

MINUTES
ALA Award Committee Meeting
Saturday, June 25, 2005, 9:30 AM – 11:00 AM
Hilton, Conference Room 4B, Chicago, IL

Attendees:

Timothy Grimes, chair
Mario Ascencio
Lizbeth Bishoff
Jon Cawthorne
David Dowell
AnnaMarie Kehnast
Jennifer Ralston
Roxanne Sellberg
Hellena Stokes
Cheryl Malden, ALA liaison
Nanette Wargo Donohue, intern

Neal Wyatt, RUSA, guest
Philip Tramdack, LAMA BES, guest
Joseph Agati, Agati Furniture, guest

Welcome and Introduction

Chair Timothy Grimes welcomed all attendees to the meeting.

RUSA Sophie Brody Award Proposal

Neal Wyatt discussed the Sophie Brody Medal for Jewish Literature. The Jewish Information Committee of EMIERT will have a representative on the award committee.

David Dowell moved to accept the proposal. AnnaMarie Kehnast seconded. The motion passed unanimously.

Approval of Minutes

The minutes of the January 15, 2005 and January 17, 2005 minutes were presented.

Jennifer Ralston's name was missing from the January 17, 2005 minutes.

Mario Ascencio moved that the minutes be accepted as corrected. Jennifer Ralston seconded. The motion passed unanimously.

ALA-IIDA Library Interior Design Awards

Philip Tramdack directed the committee to the memorandum regarding the ALA-IIDA Library Interior Design Awards. This memo addresses the committee's concerns regarding funding for this award.

Joseph Agati stated that there are additional companies who have not yet been approached to co-sponsor this award.

David Dowell thanked Philip for his detailed proposal.

David Dowell moved to accept the proposal. Jon Cawthorne seconded. The motion passed unanimously.

Awards/Scholarship Task Force Issues

Timothy Grimes alerted the committee to the drafts of the Revision of Committee Charge for the Awards Committee and the Establishment of New Committee for the Scholarships and Study Grants Committee. Grimes explained the rationale behind splitting the responsibility into two separate committees.

Grimes pointed out that "awards" are carefully defined in the memo.

David Dowell asked if the final document will define the difference between a scholarship and an award. The committee took a brief break to review the documents.

Following the break, Dowell voiced a concern that the definition does not clearly differentiate between scholarships and awards. Jennifer Ralston agreed that more clarification is needed.

Dowell asked about travel grants and whether they are awards or scholarships. Grimes said that we could add language to the proposal to clarify it. Cheryl Malden mentioned a discussion at the task force meeting that scholarships are for advanced study only. Grimes said that we need to insert language about travel grants into the draft. Dowell suggested "grants other than study grants" and also suggested adding this language to both drafts.

Mario Ascencio suggested adding the text "travel grants will fall under the scope of awards" into the scholarship and study grant proposal. Dowell suggested "other than study and research grants, e.g., travel grants."

Grimes discussed the awards currently available and where they might fall under the new proposal (award or scholarship).

Ascencio asked if the minimum dollar amount for scholarships and awards should be included in the proposal. Grimes responded that this information will be in the manual.

Dowell proposed the following text for both proposals: "grants other than study grants or research grants (i.e., travel grants to attend conferences), should fall under the responsibility of the Awards Committee."

Grimes will discuss these issues with the Scholarship Task Force.

Malden stated that we will revise the Awards Handbook at Midwinter to reflect these

changes, but only if the proposal passes at the Tuesday, June 28 ALA Council session.

Miscellaneous

Timothy Grimes commended Mario Ascencio for his work preparing the list of contacts. Mario will be leaving the Awards Committee, and Nanette Donohue will assume the responsibility of keeping this list updated. Cheryl Malden will distribute the list to the award and scholarship juries.

The meeting was adjourned at 10:30 AM.

Respectfully submitted,
Nanette Wargo Donohue, intern

Proposal to Establish a New Award

Name of award

The Sophie Brody Medal

Definition and criteria of award

An award to the U.S. author of the most distinguished contribution to Jewish literature (fiction and/or non-fiction) for adults published in the United States in the preceding year. A RUSA/CODES award task force will establish more detailed criteria for selection of the award.

Number and frequency of award

One medal for the award winner and citations for honor books (number to be determined). To be presented annually.

Selection of committee to administer the award

The Sophie Brody Medal will be administered by the Collection Development and Evaluation Section (CODES) of the Reference and User Service Association (RUSA). The vice-chair/chair-elect of CODES will appoint an ad hoc task force to develop the detailed criteria for selection of the winner and other award procedures. Upon approval of the award, the vice-chair/chair-elect of CODES will annually appoint the chair and members of the award selection committee. The Ethnic and Multicultural Information Exchange Round Table will appoint a representative from their Jewish Information Committee to serve on the selection committee.

Deadline for nomination of candidates

December 15.

Screening of candidates and recommendation

The RUSA/CODES awards committee will use the established criteria to select the award winner and the honor books.

Presentation of the award

The award winner(s) will be announced at the annual RUSA/CODES reception held during Midwinter. The award will be presented together with the other RUSA awards during ALA Annual Conference.

Form and/or type of award

Medal for the award winner; citations for the honor books.

Promotion and marketing of the award

In order to promote the award, RUSA will issue press releases, highlight the award on its Web site, post announcement on electronic discussion lists, and place ads in association journals.

Donor

Arthur Brody and the Brodart Foundation. An endowment will be established with the \$106,000 donation. Annual interest on the endowment will be used to provide the medal, citations and cover administrative costs.

Contact person

Cathleen Bourdon, RUSA Executive Director, 50 E. Huron Street, Chicago, IL 60611, (312) 280-4395, cbourdon@ala.org

Neal Wyatt, RUSA Awards Chair, Chesterfield County Public Library, (804) 768-7738, wyattn@co.chesterfield.va.us

Prepared: March 10, 2005; Approved by the RUSA Board of Directors, April 11, 2005.

**ALA/ IIDA Library Interior Design Awards
Proposal to the ALA Awards Committee
June 2005**

Philip Tramdack
Director of Library Services
Slippery Rock University
Slippery Rock, PA 16057

I. Name of Award

American Library Association/ International Interior Design Association Library Interior Design Awards (ALA/IIDA Library Interior Design Awards)

II. Definition, Purpose and Criteria

- Person(s) or group(s) eligible to receive the award

The awards will be presented to interior designers certified by the IIDA or licensed in the United States representing firms that complete library interior design projects within two years prior to the application submission date for the current award cycle. Award categories may be established for work in progress.

- Purposes(s) for which the awards will be given

The awards will recognize distinguished accomplishment in library interior design by an interior designer certified by the IIDA or licensed in the United States. Awards will be presented in a variety of categories to be determined by the LAMA-BES Library Interior Design Awards Committee. Categories on the following list are under consideration.

- New public libraries (one or more awards to be given based on size of library)
 - Single space design (all library types)
 - Renovation project (all library types)
 - Private libraries of all sizes
 - Governmental libraries to include federal and state libraries (all sizes)
 - School libraries (elementary and secondary)
 - New academic libraries (one or more awards to be given based on size of library)
 - Projects under development to be judged on the basis of design concept, creativity and solution.
- Outline of the criteria to be followed in selecting a winner.

The awards will be given for examples of extraordinary design, as interpreted by the jury and as reflected in innovative concepts and cutting-edge projects. Award winners will demonstrate excellence in aesthetics, design creativity, function, and satisfaction

of the client's objectives. Submissions will be evaluated according to criteria developed by the LAMA-BES Library Interior Design Awards Committee working with the IIDA Awards Committee. Factors such as project philosophy and methodology, use of materials, contribution of the project to current design practice and cost effectiveness may be taken into consideration.

III. Number and Frequency of Awards:

- Number of possible recipients at any one time.

Multiple award categories are under consideration. The individual categories may be changed from year to year based on the experience of previous years.

- Frequency of the awards.

The ALA/ IIDA Library Interior Design Awards will be given biennially, i.e., every two years, alternating with the AIA/ALA Library Building Award.

- Contingency if a suitable candidate is not found.

Awards will not be given in categories for which no suitable candidate is entered. Experience with existing award programs in the interior design community suggests that there will be great interest among architects, interior designers and vendors in the ALA/IIDA Library Interior Design Award. While it is possible that awards in some categories may not be given, it is highly unlikely that a biennial award year will pass without prizes being awarded in most categories.

IV. Selection of Jury to Administer the Award:

- Appointment of the committee to administer the award

The Library Administration and Management Association (LAMA), on behalf of ALA, will administer the award in partnership with IIDA, with ALA/ LAMA serving as the fiduciary agent for the award. After approval of the proposed award, a LAMA Buildings and Equipment Section (BES) committee will be proposed to the LAMA Committee on Organization, to be called the Library Interior Design Awards Committee, which will work similarly to the existing Library Buildings Awards Committee. Committee members will be appointed by the chair-elect of LAMA BES.

The Library Interior Design Awards Committee will administer all aspects of the ALA/IIDA Interior Design Awards in a fashion closely parallel to the existing procedure followed by the Library Building Awards Committee. However the letter of agreement between ALA-LAMA and the IIDA gives LAMA a stronger role in administering the ALA-IIDA Awards than it does in administering the existing ALA-AIA Award. Specifically, LAMA's responsibilities as detailed in the letter of agreement include:

- Selection of librarian jurors who will be members of ALA/LAMA Building and Equipment Section, and have significant experience in building projects of various sizes;
 - Support and promotion of the ALA/IIDA Library Interior Design Award Competition through its own and ALA publications and websites;
 - Administration of the award, including: issuing the call for applications; facilitating the judging, announcing award recipients, and planning the award program and reception;
 - Providing financial management for the award, i.e., LAMA will receive all revenue from entry fees, sponsorships, and other sources; and pay expenses associated with advertising and promoting the competition, processing applications, the jury process, the awards program and reception. LAMA will retain 20% of revenue to cover the cost of administration of the award program;
 - Maintaining an acceptable accounting of all activities and expenditures incurred under this agreement. Such records will be made available to IIDA on request. LAMA and IIDA will each receive 50% of the ending net assets of the award account at the close of the fiscal year in which the awards are presented.
- Selection of the juries; the number of jury members; any special qualifications needed by the jury members.

The jury will be constituted of interior designers and library and related professionals. On the interior designers' side, the existing IIDA Awards Committee will appoint two professional interior designers as jurors.

The Library Interior Design Awards Committee will recommend four LAMA BES members to the BES Executive Committee for approval, two as jurors, and two as alternates. The LAMA Executive Director will vet the proposed jurors to establish that they are LAMA and BES members in good standing. The LAMA Board of Directors approves the slate of LAMA jurors recommended by the BES Executive Committee.

Jury members will be selected on the basis of their demonstrated experience with library building interior design and their commitment to fulfill the responsibilities of judging. Since interior designers will be appointed to the jury by the IIDA, LAMA will select jurors from BES members who are librarians or professionals engaged in activities related to library facilities and design, but who are not practicing interior designers.

The LAMA-BES Library Interior Design Awards Committee will be appointed after the summer 2005 ALA Annual Conference pending approval of this proposal by the ALA Awards Committee.

- V. Deadline for Nomination of Candidates; the date nominations are due and the form that nominations will take, e.g., a statement of outstanding contributions, etc.

The calendar for the award process is as follows. The calendar for the first (2006) awards is abbreviated due to the calendar of the planning process.

Year 1 (year beginning July two years previous to the Annual Meeting in which the awards are presented)

- Appointments to Interior Design Awards Committee July
- Planning for the awards competition, juror selection and awards ceremony Midwinter Meeting
- Jury applications April –May
- Jury selection and ratification Annual Conference

Year 2 (year beginning July the year before the Annual Meeting in which the awards are presented)

- Advertisement of the awards competition After Annual Conference
- Receive nominations and submissions September-November
- Review of applications by jury Midwinter Meeting
- Announcement of awards April
- Awards reception Annual Conference

Submissions will take the form of a portfolio assembled by the interior designer and design firm, and the client/owner. It will follow a specifications prescribed jointly by the Library Interior Design Awards Committee and the IIDA. A example of a portfolio is as follows:

- No more than (4) professionally photographed interiors in 35 MM slide or 8" x 10" color print format for a single project
- (1) 8 ½ x 11 floor plan clearly labeled with room names
- (1) 8 ½ x 11 sheet w/ design narrative of no more than 75 words
- All submission information shall be submitted in a ½" white three ring binder

- The name of the firm, project team, and project description shall be submitted in the binder in a separate sealed envelope.

Normally, in interior design competitions, color slides are returned to the submitter; other portfolio material is destroyed. Alternately, the entire portfolio may be submitted on CD-ROM. The cost of the submission is the responsibility of the submitter. The "call of entry" fee is anticipated to be \$ 150.00 per submission.

- VI. Screening of Candidates and Recommendations: Indicate the process to be used in determining the award recipient.

The IIDA- and ALA- appointed jurors will convene at or about the Midwinter Meeting before the Annual Conference at which awards are given.

Portfolios will be evaluated using an evaluation rubric developed jointly by IIDA and the BES Library Design Awards Committee. The jurors will review the entries and select category winners on the basis of aesthetics, design creativity, function, and satisfaction of the client's objectives.

- VII. Presentation of the Award: Specify dates for the announcement and presentation of the award. ALA awards should be designated for presentation at an appropriate meeting, e.g., Awards Reception, at the Annual Conference.

The awards will be announced in the spring preceding the Annual Conference at which the awards will be conferred. The Library Building Interior Design Award Committee will organize a program and reception featuring the winners at the Annual Conference.

- VIII. Form and/or Type of Award: Designate the form and/or type of award to be given. (e.g. cash, citation, medal, etc.)

Awards will be in the form of a plaque and/or framed citation stating the particulars of the award.

- IX. Donor: Specify the individual, group, institution, etc. who will provide funds for both any cash award to be given and the administrative expenses incurred.

Eight sponsors have committed to funding the initial awards ceremony and reception. They are as follows:

Agati, Inc. 1219 W. Lake St. Chicago, Illinois. Attn: Joseph Agati, President 312. 829.1977 joe@agati.com	\$ 1,000
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Linthicum Contractors, Inc. 20789 North Pima Rd., Suite 250 Scottsdale, AZ. 85255-5431 Attn: Art Jordan 480.515.1700 x 432 ajordan@linthicumconstructors.com	\$ 500
Herman Miller, Inc. MS 0223E 855 East Main Avenue PO Box 302 Zeeland, MI 49464-0302 Attn: Bob Burchfield , Distribution Manager Bob_burchfield@hermanmiller.com	\$ 500
Milliken Carpet Company Contact:	\$ 500
Mohawk / Karastan Carpet Contact: Mark Issacson markisaacson@cox.net	\$ 500
Richard + Bauer , LLC 1545 W. Thomas Rd. Phoenix, AZ. 85015 Contact: Kelly Bauer, IIDA 602.264.1955 kbauer@richard-bauer.com	\$ 1,000
Steelcase Design Partnership Allan Smith, Director of North American Marketing & Communications Asmith4@steelcase.com	\$ 500
Wholesale Floors, Inc. 1938 East Osborn Rd. Phoenix, AZ. 85016 Attn: Josh Sugidono, President of Marketing 602.248.7878 josh@wholesalefloors.com	\$ 500

Entry fees will offset costs associated with receiving the submissions and choosing the winners.

The letter of agreement between ALA-LAMA and IIDA outlines the financial structure of the ALA-IIDA Library Interior Design Awards. Neither ALA nor LAMA will incur any net expenses in creating these awards. The awards are intended to be self-sustaining financially.

The ALA-IIDA Library Interior Design Awards be run through ALA/ LAMA, and ALA/ LAMA will be the fiduciary agent for the awards.

X. Contact Person: name, address and telephone number, fax and email.

Philip Tramdack
Director of Library Services
Slippery Rock University
Slippery Rock, PA 16057
philip.tramdack@sru.edu

Memorandum

From: P. J. Tramdack, Chair LAMA-Buildings and Equipment Section
To: ALA Awards Committee; LAMA Board of Directors
Subject: Proposed ALA-IIDA Awards
Date: 6-15-05

Greetings. Attached please find the revised LAMA-Buildings and Equipment Section proposal to create a biennial awards program for interior design excellence, beginning in 2006. The proposal consists of three files: this cover letter, the revised proposal, which includes a list of program sponsors, and the draft Letter of Agreement between ALA-LAMA and the International Interior Design Association (IIDA).

The program will be called the ALA-IIDA Library Interior Design Awards and will be given biennially in years opposite the ALA-AIA Library Building Awards. The IIDA is the international professional association of design professionals. The IIDA website is at www.IIDA.org

Since early in 2005 LAMA Executive Director Lorraine Olley and IIDA Executive Director Cheryl Durst have been meeting to complete the administrative planning for the awards. They have created a draft Letter of Agreement between ALA and IIDA which is currently in final review. At the same time Lorraine Olley and members of the LAMA Buildings and Equipment Section have been discussing sponsorship of the awards program with potential sponsors and have received commitments in writing from eight vendors, totaling \$5,000.

The attached proposal is in the form prescribed in the *ALA Awards Manual*. We have endeavored to address all of the recommendations the ALA Awards Committee provided at the 2005 ALA Midwinter Conference and have amended the proposal to reflect these points, to the extent possible at the current stage of planning. Points raised by the ALA Awards Committee include:

- **Endorsement by IIDA and Letter of Agreement.** Cheryl Durst, IIDA Executive Director has worked with Lorraine Olley to draft the Letter of Agreement, which has been submitted to IIDA for approval at their June 2005 annual meeting, which takes place the week before the ALA Annual Conference.
- **Sponsorship commitments.** Eight vendors have committed to supporting the awards reception at the 2006 ALA Annual Conference. These vendors are:
 - Agati, Inc. (\$1,000)
 - Linthicum Contractors, Inc. (\$500)
 - Herman Miller, Inc. (\$500)
 - Milliken Carpet Company (\$500)
 - Mohawk / Karastan Carpet (\$500)
 - Richard + Bauer, LLC (\$1,000)
 - Steelcase Design Partnership (\$500)

- Wholesale Floors, Inc. (\$500)
- **Award categories.** Award categories will be established by the LAMA-BES Library Building Interior Design Award Committee, to be appointed at the 2005 ALA Annual Conference pending final approval of this proposal, and the IIDA Awards Committee. The following categories are under consideration:
 - New public libraries (one or more awards to be given based on size of library)
 - Single space design (all library types)
 - Renovation project (all library types)
 - Private libraries of all sizes
 - Governmental libraries to include federal and state libraries (all sizes)
 - School libraries (elementary and secondary)
 - New academic libraries (one or more awards to be given based on size of library)
 - Projects under development to be judged on the basis of design concept, creativity and solution.
- **Award selection criteria.** LAMA and IIDA agree that the selection criteria will be developed by the LAMA-BES Library Building Interior Design Award Committee and the IIDA Awards Committee. The awards will be given for examples of extraordinary design as reflected in innovative concepts and cutting-edge projects. Winners will demonstrate excellence in aesthetics, design creativity, function, and satisfaction of the client's objectives. Factors such as project philosophy and methodology, use of materials, contribution of the project to current design practice and cost effectiveness may be taken into consideration.
- **LAMA's role in the program.** LAMA's responsibilities, detailed in the Letter of Agreement between ALA-LAMA and the IIDA, include:
 - Selection of librarian jurors who will be members of ALA/LAMA Building and Equipment Section, and have significant experience in building projects of various sizes;
 - Support and promotion of the ALA/IIDA Library Interior Design Award Competition through its own and ALA publications and websites;
 - Administration of the award, including: issuing the call for applications; facilitating the judging, announcing award recipients, and planning the award program and reception;
 - Providing financial management for the award, i.e., LAMA will receive all revenue from entry fees, sponsorships, and other sources; and pay expenses associated with advertising and promoting the competition, processing applications, the jury process, the awards program and reception. LAMA will retain 20% of revenue to cover the cost of administration of the award program;

- Maintaining an acceptable accounting of all activities and expenditures incurred under this agreement. Such records will be made available to IIDA on request. LAMA and IIDA will each receive 50% of the ending net assets of the award account at the close of the fiscal year in which the awards are presented.
- **Jury issues.** The jury will be constituted of interior designers and library and related professionals. The IIDA Awards Committee will appoint two professional interior designers as jurors. The Library Interior Design Awards Committee will recommend four LAMA BES members to the BES Executive Committee for approval, two as jurors, and two as alternates. The LAMA Executive Director will vet the proposed jurors to establish that they are LAMA and BES members in good standing. The LAMA Board of Directors will approve the slate of LAMA jurors recommended by the BES Executive Committee. Jury members will be selected on the basis of their demonstrated experience with library building interior design and their commitment to fulfill the responsibilities of judging. Since interior designers will be appointed to the jury by the IIDA, LAMA jurors will not be practicing interior designers.
- **LAMA-BES Interior Design Awards Committee.** The LAMA-BES Library Interior Design Awards Committee will be appointed at the summer 2005 ALA Annual Conference pending approval of this proposal by the ALA Awards Committee.

We believe that awards for interior design excellence co-sponsored by ALA and the IIDA will attract favorable attention to libraries and library design issues, and will be of interest to interior designers, architects, vendors and librarians. The awards will be an important ALA sponsored event.

We appreciate your consideration of this matter. Please direct questions to Philip J. Tramdack:

Philip Tramdack
 Director of Library Services
 Slippery Rock University
 Slippery Rock, PA 16057
philip.tramdack@sru.edu

Cc: Cheryl Malden
 Lorraine Olley
 LAMA-BES Board of Directors