

Georgia Library Association
Executive Board Meeting Minutes
The Classic Center, Athens, Ga.
Wednesday, October 13, 2010, 1 p.m.

Present: Liz Bagley, Gordon Baker, Judith Brook, Laura Burtle, Deborah Davis, Sheila Devaney, Carolyn Fuller, Ann Hamilton, Jeff Heck, Cathy Jeffrey, Stephanie Jones. Debbie Meyer, Tessa Minchew, Susan Morris, Kara Mullen, Carol Stanley, Diana Very, Karen Walton

Call to Order and Welcome – Carol Stanley
The meeting was called to order at 1 p.m.

Approval of Minutes – Jeff Heck

Motion - from Laura, seconded by Kara, to place the attachments from the minutes on the web site in addition to the minutes themselves.

Vote - all ayes

It was moved and seconded to approve the minutes as distributed at the meeting.

Vote on minutes – all ayes

Treasurer's Report – Cathy Jeffrey

Cathy reported the checking account is below \$60,000, but it will be replenished after income is deposited from COMO. She noted the 574 Morgan Stanley account has grown, but the 531 Morgan Stanley account has remained flat.

Judith asked about forms for GLA purchases where state sales tax should be waived. There is evidence we have not paid the sales tax normally. Cathy noted we pay sales tax on many things we purchase.

Combined with the conversation about sales tax was discussion about prior approval before any expenditures. Ann Hamilton says these guidelines are given out at Midwinter, but we didn't have copies to refer to.

Judith recommended setting a minimum, under which sales tax waiver should not be sought and suggested \$50. Ann said some things like airfare wouldn't qualify for tax waiver. Debbie Meyer moved for \$100 limit for preapproval, Judith seconded. Ann moved to amend to specify budgeted items were not covered, as these are preapproved. Judith said we want to have the form from the state in case we ever have to make large expenditure. It's prudent. Ann moved to table the issue for further research. Jeff seconded.

Vote – all ayes to table.

Deborah seconded to approve treasurer's report,

Vote – all ayes

Administrative Services – Gordon Baker / Kara Mullen

Kara adopted a new process of emailing mass invitations to GLA members to renew online. 50 members renewed online so far, no October data available.

AEL requested a certificate, which she did.

Gordon noted we still are not at our full potential and encouraged board members to ask people at our own institutions to join.

GLQ Editor's Report – Jeff Heck for Susan Cooley

There were no substantive financial changes, so no paper report was presented. The board discussed the available options for the Digital Commons site layout as we transition to electronic publication. Jeff will email board members a third option not yet distributed.

ALA Councilor's Report – Ann Hamilton

Ann said Roberta Stevens, ALA president, will arrive this afternoon. She likes to be very involved at events she attends, and she will serve as our keynote speaker at the banquet. Flyers for the Spectrum Scholarship are at the scholarship booth. We hope to support this effort through fundraising at the banquet. Some state organizations have given more than \$1000.

SELA Representative – Debbie Meyer

Debbie attended the SELA regional conference in Arkansas, and she applauded the extensive efforts by GLA members in SELA. Clayton State University's Media Services created the new SELA brochure. Georgia has 49 members in SELA, the highest of any state. Mike Siegler is incoming president, and others are involved. It also was incredible and rewarding to see other state's efforts. There were 333 participants, and the organizers were thrilled with the turnout.

Division Reports

Public Library Division – Diana Very

Diana requested an honorarium be approved for our featured speaker, Joshilyn Jackson. Ann moved to offer \$200. Deborah moves to amend to \$300.

Vote on amendment – all ayes.

Vote on motion – all ayes. A \$300 honorarium is approved.

Diana is working with the nominating committee for the public library division; three slots still need to be filled. The group will meet electronically and forward the results. Diana expressed her interest in chairing the division for next year.

Academic Library Division – Carol for Lorene Flanders

Administrative Services was notified in early September that the following individuals were elected as officers for the Academic Division for 2011.

Sarah Steiner, who is currently Vice Chair/Chair Elect, will assume the office of Chair of the Division. The new officers have been notified of their election. They are:

Vice-Chair/Chair-Elect: Katherine Ott, Clayton State
Secretary: Tessa Minchew, Georgia Perimeter College
ACRL Rep: Amy Eklund, Georgia Perimeter College

2010 Vice Chair Sarah Steiner will assume the position of Chair in 2011.

The Academic Papers Committee chaired by Eva Lautemann reviewed submissions and selected papers for presentation at COMO. The YBP Library Services Award (\$200) will be presented to Alan Bernstein, Valdosta State University for "A Herzbergian Look at Academic Librarians and Job Satisfaction," and the EBSCO Award (\$150) to Anne Barnhart, University of West Georgia for "Want Buy-In? Let Your Students do the Buying."

Paraprofessional Division – Carol for Karen Walton

We look forward to the presentation by Courtney Young at this COMO.

School Library Division – Stephanie Jones

Stephanie will attend the School Library Journal meeting on the future of reading, in Chicago.

Special Libraries and Information Services Division – Sheila Devaney

SLISD will offer two sessions at this conference. At 1:30 p.m. Thursday, there will be a tour of the Medical College of Georgia / University of Georgia Medical Partnership, and on Friday morning a tour of the Lamar Dodd School of Art. The division's business meeting will be Thursday afternoon. Sheila noted she has started a listserv for the division that now subscribes about 35 people.

New Members Round Table – Carol for Shelley Smith

NMRT events at this year's COMO include a 5 p.m. supper meeting at Doc Chey's Restaurant. 114 COMO registrants indicated they are first-time attendees. Bags have been donated for new attendees.

Interest Group Council Report –Tessa Minchew

Interest Group Council Report - Tessa Minchew The group held a successful business meeting at the Globe on October 13, at 5:00 pm. Yadira Payne was elected Vice-Chair/Chair Elect by a unanimous vote. Adam Kubik is the incoming Chair. Tessa worked on tweaks to the council's bylaws, which she emailed to the interest group officers for their thoughts. One change will be to eliminate the position of secretary, as the position is not used. The changes were approved by the members present at The Globe business meeting, but Tessa will be emailing them to the full membership for further review. An interest group survey was launched last week and will close on October 28. Tessa has been asked about

starting a Marketing Interest Group, and has provided the interested parties with the information they need to put together a petition.

Trustees and Friends – Carol for Jane Hildebrand

FOGL will meet in McDonough on November 10th, 11-1 p.m.

Committee Reports

Awards – Liz Bagley

Liz noted the awards are ready for the conference, the introductory text is written, and the checks are in hand from Cathy Jeffrey.

Conference – Carol Stanley

There are 724 total registrants for COMO. All should be ready for AV equipment needs, with UGA providing the screens. Presenters have access to the wireless network using a password available from the information desk. Users must have their own laptop and projector, but there are one or two spares. Melissa Underwood, GAIT president, and two other volunteers are helping with support. The Classic Center's tech support only provides general assistance and charges otherwise. Carol said the BattleDecks competition is ready, with great slide shows. Prizes will include raffle tickets, a tiara from Walgreens, and WebJunction prizes.

Constitution/Bylaws – Carol for Mike Seigler

Carol noted the business meeting will be Thursday night, during which bylaws changes will be voted on from paper copies.

Addendum: the business meeting was held, beginning 7 p.m. Thursday, Oct. 14. The suggested changes to the bylaws/constitution were passed as proposed.

Handbook – Susan Morris

The proposed changes are in progress.

Membership – Judith Brook

The committee provided a membership table at Atlanta-Fulton Public Library Association meeting. Carol helped with a letter that was sent out relating to ALA membership. Judith will write up instructions for the next membership chair.

Records – Deborah Davis

Deborah reported she has assumed the position of archivist from Jack Fisher. She has migrated access records over to an archive system available through the Web. Deborah noted about 60 percent of more than 120 boxes of material is in the searchable database, but the remaining paper, unindexed, materials can take time to search. She said there are records for SELA back into the 1920s. Tessa noted the searchable database needs to be linked to GLA site.

Scholarship – Barbara Petersohn

The raffle is ready and should be fun, with excellent items for drawing this year.

Old Business – Kara Mullen and Cathy Jeffrey

GLA allows payment for annual dues now through PayPal. While the process is working well, there were a couple of unexpected human actions. Some members are filling in the membership application but not completing the PayPal portion, and both must be completed for the transaction. The group discussed methods to encourage completion of both. At least one user also has used another person's credit card to make payment, which forces Administrative Services to match the payment record and user manually by using time stamps on the transactions.

New Business

Carolyn Fuller reported on the Midwinter meeting plans, which will feature Mr. Jason Griffey from University of Tennessee Chattanooga, the head of library information technology and author of the Neal Schuman-published *Mobile Technology and Libraries*. The program was developed with Pat Carterette.

The meeting will be held on January 28, at Clayton State University.

Carolyn noted that few librarians have felt Library Day has been as effective as it could be because there is a desire to better reach legislators.

She noted Varsity Day was sponsored this past year by the Georgia Council of Public Libraries and was a great success. There was a proposal that GLA complement the Varsity Hot Dog distribution by offering a breakfast on the same day, but board members thought it better to concentrate on one event. Gordon said GLMA may also be doing something separate. Debbie Meyer said we could email speaking points, since we won't be together as a group.

Next Meeting

January 28, 2011, at Clayton State University

Adjournment at 1:00 p.m.

Georgia Library Association
Executive Board Meeting
October 13, 2010
Agenda

Welcome and Introductions	Carol Stanley
Approval of Minutes	Jeff Heck
Treasurer's Report	Cathy Jeffrey
Administrative Services report	Gordon Baker/Kara Mullen
ALA Councilor	Ann Hamilton
SELA Representative	Debbie Meyer

Division Reports

Public Library Division	Diana Very
Academic Library Division	Lorene Flanders
Paraprofessional Library Division	Karen Walton
School Libraries Division	Stephanie Jones
Special Library Division	Sheila Devaney
New Members Round Table	Shelley Smith
Interest Group Chair	Tessa Minchew
Trustees and Friends	Jane Hildebrand

Committee Reports

Awards	Liz Bagley
Conference	Carol Stanley
Constitution and By-Laws	Mike Seigler
GLQ	Jeff Heck
Handbook	Susan Morris
Membership	Judith Brook
Records	Deborah Davis
Scholarship	Barbara Petersohn

Old Business

PayPal	Kara Mullen/Cathy Jeffrey
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New Business

Library Day	Carolyn Fuller
Mid-Winter Planning Conference	Carolyn Fuller

Next meetings

Adjourn – Thank you All for a wonderful year!!!!

11:33 AM
10/11/10
Cash Basis

Georgia Library Association
Balance Sheet
As of October 11, 2010

	<u>Oct 11, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
531 Morgan Stanley Account #1	41,348.31
574 Morgan Stanley Account #2	87,350.21
Checking	<u>61,362.30</u>
Total Checking/Savings	<u>190,060.82</u>
Total Current Assets	<u>190,060.82</u>
TOTAL ASSETS	<u><u>190,060.82</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	202,807.97
Net Income	<u>-12,747.15</u>
Total Equity	<u>190,060.82</u>
TOTAL LIABILITIES & EQUITY	<u><u>190,060.82</u></u>

Georgia Library Association
Cash Flow
2010

	Jan 1 - Oct 11, 10
Income	
Conference Income	
COMO XXI -2009	7,620.75
Midwinter Conference 2010	2,806.00
Special Programs	400.00
Total Conference Income	10,826.75
GLQ Revenue	
Advertising	1,660.76
Subscriptions	1,100.00
Total GLQ Revenue	2,760.76
Library Day Income	
Georgia Library Day	5,040.00
Total Library Day Income	5,040.00
Membership	
Benefactor	125.00
Corporate	300.00
Miscellaneous	12.00
Non-Salaried	12.00
Organization	550.00
Paraprofessional	768.00
Professional	11,227.20
Retired	600.00
Student	426.40
Student - ALA	1,855.00
Supporting	75.00
Sustaining	100.00
Trustee	179.26
Total Membership	16,229.86
Other Revenue	
Beard Scholarship	10.00
Hubbard Scholarship	35.00
Mailing List	50.00
Scholarship Donations	360.48
Other Revenue - Other	100.00
Total Other Revenue	555.48
Sales Revenue	
GLA Merchandise	468.00
Total Sales Revenue	468.00
Total Income	35,880.85
Expense	
Administration	
CPA Fee	900.00
GLA Administrative Services	12,000.00
Miscellaneous	44.00
Postage	1,025.19
Printing	309.20
Supplies	22.57
Total Administration	14,300.96
Bank Charges	
Returned Item Chargeback & Fee	72.00
Total Bank Charges	72.00
Conference Expenses	
Midwinter Conference 2010	3,054.56
Special Programs	270.55
Total Conference Expenses	3,325.11
Dues and Donations	

	<u>Jan 1 - Oct 11, 10</u>
ALA Spectrum Initiative	600.00
American Library Association	135.00
Georgia Peach Book Award for T	113.00
Georgia Student Media Festival	2,000.00
Miscellaneous Donations	500.00
Total Dues and Donations	<u>3,348.00</u>
Georgia Library Quarterly	
Layout	1,296.00
Postage	1,057.93
Printing	7,152.00
Total Georgia Library Quarterly	<u>9,505.93</u>
Grants	
ALA Emerging Leaders Program	500.00
Awards Banquet	509.59
Beard Advocacy Award	100.00
Beard Scholarship	1,000.00
Hubbard Scholarship	3,750.00
McJenkin Rheay Award	100.00
Paraprofessional Grants	1,250.00
Richardson Award	100.00
Scholarships	
Seed Money	50.00
Total Scholarships	<u>50.00</u>
Support Services Award	100.00
Symmers Award	100.00
Total Grants	<u>7,559.59</u>
Interest Group Expense	
ILL Interest Group-Unconference	100.00
Reference Services IG Survey	19.95
Total Interest Group Expense	<u>119.95</u>
Library Day	
Georgia Library Day	5,306.06
Total Library Day	<u>5,306.06</u>
Membership Recruitment	
Emerging Librarians	315.26
Total Membership Recruitment	<u>315.26</u>
Sales Expense	
Georgia Sales Tax	133.00
Inventory Purchases	543.50
Seed Money	300.00
Total Sales Expense	<u>976.50</u>
Travel	
ALA Councilor	1,929.98
President	1,868.66
Total Travel	<u>3,798.64</u>
Total Expense	<u>48,628.00</u>
Net Income	<u><u>-12,747.15</u></u>

GLA Administrative Services Activity Report

October 2010

DATABASE

Regular maintenance

MEMBERSHIPS

Processed memberships

PAYPAL ACCOUNT/ONLINE MEMBERSHIP

Finalized required elements for online membership
Revised internal processes to accommodate new service
Emailed SEP and OCT members
50 members have renewed online

DIVISIONS/INTEREST GROUPS

Created member lists for:
Technical Services Interest Group
New Members Round Table

RENEWAL LETTER/MEMBERSHIP CARDS

Updated documents with new logo plus name changes for Interest Groups

ATLANTA EMERGING LIBRARIANS

Created CE certificate

GLA ADMINISTRATIVE SERVICES EMAIL

Responded to emails received or forwarded to appropriate members of the Board

HUBBARD SCHOLARSHIP

Mailed donation acknowledgement forms to Barbara Petersohn

GLQ

Subscription renewals and processed claims

GLA LISTSERV

Manually subscribed new members
Troubleshoot technical issues with member accounts
975 members currently subscribe

GLA Membership Report

October 2010

Membership Type	July 08	Oct 08	Dec 08	April 09	July 09	Oct 09	Jan 10	Apr 10	July 10	Oct 10
Professional	447	449	425	413	400	400	367	366	354	404
Student	125	112	112	160	146	139	138	167	154	156
Paraprofessional	111	113	110	101	96	100	79	81	79	87
Life/Honorary	57	55	55	54	55	50	50	48	48	47
Retired	30	30	28	29	28	29	28	30	31	29
Organizational	14	10	9	7	10	12	12	12	12	11
Trustee/Friend	11	11	11	13	13	11	9	9	9	11
Corporate	1	0	0	0	0	0	1	3	3	3
Sustaining	0	0	0	1	1	1	2	2	2	2
Supporting	0	0	0	0	0	0	0	0	0	1
Benefactor	0	0	0	0	0	0	0	0	0	1
Total	796	780	750	778	749	742	686	718	692	752

GLA Board Meeting
COMO XXII
The Classic Center
Athens, GA
October 13-15, 2010
SELA Report submitted by Debbie Meyer

The 2010 SELA Conference was held in conjunction with the ARLA September 26-28 at the Peabody Hotel and Statehouse Convention Center in Little Rock. SELA was given a prominent location for a table advertising the organization and providing new brochures for prospective members. The table was manned most of the conference. Members from SELA participated both in presentations and in poster sessions.

The following activities were sponsored by SELA:

- SELA Executive Board Meeting
 - Kentucky will no longer be affiliated with SELA by sending a representative to Board meetings. Librarians in Kentucky are still able to join the organization.
 - SELA currently has 240 paid members and 18 honorary members.
 - Georgia has the largest total with 49 members
 - Virginia is basically inactive
 - West Virginia asked for SELA to have some degree of presence at its' 2011 meeting in Charleston, WV. The Board will decide whether to actually try a co-sponsored meeting or simply have as many officers and members as possible attend. The 2012 meeting will be a joint meeting with COMO.
 - Arkansas is serving as an experiment in membership procedure. They have proposed to have all individual members of state chapter associations be considered members of SELA. The State Chapter Association will pay an amount equal to one dollar for the average annual individual memberships of the State Association for the two prior years. Arkansas feels this will increase membership and visibility and reduce SELA office costs. There is still much to be considered before other states look at this option.
- SELA Breakfast
- SELA Awards Luncheon
 - Jim Cooper Chaired the 2010 Outstanding Author Committee. The Committee received nominations for both Fiction and Non-Fiction authors. The recipient of the 2010 Outstanding Author for Fiction was Ron Rash for his collection of short stories, *Burning Bright*. The recipient of the 2010 Outstanding Author Award for Non-Fiction was Neil White for *In the Sanctuary of Outcasts*. Mr. White was the featured speaker at the luncheon.
 - Lorene Flanders chaired the Southern Books Competition Committee. Books in this competition were judged on the actual book design and construction itself including dust jacket, photos, typographical design,

overall design, and book illustration. The 2008 Overall Excellence winner was ***A Closer Look: The Antebellum Photographs of Jay Dearborn Edwards, 1858-1861*** while the 2009 Overall Excellence award went to ***Headwaters: A Journey on Alabama Rivers***. Award winning titles were displayed at the conference and will be available for exhibit upon request to the committee chair and payment of shipping. The exhibit is currently booked for the opening of the University of West Georgia's renovated Ingram Library in fall, 2011.

- Among those nominated for executive office next year were Georgia's Mike Seigler who actually begins his Presidency, and Gordon Baker for President Elect. As you can tell, Georgia is extremely active in this organization and takes on many leadership roles.

SELA will have a booth in the exhibit hall where we will have brochures describing both the organization and its' mentoring program. The booth will be manned during much of the open exhibit time by SELA members. We are still accepting/requesting people to cover time slots.

I was also provided a list of former SELA members who had not renewed their membership. I have since sent all an email encouraging those still interested to renew and visit our booth if they are attending COMO.

Scholarship Fund Task Force report to GLA Board
12 October 2010
Lorene Flanders, Chair

The following information on the Georgia Library Association scholarship fund was secured from Barbara Petersohn, who currently chairs the Scholarship Committee, and from Cathy Jeffrey, GLA Treasurer.

The Hubbard Scholarship is a \$3000.00 award. The Beard Scholarship is \$1000.00.

There is one Morgan-Stanley account that has principal set aside for the scholarships. Both annual awards are paid out of that fund. In recent years, the monies raised from the raffle held at COMO go into general GLA funds and GLA has paid the scholarships, not dipping into the scholarship fund principal. The last few years we have just barely raised enough from the raffle to cover the scholarships. This has allowed the principal to grow, but it remains insufficient to award two \$3000 scholarships each year.

The GLA Treasurer has not been asked to transfer funds from the Morgan-Stanley account to the GLA checking account to cover the expense of the scholarships nor has anyone suggested that the raffle receipts should be deposited to the Morgan-Stanley accounts. Here is a summary of the scholarship account for the last 4 years:

In Dec 2007 it totaled \$78,418.49
In Dec 2008 it totaled \$84,086.93
In Dec 2009 it totaled \$86,061.50
Current Balance \$86,691.51

The growth in this account for the last three years would not have covered the expense of the scholarships each year. In 2009 we expended approximately \$3,000 for the scholarships. The amount expended each year could vary depending on when the checks are written and possibly on the number of current recipients. The Chair of the Scholarship Committee and the GLA President handle payments to the scholarship recipients through the check request process. There can be overlap in terms of expenditures as one recipient is sometimes ending and a new one is beginning. The Scholarship Committee chair tracks the recipients and how they are paid. Recipients have 3 years to complete their degree, but some have already completed several hours of course work and this may affect the installment payments for the award. Usually the Hubbard Scholarship is paid in 4 installments of \$750.00 and the Beard is paid in 2 installments of \$500.00 each. The chair asks recipients for their grades at the end of the semester and when they send them, sends a check request to the Treasurer. There is almost always a year-to-year overlap. For example, this year we are paying the first installments of the 2010 awards, but still have two payments to make to Amber Knight, a 2009 winner.

Cathy Jeffrey provided a summary of the Morgan-Stanley scholarship account for the last 4 years:

In Dec 2007 it totaled \$78,418.49

In Dec 2008 it totaled \$84,086.93

In Dec 2009 it totaled \$86,061.50

Current Balance \$86,691.51 (August, 2010)

The Office of Development at the University of West Georgia provided the following information:

A \$60,000 corpus (and a solid fund manager going forward) is needed to provide a \$3,000 award. 5% of the corpus balance, so long as the original corpus is preserved, is the standard of percentage of an endowment that can be awarded annually (if the scholarship fund only returns 3% in the first year, then you can only give out 3%...as 5% would reduce the balance of the fund below the original corpus). On the other hand, if the fund returns 8% the first year, then 5% would be awarded with the other 3% being reinvested into the fund to help grow it (minus any administration fees).

Thus, we need to raise at least \$33,309 to grow the endowment to a level that would provide two annual scholarships at \$3000 each. To provide for overlapping recipient payments and economic uncertainties that affect interest payments, that figure should be somewhat higher.

Pat Carterette of Georgia Public Library Service has agreed to serve on the committee to explore ideas for raising the endowment to support the scholarships. Pat suggested some additional names to round out the committee. We will proceed to add some additional people to the committee now that we have a minimum target for the fund.