

**Georgia Library Association
Executive Board Meeting
April 26, 2018
Shurling Library, Macon**

Present: Gordon Baker, Tamika Barnes*, Kimberly Boyd, Ashley Dupuy, Amy Eklund, Mack Freeman, Oscar Gittemeier*, Michelle Jones* Jennifer Lautzenheiser, Casey Long, Elizabeth McKinney, Alice Murphy*, Shelley Rogers, Sofia Slutskaya*, Fred Smith, Rita Spisak*, Emily Williams

*online

Absent: Eli Arnold, Virginia Feher, Stephanie Irvin, Karen Manning, Kara Mullen, Jennifer Townes, Ariel Turner, Mary Young

- I. Call to Order, Welcome, and Introductions** **Fred Smith**
10:06 am: The meeting was called to order. Introductions of the attendees were made.
- II. Approval of Minutes** **Emily Williams**
MOTION: A motion to approve the January 19, 2018 minutes was made by Casey Long, seconded by Mack Freeman and passed with a unanimous vote.
- III. Web Design Task Force Report** **Sofia Slutskaya**
Slutskaya presented a proposal for website improvements. The proposal includes the following: 1) The creation of a searchable membership directory; 2) The ability for existing members to renew their membership online; and 3) create different levels of forums.
Discussion revealed: the forums would not replace listservs, but provide a way for a smaller group of people to communicate for specific projects, etc. and could be utilized during elections; the proposed improvements would automate membership.
Questions raised: Is document sharing a possibility? Not within this proposal.
Cost for said improvements: \$9000. We budgeted, \$10,000 for improvements.
Slutskaya asked the committee on the preferred date of delivery for this project. The committee said that by the 2018 Georgia Libraries Conference would be ideal.
Discussion and possible action item: a team should be designated to work on ensuring the success of this work. Suggested members included Kara Mullen, someone from Membership and Marketing, and an Interest Group representative.
MOTION: A motion to approve the proposal even with the questions raised was made by Mack Freeman, seconded by Shelley Rogers and passed with a unanimous vote.
- IV. Treasurer's Report** **Eli Arnold**
Eli Arnold was absent, and a report was not provided prior to the meeting.
- V. Administrative Services Report** **Gordon Baker & Kara Mullen**
Membership up by 31 over January 2018 [handout provided]. A purge of the GLA listserv resulted in new memberships.
- VI. ALA Councilor's Report** **Amy Eklund**
Eklund [handout provided] reported that the ALA Chapters Forum is a resource for researching how other state associations are managing themselves. ALA offers organization effectiveness tools to its members: ALA Councilors are available to associations for advise on current and future management; and online training for

Association administrators. The online training could be helpful to the GLA Executive Board as the meetings become more complicated with the changes in the organization. Eklund was thanked for her service as the ALA Chapter Councilor, as her term ends this year.

VII. Membership Report

Oscar Gittemeier

Gittemeier reported we're up 19 memberships from April 2017. Gittemeier expressed concerned that membership is stagnant and this is in part because student memberships are down. Action steps taken: Gittemeier has reached out to the NMRT chair requesting that information on GLA membership be sent to regional MLS programs; working to distribute membership materials to GLA-associated events around the state; and published ads in Georgia Library Quarterly. Gittemeier and Jennifer Lautzenheiser will be presenting on GLA at the upcoming GA Public Administrators meeting.

VIII. Items to Buy for Membership

Oscar Gittemeier

Gittemeier presented to the group the GLA swag that Membership intends to buy using Membership's 2018 approved budget to provide the Executive Board an opportunity to approve or disapprove the items. One of the items is a travel case to hold all promotional items that will be sent around the state for different events. GPLS has approved the courier to move all GLA materials around the state free of charge. Discussion: Vinyl tattoos are popular and button-making is an effective promotional and engagement activity at booths and events. PopSockets were recommended as a promotional item. Anything with branding needs to be approved by Marketing prior to purchase.

IX. New Members Round Table Division

Emily Williams

Williams reported that the NMRT is offering a Georgia Libraries Conference scholarship for a presenter of an NMRT-themed conference presentation. The plan to continue the Conference Buddy program this year with improvements made by offering tips and guidelines for participants and creating official places to meet. Williams addressed Gittemeier's concerns over declining student memberships and promised to contact the regional programs.

Regarding NMRT supported groups and events: Atlanta Emerging Leaders (AEL) hosted a movie and comic book meetup in March; Coastal Georgia Library Collaborative (CGLC) hosted a workshop on creating effective library displays, planned a National Library Workers Day bowling meetup, and an upcoming Escape Room event at Georgia Southern University; Metro Atlanta Library Association (MALA) decided to not host the MLS Programs Fair this year due to declining attendance, but will re-evaluate the event for next year.

X. Committee Name Changes Update

Fred Smith

Smith reported that all previously approved committee name changes have been made.

XI. Conference Planning Update

Fred Smith

Smith reported that the 2018 Georgia Libraries Conference theme is "Open to All", and the call for proposals will be sent soon. Two keynote address speakers have been confirmed: next year's ALA president and someone from Dolly Parton's literacy program. The Wednesday night event will be a ghost story storyteller, a luncheon speaker would not be contracted, and programming tracks have been created. Jean Cook will have help with organizing the programming schedule and program.

Discussion: Sofia Slutskaya would like a graphic to go on the website to point towards the conference. Ashley Dupuy expressed a need for a hashtag for the conference to be used on social media. Some suggestions were offered up. Smith will pass this charge to the Conference Planning Committee.

XII. Interest Group Council Report

Casey Long & Mack Freeman

Long reported [handout provided] that the Assessment Interest Group (IG), ILL IG, and the Distance Learning IG have all hosted events. Mack and Casey have been working to promote communication and guidance to the Interest Group Chairs by hosting 2 sets of meetings. They created a list of program ideas generated by the group that would be of interest to each Interest Group. This list is posted on the Georgia Libraries Conference (GLC) proposal submission page. Mack proposed that every GLA group would hold elections at the same time in an effort to enable IG chairs to focus more on programming and less on administrative responsibilities. Interest groups were polled on the topic, and they were all in favor. Long reported that they are also working with the IGs to create administrative structure. There has been interest in the creation of a new Outreach and Web Services IG. Long connected them with the Information Technology IG to possibly re-organize.

Discussion: Concern was expressed that we still support some programming for specialties that are served in larger ways outside of GLA. We need to identify events that will bring different people together. IGs are designed to serve groups with similar professional interests. Long and Freeman were commended for their efforts in helping the IGs.

XIII. FOGL/GLA Memorandum of Understanding

Gordon Baker

Baker presented a Memorandum of Understanding (MOU) [handout provided] between the Friends of Georgia Libraries (FOGL), GLA, and the Georgia Library Trustees, Friends and Advocates Association (GLTFAA) Division to align the different groups into one. Within the MOU, FOGL would merge with the GLTFAA division and maintain its 501c3 status. FOGL is currently an independent group and wants to affiliate with GLA. They currently have 34 members at the Group level and 65 individual members. Dues will be paid into the GLA treasury, and fundraising money would be kept by FOGL. The new Division wants to retain the same rights as other Divisions including being a voting member of the Executive Board. The proposed effective date is January 1, 2019.

Dan Aldridge is currently the President of FOGL and Rita Spisak is the Chair of the GLTFAA Division.

Discussion: Public Libraries' Friends Groups would benefit from the connection. Would the GLA Treasurer have access to their accounts and transactions? Baker says yes, but the GLA Treasurer would not serve as the newly formed Division's Treasurer. Concern expressed that MOU needs to provide more details on the relationship and needs to state that the FOGL Division abides by the GLA Bylaws. We need to clarify who is going to maintain their membership rolls and money. Clarification will need to be made regarding the distribution of individual and group memberships. This MOU could serve as a model for other groups wanting to become active groups within GLA. It was also recommended that other states and their documentation be examined to see how similar MOUs are designed. Gordon will share our suggestions with FOGL.

Recommended: GLTFAA Division needs to send a statement saying that they agree with this proposed merger.

The Board is in favor of voting on the final MOU via email.

XIV. Joint Conference with SELA in 2020

Fred Smith

Smith reported that Tim Dodge, current SELA President, approached GLA about hosting a joint conference in 2020, on the occasion of SELA's 100th anniversary. They have also approached other state associations regarding partnering for this event.

Discussion: Board needs to do some work regarding these types of relationships. Need people to volunteer from the other association, and, in turn, those volunteers need to be included in the planning and sharing of workload. We need to establish a new working relationship. Need to establish MOUs to spell out how the workload is shared. The SELA website has a proposed MOU of how conference responsibilities can be shared which Gordon Baker will email to the Board. A joint conference brings more programming and makes it a regional conference (specifically in this case). However, it's important to clarify whether SELA will be a co-host or partner. It was mentioned that the Conference Planning Task Force made recommendations regarding this very topic. It was suggested that we create a working group or have another Executive Board meeting to define these types of relationships and what GLA wants to do in these situations. It was suggested that Baker inform SELA that GLA is working to change these types of relationships and it might be different from years past.

MOTION: A motion to hold a joint GLA & SELA conference as part of the 2020 GLC was made by Mack Freeman, seconded by Casey Long, and approved with a unanimous vote.

MOTION: A motion to create a working group that will examine the conference committee proposal recommendations and execute the recommendations with a report by the October 2018 meeting was made by Ashley Dupuy, seconded by Casey Long, and approved by a vote.

Jennifer Lautzenheiser, Gordon Baker, Kimberly Boyd, and Mack Freeman will serve on the Conference Recommendations Working Group.

XV. Proposed Change in Administrative Services

Gordon Baker

Baker proposes that in May 2018, the GLA Post Office Box be changed to Savannah, Georgia. The current PO Box expires May 2018. Kara Mullen will be retiring from Administrative Services in December 2018. Gordon Baker will be taking over these responsibilities at that time. As Baker is retiring from Clayton State University and moving to Savannah, Baker proposes that the PO Box be moved to Savannah so that he will have better access to the mail. Relocating the PO Box in May would eliminate a duplication of fees paid for the boxes. The address would need to be changed: website, bank accounts, and the paper membership form for mail-in memberships.

Discussion: Need more than one person trained in the responsibilities and procedures of this position. Baker stated that one person is sufficient in carrying out the responsibilities. Baker suggested that upon his retirement from this Administrative Services role that we put out an RFP. Hiring a separate company to manage Administrative Services was recommended, but the costs of this service was deemed too expensive at the time this avenue was originally investigated (date not given). It was stated that this Administrative Services is a paid position(s) that has not had a pay increase since the early 2000s. Concerns were also expressed regarding the upkeep and maintenance of job responsibility documentation and the use of Clayton State University's Qualtrics for elections. It was decided that we need to review and revisit the Administrative Services Agreement, and discussion will continue at the next meeting.

MOTION: A motion to move the PO Box to Savannah, GA was made by Mack Freeman, seconded by Jennifer Lautzenheiser and passed with a majority vote (16 approved, 1 opposed).

XVI. Mid-Career Award

Mack Freeman

Freeman proposed a mid-career award starting in 2019 that honors an active GLA member for at least 11 years. All library staff are eligible.

Discussion: Point was made that we need to be mindful of the amount of money being committed annually. Someone asked if we have trouble receiving award nominations. Response was that it varies; the more specific awards have less nominations.

MOTION: A motion to approve the proposed GLA mid-career award and send naming responsibility to the Awards Committee was made by Casey Long, seconded by Shelley Rogers and passed with a unanimous vote.

A GLA President's award was also proposed to honor individuals/committees who helped the President during their time in office. Recipients would need to be GLA member(s) at the time of the award, and no more than 4 could be awarded each year. Discussion: There shouldn't be monetary value attached to the award, just a plaque. Suggested that there shouldn't be more than 3 awarded each year. It was suggested that suggested that the recipient(s) be given a complimentary GLA membership for a year.

MOTION: A motion to approve the proposed GLA President's commendation was made by Shelley Rogers, seconded by Amy Eklund, and passed with a unanimous vote.

XVII. Update on Conference Site Selection

Fred Smith

Smith reported that August, Macon, and Jekyll Island are being considered. The next meeting will be May 3.

XVIII. Setting Executive Board Meeting Dates

Fred Smith

Smith will poll members to determine the exact mid-July date of the next Executive Board Meeting, and report back to the group in the coming weeks so members can schedule their time accordingly.

Discussion: Current meeting location may not be available in July. Suggestion was made to hold it a Brenau University in Gainesville.

XIX. Old Business

GLA Print for Legislators. Fred Smith reports that Julie Walker is going to take over the Print for Legislators. Fred suggests that GLA pays for the matting which would be \$1800. Elizabeth McKinney suggests that we let them do this, and we involve the public libraries elsewhere.

XX. New Business

Handbook Committee. Shelley Rogers reported that the handbook has been updated including the appendices, but needs to be looked at for formatting.

A working group will look at the conference language for the handbook, and can farm out the work. Updated handbook has been posted on the website.

Slate of nominees for the 2018 ballot presented to Executive Board.

MOTION: A motion to accept the proposed slate of nominees for the 2018 ballot was made by Mack Freeman, seconded by Shelley Rogers, and passed with a vote.

XXI. Adjourn

MOTION: A motion to adjourn the meeting was made by Casey Long, seconded by Amy Eklund, and passed with a unanimous vote (1:03 pm).