement on the membership front" for the division this year, Robert proposed that the division be tabled until such time as there is sufficient interest to restart it. President McLeod said she is recommending no formal action at this time in response to his proposal. The executive board will take it under advisement and look into the matter next year.

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Nanette Kicker reported that the Interest Group Council has programs planned for the conference and everything is ready to go. Next year's Chair will be Claire Auwater [sp?] of Athens/Clarke County Public Library. A new position of Secretary/Treasurer will need to be established next year in order to collect and get the council's records to the archives.

The Constitution and Bylaws Committee Chairman, Susan Whittle, was unable to be present due to surgery. President McLeod presented the written recommendation for changes to the Constitution and Bylaws (filed with minutes) dealing with the following matters:

- * Interest group reports of active status are to be made annually rather than biennially
 - * Nominee for ALA Councilor needs to be elected biennially in odd-numbered years
 - * Officers except Treasurer are to assume office on January first for one calendar year
 - * Office of Treasurer is to assume office on January first for three calendar years
 - * Terms of office begin January first and run through December thirty-first

Mike Seigler had made an editorial change to the committee's recommendations, changing "begin duties" to "assume office." MOTION: Gordon Baker made a motion that the Constitution and Bylaws changes recommended by the Constitution and Bylaws Committee, with the editorial change made by Mike Seigler, be accepted. The motion was seconded by Nanette Kicker, and it passed unanimously.

Tom Budlong commended the Awards Banquet and asked if GLA would be getting back to that as an annual event. President McLeod suggested that question be put to the Awards Committee Chairman. The committee duties would need to be modified in the Handbook. Cathy Jeffreys has volunteered to serve on the Handbook Committee. Meanwhile, for this Awards Banquet at COMO 2001, President McLeod has made all the arrangements. Executive Board members are asked to sit at the head table. Installation of new officers will be handled by Ann Hamilton.

At their request, the media specialist awards will be made at the 2nd General Session.

Tom Budlong was commended for doing a good job on the conference program, getting all the information together and organizing it into an attractive program.

Rene Shoemaker and Sheila Devaney, co-chairs of the Records Committee, reported to the board on the GLA archives, which is the on-going project of this committee. They have put into writing their recommendation (filed with minutes) that "the GLA Secretary, beginning with the 2001-2002 executive board, become responsible for collecting the archives at the yearly executive board meeting held at the Leadership Conference." They have included a list of the materials that should be submitted on a yearly basis. But if in doubt, send in all documents and the archivists will decide what to keep and how to organize the materials. The GLA web site has this information along with appropriate forms. An article in GLQ was suggested as a good way to update GLA members on the archives function.

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MOTION: Tom Budlong made a motion that the recommendations from the Records Committee be accepted. Needing no second, the motion passed unanimously.

Discussion ensued about the need for Constitution and Bylaws changes that will deal with election contingencies, changes in officer duties, and other such concerns mentioned in today's meeting. President McLeod reviewed the process for making this change to the Constitution and Bylaws Committee. After the committee recommends the changes, there will need to be a business meeting of the general membership next year in order to vote on the changes.

MOTION: Tom Budlong made a motion that the GLA Constitution and Bylaws Committee be asked to review and make recommendations to the Board regarding election contingencies, changes in officer duties, assigning the Awards Banquet to the Awards Committee, looking into how we handle inactive divisions and committees and other by-laws changes to be identified by the Board.

Gordon Baker seconded the motion.

In discussion of the motion, Debbie Manget requested an amendment, namely adding to the motion that the Administrative Services contract award become an annual process. This amendment was accepted by Tom Budlong, and the motion went forward to a unanimous affirmative vote as amended.

Under Old Business, Mike Seigler presented the GLA Audit Report for Fiscal Years 1999 and 2000 to the GLA Executive Board (filed with minutes). The report concludes that "the financial records are in order with no significant discrepancies." President McLeod accepted the audit and directed that it should be filed with the minutes of this meeting.

Under New Business, Tom Budlong stated that there will be sufficient audit checks next year and the year after that for proper handling of financial records.

Debbie Manget inquired about the date of the Leadership Conference; Tom Budlong responded that would be decided at Friday's Executive Board meeting.

President Eddie McLeod reminded everyone to give her a list of committee members for recognition at the Awards Banquet.

The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

Nancy C. Ray
GLA Secretary

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