Georgia Library Association  
Executive Board Meeting  
April 5, 2019, Morgan County Library, Madison  
Minutes recorded by Amy Eklund


I. Call to Order, Welcome  
Jennifer Lautzenheiser  
10:25am: The meeting was called to order.

II. Approval of Minutes  
Amy Eklund
Amy Eklund asked for approval of minutes from January 11, 2019 meeting and Email votes since that meeting.

MOTION: A motion to approve the January 11 minutes was made by Laura Burtle, seconded by Amanda Roper, and passed with a unanimous vote.

MOTION: A motion to approve the Email votes was made by Oscar Gittemeier, seconded by Amanda Roper, and passed with a unanimous vote.

III. New Members Round Table Division  
Holly Hampton  
Holly Hampton delivered the NMRT report which included updates from Atlanta Emerging Librarians and Coastal Georgia Library Collaborative. The full report and newsletter follow in the Board documents packet. Holly will be following up with groups about requesting the Membership crate for activities.

IV. Paraprofessional Division Report  
Janice Shipp  
Janice Shipp delivered the Paraprofessional Division report. The full report and newsletter follow in the Board documents packet. Janice requested follow-up on historical context for the division’s name for reference in continuing discussion of the name change.

V. Southeastern Library Association Report  
Ben Carter  
Ben Carter delivered the SELA report, which follows in the Board documents packet.

VI. Membership Report  
Oscar Gittemeier  
Oscar Gittemeier delivered the Membership Report, which follows in the Board documents packet. There was discussion of streamlining the membership reminder and renewal process to increase member retention.
VII. **Treasurer’s Report**  
Ben Bryson  
Ben Bryson presented the current P/L statement and balance sheet, which follow in the Board packet. Payments are coming in from Georgia Libraries Conference and Midwinter conference. Ben will get clarification on miscellaneous deposits and donations.

**MOTION:** A motion to approve the treasurer’s reports was made by Amy Eklund, seconded by Laura Burtle, and passed with a unanimous vote.

VIII. **Conference Committee Report**  
Jennifer Lautzenheiser  
Georgia Libraries Conference will be held October 9-11 in Macon. The committee meets next on April 26th at Washington Memorial Library. The Board discussed forum options for possible rideshare and co-housing discussions to occur amongst attendees to increase opportunities for conference attendance, and Jennifer will bring the idea to the committee. Sofia Slutskaya and Jennifer will look into display issues with the conference dates on the website.

IX. **Marketing and Branding Committee Report**  
Amanda Roper  
Amanda Roper delivered the report, which follows in the Board documents packet.

X. **Administrative Services Report**  
Jennifer Lautzenheiser  
Jennifer Lautzenheiser delivered the Administrative Services report on behalf of Gordon Baker, and the report follows in the Board documents packet.

XI. **FOGL (Friends of Georgia Libraries) Task Force**  
Jennifer Lautzenheiser  
Jennifer reported that Beth Ratliff is incoming FOGL Chair and head of GLA’s task force to investigate possibilities for FOGL to merge with GLA in the future. The task force will meet soon and provide a report at the GLA Executive Board meeting in July.

XII. **Administrative Services Task Force**  
Eli Arnold  
Eli Arnold presented the report recommending hire of Impact Visual Services to serve as GLA’s Administrative Services. The full report follows in the Board packet and all RFP documents were made available to Board members prior to the meeting. The task force will reconvene as soon as possible after a Board vote to carry out the transition process, and the task force will remain in place until the transition is completed. Payments to the existing administrative services team can be prorated based on when services with the new company begins.

**MOTION:** A motion to approve the Task Force’s recommendation was made by Laura Burtle, seconded by Amy Eklund, and passed with a unanimous vote.
XIII. Mid-Career Award Committee
Fred Smith
Fred Smith reported that Kelly Ansley, chair of the committee, needed to collect more information about how the award would be handled in the current year, so the award will go active in 2020.

XIV. Proposed Changes to the GLA Handbook
Mary Young
Mary Young presented the changes to the GLA Handbook, which included bylaws changes and a name change for the Library Facilities Interest Group to the Space Planning and Facilities Interest Group, as well as changes to the Government Information Interest Group bylaws.

MOTION: A motion to approve the changes to the handbook was made by Amanda Roper, seconded by Laura Burtle, and approved with a unanimous vote.

XV. New Business
Janice Shipp asked if there could be a new GLA Executive Board member orientation process or packet of materials. Discussion of previous Board transition methods were discussed, such as having incoming members attend October Board meeting, a transition meeting in December, and having individual Board members responsible for training their successor in conjunction with the Handbook guidelines. Laura Burtle will put together a committee to assess how best to manage Board transitions going forward.

XVI. Meeting Adjourned
Next meeting will be July 19th, 10am, Atlanta-Fulton County Public Library, Metropolitan Branch.

MOTION: A motion to adjourn was made by Laura Burtle, seconded by Amanda Roper, and passed with a unanimous vote. Meeting was adjourned at 11:40am.

**Additional Report in Board packet: ALA Councilor’s Report**
Tamika Barnes was attending ALA Executive Board meetings in Chicago, so was unable to attend the GLA Board meeting.
GLA Administrative Services Activity Report
April 5, 2019

DATABASE
Regular maintenance

MEMBERSHIPS
Processed memberships

DIVISIONS/INTEREST GROUPS/COMMITTEES
Created member lists for:
- Academic Library Division
- Circulation & Access Services Interest Group
- Collection Development Interest Group
- Distance Education Interest Group
- Government Information Interest Group
- Intellectual Freedom Interest Group
- Library Services for Persons with Disabilities Interest Group
- NMRT Division
- Paraprofessional Division
- Professional & Continuing Education Interest Group
- Public Library Division
  - Children’s Services
  - Correctional Library Services
  - Teen Services
- Reference & Assessment Interest Group
- School Library Media Division

GLA ADMINISTRATIVE SERVICES
Prepared GLA materials for transfer to new Administrative Services agency

GLA ADMINISTRATIVE SERVICES EMAIL
Responded to emails received or forwarded to appropriate members of the Board

LISTSERV
Troubleshoot technical issues with member accounts
1011 members currently subscribe
## Membership Report
**April 5, 2019**

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<th>Apr 17</th>
<th>Jul 17</th>
<th>Oct 17</th>
<th>Jan 18</th>
<th>Apr 18</th>
<th>Jul 18</th>
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<td><strong>714</strong></td>
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At the July 19, 2018, Georgia Library Association (GLA) Executive Board meeting at the Macon-Bibb County Public Library in Macon, Georgia, the Board established the Administrative Services Task Force, chaired by Eli Arnold, then Treasurer, to create and execute a request for proposals (RFP) to coordinate all administrative service for the association.

The members of the Task Force looked at the current duties of GLA’s administrative services and brainstormed on ideas for additional responsibilities that could be fulfilled by a management company. Then, based on a list provided by American Library Association Counselor Amy Ekland, Mr. Arnold solicited feedback from other state library associations who used outside agencies to coordinate their administrative services. Based on the recommendations, a list of nine possible companies was contacted and asked to submit a proposal. Two companies responded with proposals. Using a best practice from the public library sphere, a matrix was created to determine the best option between the two received proposals.

The Task Force recommends to the Executive Board that the organization hire Impact Visual Services to serve as the GLA’s administrative services. Impact offers a triaged package system where the organization can sign up for basic services that will cost about the same amount we pay right now. If we decided that we need a more detailed package, it can be changed at any time. Also, Impact charges by the minute so we will only be paying for time spent managing GLA. If we find that we are not using the minimum number of hours, we can easily add responsibilities. Also, additional responsibilities such as conference or financial management can be added later.

Task Force chair Eli Arnold will provide support during any transition from our current system of members-led administrative services to a management company. Current administrative services coordinator Dr. Gordon Baker will also assist in the changeover.
GLA Executive Board
Email Votes and Information Items

2/7/2019 – 2/8/2019
A motion was made by Jennifer Lautzenheiser to approve the 2019 Budget, seconded by Oscar Gittemeier, and approved by Ben Bryson, Laura Burtle, Ben Carter, Alice Murphy, Mary Ann Cullen, Chris Sharpe, Stephanie Irvin, Mack Freeman, Kim Boyd, Tamika Barnes, Amanda Roper, Amy Eklund, Holly Hampton.

3/4/2019
Jennifer Lautzenheiser forwarded the RFP Administrative Services Task Force report and recommendation to the Board for vote at the April 5th meeting.

3/7/2019
Jennifer Lautzenheiser asked Carol Stanley to serve as the Chair of the Nominating Committee. Carol agreed and submitted the following individuals to serve on her committee: Mary Ann Cullen; Angiah Davis; and Karen Manning. Board approval/vote is not required on this item since all committee appointments are at the discretion of the President (GLA Bylaws Article 5, Section 2).
Advocacy

- ALA rolled out new resources to build on the advocacy wins in 2018. To see these new resources, go the new advocacy website at ala.org/advocacy

New Headquarters Location

- On December 18, 2018, ALA’s Executive Board agreed to sign a letter of intent with an external party interested in buying ALA’s Chicago real estate assets. We have now entered a period of review that will continue over the next three to four months as the parties proceed with due diligence and negotiations.
  - This is a complex process and unfortunately nothing is certain. At this point, the source and amount of the offer we are entertaining cannot be shared. As is often the case with real estate transactions, the timeline is very fluid. Some of the proceeds will be used to move to a new locations but most will be put into ALA’s endowment

- Concurrently, ALA management has engaged the services of an architect and a change management specialist to begin a parallel process of reviewing options for a new workspace and understanding how we can use this opportunity to improve ALA’s culture of innovation and collaboration. ALA is committed to finding a new location in downtown Chicago convenient to public transportation for staff and visiting members. If all goes well the move could potentially take place by the end of 2019.

Organizational Effectiveness and Governance Review

- A Steering Committee on Organizational Effectiveness (SCOE) is working to carry out a comprehensive review and study of ALA’s governance, member participation, and legal structures and systems, with the goal of proposing changes that will revitalize its success, strength, and agility as a 21st century association. The group is being assisted by consulting firm Tecker International.

- Town halls took place at midwinter and have continued via online with various stakeholders – roundtables, divisions, general members, etc.
  - Due to existing Association bylaws, any changes to ALA’s governance will be voted on by Council, which means we are several years away from
implementing anything new. Further, it is expected that changes will be accompanied by a transition plan to ensure an orderly change.

**ALA Midwinter Meeting**

- Over the past two years, the ALA Conference Committee has discussed options to (a) change Midwinter, (b) eliminate Midwinter, and (c) eliminate the present Midwinter but replace with an alternative event.

- In Seattle, the ALA Conference Committee had discussions and gathered feedback on a proposal to replace the current Midwinter Meeting with an alternative event. Discussions are continuing on ALA Connect.

- Initial implementation is planned for January 2021, in Indianapolis, and 2022, in San Antonio. An announcement about the new event is expected in Fall 2019.

**ALA Executive Director Search**

- The new ALA Executive Director search opened in February 2019 and will conclude in October 2019. After review by ALA Human Resources and the ALA Executive Board, Isaacson Miller will continue as the search firm to assist in this important search.

- Mary Ghikas will continue as Executive Director through 2020 Midwinter and will work with the ALA Executive Board to introduce the new Executive Director to the community at the 2020 Midwinter Meeting in Philadelphia.

Submitted by Tamika Barnes – GLA Councilor.
### Georgia Library Association

**BALANCE SHEET**

As of April 3, 2019

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# Georgia Library Association
## PROFIT AND LOSS
### January 1 - April 3, 2019

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4/5/2019
Marketing and Branding Report for Exec. Board

PR Committee:
Chair, Jackie Radebaugh, Columbus State University
Vice-Chair, Jenni Jacobs, Kennesaw State University
Conference Marketing Rep, Jeanne Peloquin, Middle Georgia Regional Library

Current Projects
- My priority is seeing what resources and assistance we will have available with admin services. That has been part of the “pause” in creating marketing request systems.
- Meeting with Sofia next week to discuss the blog and website
- Phone meeting with Jackie on Monday to discuss specific, time-bound committee tasks
- Creating “task teams” for the committee:
  1. Team 1: Library Blog and Website (3 to 5 people) - reporting to Amanda and Sofia. This team will write content for the blog and website.
  2. Team 2: Social Media help (3 to 5 people) - reporting to Jenni. These folks would help Jenni with sourcing content. For example, reaching out to interest groups, looking for cool library things in their area, possibly attending events in their area to provide pictures. This team would also eventually help with drafting a social media policy for adopting new social media channels (e.g. like if we want to get an IG for GLA).
  3. Team 3: Marketing Tiers / Requests (3 to 5 people) - reporting to Jackie. This team would help develop several "tiers" of marketing service for GLA.
  4. Team 4: Listserv Policy creation (3 people) - reporting to Amanda. This team will help me research and create a listserv policy for GLA. This work will happen closer to September as the other tasks have higher priority.
Ongoing Initiatives:

1. The 2019 Membership Committee Budget Request was approved and additional items were purchased for the Membership Case, including GLA branded car magnets, tech tattoos, lanyards, and a tablet that will allow new members to join right on the spot. (The membership case also includes a retractable banner, tablecloths, and a button maker).

2. The Membership Case, GLA swag, and membership forms have traveled to 11 locations in the last 3 months, including several Black Caucus/ACRL events, Atlanta Emerging Librarians, MALA, Chattahoochee Valley Public Library Staff Development Day, Clayton County Library Staff Development Day, ILL Interest Group events, and a Young Adult Share-a-rama in Henry County. In comparison, the Membership Case only traveled to 4 events in 2018, so this is a significant increase. Please continue to encourage Interest Groups, Divisions, and Committees to request the Membership Case and promote membership at their events. We have had several people join during GLA sponsored events.

3. With approval from PR/Marketing, Membership continues to capture short 3 minute video testimonials from members stating why they became librarians, why they joined GLA, and why other people should join GLA. These are posted on social media throughout the year.

4. After every Carterette webinar we email non-members and invite them to join GLA.

5. Membership will send an email to all members asking them to reach out to 1 colleague and ask them to join GLA. Possible campaign ideas #GLAGetConnected, #GLC2019, #GLCBringAFriend, #GLAMembershipMatters, #GLABlackCaucus, #GLAstrong.

6. Membership plans to work with the new administrative services company to look into where we are losing members. Is it members not renewing, retirements, or other factors?

7. Paraprofessional and student membership both went up in 2019, but professional membership dropped sharply by 48 members. We currently have 710 members, which is down 21 members compared to 2018 when we had 731 members.

GLA Membership Video Questions:

1. Please state your name and your current position.
2. What inspired you to join the library field?
3. Name one thing that people might not know about you? (Ex. unexpected interest or hobby)
4. If you had an unlimited budget what would you buy for your library?
5. What are your dreams for the future of libraries?
6. Why are you a GLA Member? / Why have you not joined GLA?
7. Why should other people join GLA? / What could GLA do/offer to convince you to join?
New Members Round Table Division Report
GLA Executive Board Meeting
April 5, 2019

NMRT Officers Meeting
- Met February 28, 2019
  - Clarified roles
  - Discussed the timeline and execution of duties
- ALA Emerging Leaders Intent to Sponsor Form submitted
- Welcome email sent out to new GLA members as of January 29, 2019
- Newsletter created in Canva and sent February 8, 2019
  - Next newsletter expected to be sent April 8, 2019
  - “News Flash” emails sent in the meantime with major GLA-related news

AEL Update
- Great turnout for the Mingle with the Admins
- Meet and greet Saturday, March 30, 2019 2:00-4:00pm at MINT Gallery in Atlanta
  - A craft-themed get together
- Planning other events soon

CGLC Update
- Still have not filled the Vice Chair position
  - Jennifer Taylor-Pack (Live Oak Libraries) - Secretary (new)
- Leadership group has met twice, once face-to-face and once virtually
  - Discussed upcoming events and a partnership with the Society of Georgia Archivists for an event they will be co-hosting this June
- First meeting was Friday, February 15, 2019 6:00pm-8:00pm at the Hinesville Branch of Live Oak Public Library
- Next meetup: Monday April 8, 2019 (National Library Week)
  - Kayak Cafe (midtown Savannah) 5:00pm-7:00pm
  - Social event encouraging attendees to share their plans for National Library Week
- In February 2019, CGLC distributed a survey to coastal Georgia area library workers to gather ideas for meetups. Results of the survey went on their Social Media Sites and their blog. The results are as follows:
  - How far are you willing to travel?
    - 37.1% 45-90 miles
    - 28.6% 15-45 miles
    - 17.1% 5-15 miles
    - 11.4% 90+ miles
    - 5.8% less than 5 miles
  - 94.1% want to participate in virtual meetups in the form of professional development and webinars
  - What type of face-to-face meetings do you want to see? (Least to Most)
Community Service, Active Activities, Guest Speakers, Library Visits & Professional Development

- CGLC’s survey results:

**WHAT WE DID**
In February 2019, CGLC distributed a survey to coastal Georgia area library workers. The purpose of the survey was to gather ideas for officially organized meet-up of the Georgia Library Association, the Coastal Georgia Library Collaborative. Here’s what you guys thought:

**WHAT TYPE OF FACE-TO-FACE MEETINGS DO YOU WANT TO SEE?**

**HOW FAR ARE YOU WILLING TO TRAVEL?**

- 90+ Miles: 11.4%
- Less than 5 Miles: 5.8%
- 5-15 Miles: 17.1%
- 15-40 Miles: 28.6%
- 45-90 Miles: 37.2%

94.1%

Want to participate in virtual meet-ups in the form of professional development and webinars.
Below is a summary of recent accomplishments and activities between January 2019 – March 2019.

I. I am happy to announce that Letrice Wingfield will serve as the Paraprofessional Division Secretary for 2019. Letrice has been a Library Technician at DeKalb County Public Library’s Stone Mountain–Sue Kellogg Library branch for two and a half years. We are excited and happy to have her join us!

II. We released our first GLA Paraprofessional Division Newsletter in January. It was sent to all the paraprofessional member contacts I received from Kara Mullen. For now, the frequency of the newsletter will be twice a year; January and July.

III. We are planning to begin a monthly “paraprofessional spotlight” to highlight the contributions paraprofessionals make in the day-to-day operation of their libraries. The GLA Paraprofessional Newsletter, which will be published twice a year will feature “paraprofessional spotlights” for the past six months. We would also like the monthly “paraprofessional spotlight” to be on GLA’s website (on the Paraprofessional Division page), and in the Georgia Library Quarterly.

IV. This year the Paraprofessional Division plan to have two to three meet-ups and also plan to present at the GLC in October. We were given $300 to support our intentions, for which we are grateful. Funds will be used to purchase refreshments, and other expenses incurred for each event.

V. We now have an email address: glaparaprodivision@gmail.com and an Evite social-planning website account. This month, we will send emails to all of the Paraprofessional Division members from the spreadsheet I received from Laura Burtle in January so we can select a location for the first meet-up. The site we choose will be the most geographically accessible area for paraprofessionals who respond and express an interest. Our Evite account will be used to create, send and manage invitations to all of our meet-ups. The names and contact information of the Paraprofessional Division members received from are in Evite. Rosa Robledo, Vice Chair, and I will be gathering and entering email contact for non-GLA paraprofessionals across the state so we can send them information about upcoming events as well. Our goal is to encourage more non-MLS library staff to join GLA and become actively involved in the division.

VI. At our meeting in January, we discussed changing the name of the Paraprofessional Division. It was also mentioned that changing the division name was brought before the Executive Board in the past. Before moving forward, I would like to ask the following questions: Was the name change brought before the Executive Board before? If yes, when was the name change brought before the Executive Board? What was the discussion and was a decision made?

Every decision made and every activity sponsored by the division is designed to increase GLA membership, encourage paraprofessionals to participate and be actively involved, and to stress the theme: "Building Better Together."

Janice Shipp, Chair
Rosa Robledo, Vice Chair
Lisa Wingfield, Secretary
Government Information Interest Group
The membership of the Government Information Interest Group (GIIG) is made up of those who attend its business meetings at the annual conference of the Georgia Library Association (GLA) and/or those who report their interest in the Group to the GLA Administrative Services Coordinator. The officers of the Interest group include a Chair, Vice-Chair/Chair-Elect, Secretary, and a Permanent Executive Secretary. The Chair, Vice-Chair/Chair-Elect, and Secretary are elected by the Interest Group members at the annual meetings. The Regional Depository Librarian for the State of Georgia will serve as the Permanent Executive Secretary of the Interest Group. The responsibilities of the officers are those which are usually performed by officers of deliberative assemblies. The Chair of the Interest Group has the responsibility of, but not limited to, planning the Group’s programs at the annual GLA conference, presiding over the annual business meeting, and serving as a member of the Interest Group Council. The Duties of the Vice-Chair/Chair-Elect include, but are not limited to, assisting the Chair in the planning, coordination, and moderating of the annual meeting and representing the Government Information Interest Group when so directed by the Chair. The Secretary sends draft minutes to other officers for approval, distributes final minutes to the members of the Interest Group, and keeps a roster of the Interest Group members. The outgoing Secretary turns over minutes to the GLA Archives at the end of the term of office, and group records and correspondence are forwarded to the incoming Secretary. The Permanent Executive Secretary serves as the coordinator of the Interest Group as well as the liaison between the Interest Group and the United States Government Publishing Office.

The Chair may appoint committees to transact the business of the Interest Group. The Constitution of the Interest Group, however, mandates the appointment of a nominating committee to nominate candidate for the elective officers of the Interest Group no later than five two-months before the annual meeting. Only individual members of GLA and GIIG may serve on committees or hold office.

Government Information Interest Group Constitution and Bylaws

Constitution

ARTICLE V. Officers

Section 2.

The Chair, Vice-Chair/Chair-Elect and Secretary of the Interest Group shall be elected by the members of the Interest Group at during the annual election of Interest Group officers meetings. All three positions require attendance at the annual business meeting at the annual GLA conference and voting on group issues with other officers. the Chair attends the GLA Midwinter Meeting; other officers are strongly encourage to also attend this meeting. Upon election the Secretary agrees to serve for three years as follows:

Year One—Secretary
Year Two—Vice-Chair/Chair-Elect

Year Three—Chair

The Permanent Executive Secretary is that person who is the Regional Depository Librarian for the State of Georgia. Only individual members of GLA and GIIG may hold office. Terms of office shall begin on January 1 and end December 31st, after the meeting at the GLA annual conference.

Section 4.

The Chair of this Interest Group is also a member of the Interest Group Council.

ARTICLE VI. Meetings

Section 1.

A business meeting shall be held at the time and place of the annual GLA conference. Other meetings may be called at the discretion of the officers. Meetings shall follow the same rules of order followed by GLA, or, as needed, Robert’s Rules of Order.

Section 2.

Other meetings and votes may be held in-person, virtually, or by other means commonly in use at the discretion of the Officers.

ARTICLE VII. Amendment of Constitution and Bylaws

Section 1.

This constitution may be amended by two-thirds vote of members present at any meeting, notice of the proposed change having been given at least thirty days in advance of the meeting, or by a majority vote of the membership voting virtually through email.

Section 2.

Bylaws may be adopted, amended, or repealed by a majority vote of the members voting virtually at any meeting at which a quorum is present, or by a majority vote of the membership voting through email.

Bylaws

ARTICLE I. Nominations

Section 1.

A committee to nominate candidates for the elective officers shall be appointed by the chair no later than five two months before the annual meeting of the Interest Group. The
report of this committee shall be made to the Chair, who will work with the Interest Group Council to ensure elections ballots are made available by the Council's deadline. The report will also be made at the Interest Group meeting. Nominations from the floor shall be in order.

ARTICLE II. Elections——Section 2.

Election of officers shall be by ballot cast by the members of the Interest Group at the meeting. A majority vote constitutes an election for each office. In case of a tie, the winner shall be determined by lot.

ARTICLE III. Affiliation

The Government Information Interest Group is the officially recognized Georgia Affiliate to the Government Documents Round Table of the American Library Association.

ARTICLE III. Quorum

Membership present at any meeting shall constitute a quorum.

Space Planning and Library Facilities Interest Group

History

The Library Facilities Interest Group was formed in 2015 based on a request from Alan Lebish that was passed through the Benjamin Barton—GLA Interest Group Council Chair. For anyone involved with or working on library facility issues such as refurbishing, remodeling, renovation, moving, sustainability, and new building construction. Topics of interest range from best practices for managing maintenance issues to space planning and working with architects and building contractors. The group will be a resource to share information relevant to all types of libraries, and promote the discussion and exchange of ideas related to various aspects of library facilities and the built environment.

Statement of Purpose

For anyone involved with or working on library facility issues such as refurbishing, remodeling, renovation, moving, sustainability, and new building construction. Topics of interest range from best practices for managing maintenance issues to space planning and working with building contractors. The group will be a resource to share information relevant to all types of libraries, and promote the discussion and exchange of ideas related to various aspects of library facilities and the built environment.

Statement of Criteria for Membership

The Group is open to anyone with an interest in issues related to library facilities-related issues.

List of Signatures of Charter Members
Chair: Alan Lebish, Director of Library Facilities, Kennesaw State University.

CONSTITUTION

ARTICLE I. Name

The name of this organization shall be the Facilities Interest Group of the Georgia Library Association.

ARTICLE II. Objectives

The objective(s) of this Interest Group shall be to share information and be a resource on topics ranging from managing daily maintenance and building operations to space planning and renovation/refurbishing projects.

ARTICLE III. Relationship to Georgia Library Association

The Interest Group is organized as a unit of the Georgia Library Association under the constitution and bylaws of that Association. Its constitution and bylaws are binding upon this Interest Group insofar as they relate to Interest Groups of the Georgia Library Association.

ARTICLE IV. Membership

Members of the Georgia Library Association interested in topics related to various facilities and space planning or renovation in all types of libraries may become members of this Interest Group by attending the annual meetings and/or by reporting their names to the Administrative Services Coordinator of the Georgia Library Association.

ARTICLE V. Officers

Section 1.

The officers of this organization shall be a Chair, a Vice-Chair/Chair-Elect and a Secretary.

Section 2.

Duties of these officers shall be those usually performed by such officers in deliberative assemblies. Together these officers will constitute the Executive Committee.

Section 3.

The officers of this Interest Group shall be elected by the Interest Group’s members during the annual election of Interest Group officers.

Section 4.

The Officers term of office shall follow the calendar year followed by officers elected to the Georgia Library Association Executive Board. At the end of the
Section 5.

The Chair of this Interest Group is also a member of the Interest Group Council.

ARTICLE VI. Meetings

Section 1.

A meeting shall be held at the time and place of the annual Georgia Library Association meeting. Other meetings may be called at the discretion of the officers.

Section 2.

Meetings and votes may be held in-person, virtually, or by other means commonly in use at the discretion of the officers.

Section 3.

Robert’s Rules of Order, the latest edition, shall govern the procedures of decorum and debate.

ARTICLE VII. Amendment of Constitution and Bylaws

Section 1.

This Constitution may be amended by a simple majority vote of those present at any in-person business meeting, called special meeting or virtual meeting of the Interest Group, notice of the proposed change having been given at least 30 days in advance of the meeting.

This Constitution may also be amended with a vote held by virtual means then in common use by the Association. Approval of an amendment requires a simple majority of those voting within a 30-day voting period.

Section 2.

Bylaws may be adopted, amended or repealed by a simple majority vote of those present at any in-person business meeting, called special meeting or virtual meeting of the Interest Group, notice of the proposed change having been given at least 30 days in advance of the meeting.

Bylaws may also be adopted, amended or repealed with a vote held by virtual means then in common use by the Association. Approval of an amendment requires a simple majority of those voting within a 30-day voting period.

BYLAWS
ARTICLE I. Nominations

The Secretary will solicit nominations from the membership no less than one month prior to the deadline set by the Administrative Services Coordinator for the annual election of Interest Group officers. Self-nominations are permitted. Nominations from the floor shall be in order.

ARTICLE II. Elections

Section 1.

The chair will work with the Interest Group Council to ensure election ballots shall be made available to the membership by September 1.

Section 2.

A majority of the votes cast by September 20 shall constitute an election for each office.

Section 3.

Terms for the Chair, Vice-Chair, and Secretary shall begin January 1 of the year following the election and end December 31 of that year.

ARTICLE III. Quorum

Section 1.

A majority of the executive committee constitutes a quorum at executive committee meetings.

Section 2.

A quorum at a meeting of the interest group consists of 5 members present.

ARTICLE IV. Committees

The Chair shall appoint such committees or task forces as are necessary to transact the business and execute the program of this Interest Group.
Representative (through 2022)
  • Ben G. Carter

SELA Board Meeting
  • 3/28/2019 (virtual)
  • No stand-alone conference for SELA this year (usually in odd-numbered years)
    o Too close to joint conference with Arkansas
  • Joint conference with Arkansas Library Association
    o September 27 –September 29 at the Embassy Suites in Hot Springs
  • 2020 Conference
    o Joint conference with GLA
    o SELA’s Centennial year
      o Will start pre-planning/brainstorming with GLA & SELA
  • Georgia’s Membership
    o Dues-paying membership highest since 2017
    o 52 members as of 3/27/2019
  • Financials
    o All good

Next Meeting
  • Friday, September 27th
  • In Person