

WLA EXECUTIVE BOARD MINUTES – February 20, 2008

Attendees:

- Brian Greene
- Cynthia Twing
- Ara Anderson
- Sandra Barstow
- Meg Martin
- Karen Lange with Katie Jones (chair-elect)
- Mary Rhoads
- Mary Gillis
- Sheryl Fanning
- Laura Grott
- Kathy Carlson
- Cathy Butler
- Lesley Boughton
- Gloria Brodle for Becky Packer

Meeting was brought to order by Brian G. at 10:10 AM.

Motion to adopt Agenda by Sheryl F. Adopted and Seconded. The ayes carried.

The Parliamentarian affirmed there was a quorum.

Approval of draft minutes:

- The Minutes from the Exec. Board meeting on 9/15/2007: Cynthia moved they be accepted. Ara seconded and the Ayes carried.
- The Minutes from the Exec. Board meeting on 10/3/2007: Cynthia moved and Mary seconded. The ayes carried, with the correction of the spelling of Brian's last name. (Oops, sorry Brian!)

Reports:

- **ALA Councilor** – Sandy Barstow - written report submitted
- **MPLA** representative, Marcia Cheney, not in attendance: Announcement and short discussion regarding the cancellation of the MPLA Leadership Institute for 2008. Mary Bushing has stopped coordinating the event and in addition, MPLA was unable to find a corporate sponsor.
- **State Library Report** – Lesley Boughton: 7 % reduction in LSTA money for year which began Oct. 2007. The State Library did not hire to fill 2 positions and that will approximately equal the cuts. Bookflix is very popular and fits one of the federal priorities. It will not possible to add any new databases because of funding cuts. The cuts are based on population, so WY cut was deepest.

- **Workforce Study:** State library, WYLD and WLA working on preparing a workforce study to be sent to all librarians/staff in Wyoming at the end of Feb - or beginning of March to be returned in April. The plan is to discuss the survey at Spring Meeting and distribute report which will be in an Access program.
- State Library update added to Spring meeting agenda.
- **Legislative Committee report** – Cathy Butler: No written report because constantly changing. Legislative reception – “thanks for your support” and “whatever you can do” are to be our message tonight. At Legislative reception – the lobbyist will give an update. Karen Lange shared the pamphlet she had prepared to hand out at the legislative reception about the community college libraries.

Financial Report – Laura Grott:

- WLA Profit/Loss statements submitted
- Laura recommended an **“Agreed Upon Procedures”** Audit

Budget Review and Approval – Brian Greene:

- **WLA Budget 2007** reviewed and submitted
- **WLA Budget 2008** reviewed and submitted
- Laura recommended an **“Agreed Upon Procedures”** Audit be performed by the company that prepares the tax returns at an additional cost of approximately \$1400. Tax return is fee of \$900. Total cost would be approximately \$2300.
- Moved by Ara that as an interim measure WLA have an Agreed Upon Procedures Audit for 2007 and charge the Constitution and By-laws Committee to look into the Financial Audit Committee duties with the possibility of making the Agreed Upon Procedures Audit a permanent procedure. It was seconded by Karen L. The ayes carried.
- After discussion and adjustments, the final budget was moved by Ara to be accepted. Cynthia seconded. The ayes carried.
- Revised budget will be posted on the website.

Old Business:

- **WLA Spring Meeting** – Casper, WY (April 18-19, 2008)
- Mary Rhoads distributed a tentative schedule for Spring mtg. – which included request from Venice Beske for 2 – 2 hour blocks for Gov. Docs programs.
- Brian suggested that committees meet at the same time as the sections.
- Mary asked about how to determine the fee for the Spring meeting
- Mary plans to share the information about the Spring meeting with local school librarians in hopes of increasing attendance.
- Last year, approximately 70 attended – Mary to make plans using that number

- The sections will pay the difference in the fees earned and the fees paid for presenters, etc.
- **2008 Conference** – Casper, WY (Oct. 1-4, 2008):
- Convention rates for Oct. 2008 were submitted. Rates = Full Conference with 2 continental breakfasts for WLA members is \$90 before the 1st deadline and \$110 before the 2nd deadline. For Non-members \$120 before the 1st deadline and \$140 before the 2nd deadline. One day of the conference with 1 continental breakfast for WLA member is \$60 before the 1st deadline and \$80 before the 2nd deadline. For Non-members, the rate is \$90 before the 1st deadline and \$110 before the 2nd deadline. Exhibitors Rates will be 1 – 6' table @ \$300; 2 – 6' tables @ \$580; 3 – 6' tables @ \$860; 4 – 6' tables @ \$1,140 and 5 – 6' tables @ \$1,420. These fees also include 2 continental breakfasts. High Speed Connectivity @ \$125 per line.
- There will be no charge for pipe and drape.
- There is plenty of space in Casper for vendors.
- Likely need to hire an outside vendor to hardwire the event spaces.
- Brian requested that the rates be forwarded until Laura can finalize the contract for support services.
- **Strategic Plan** – update: performed every 4 years; workforce study was an outcome from last strategic plan. Brian carried the strategic plan update forward.
- **Wyoming Library Workforce Survey** update – see above information in the State Library report.

New Business:

- **2009 Conference** – Laramie, 9/20 – 10/2, 2009 – things are moving forward. They will wait to scout out presenters until the 2008 conference presenters are finalized.
- **WLA Archives** – currently preserved by Susan Simpson. American Heritage might hold the materials. Brian will pursue. He will find out what the archivists suggest we keep and for how long.

Reports – Sections/Committees:

- **Academic/Special** – Karen Lange: Deb Iverson scholarship fund – Debbie is appreciative and the fund is growing. Debbie is working with MPLA on the future of the leadership institute.
- Katie Jones will work with Cynthia on a potential fundraiser at WLA conference to support the Debbie Iverson Scholarship.
- Since the decision was made that there would be no specific Acad/Specials Spring conference, there will be a special push for programs at the Annual meeting in October.
- Karen also wants to try to attract Colorado librarians to the programs in the fall.

- **Children/Young Adult** – Mary Rhoads: talked about Spring Meeting – see above.
- **Paraprofessionals** – Mary Gillis: introduced Gloria Brodle who is Chair-Elect for the paraprofessional section.
- **Public/Trustee** – Gloria Brodle attended in place of Becky Packer. She had no report.
- **School Library Media Personnel** – Sheryl Fanning: they decided as a group not to have an Information Power presentation this summer. Instead they will focus on the Spring & Annual WLA Meetings.

Committee Reports: None.

Next meeting: April 18, 2008 in Casper at the Spring Meeting at 4:45 pm. Laura will not attend this meeting of the Exec. Bd. Brian will request reports be submitted prior to the meeting and posted on the web site.

Meeting adjourned at 1:03 pm.

Respectfully submitted by Meg Martin, Recording Secretary