

**AMERICAN LIBRARY ASSOCIATION
LIBRARY SUPPORT STAFF INTERESTS ROUND TABLE
BOARD/MEMBERSHIP MEETING
Westin St. Francis, Yorkshire Room
San Francisco, California
Saturday, June 16, 2001**

PRESENT: Dorothy Morgan, Outgoing Chair
Martha Parsons, Incoming Chair
Carolyn Tate, Member-at-Large, Incoming Chair/Chair-Elect
Sandy Brooks, Member-at-Large
Pat Clingman, Member-at-Large
Jim Hill, Member-at-Large
Meralyn Meadows, Incoming Member-at-Large
Linda Porter, Member-at-Large
Kent Slade, Incoming Member-at-Large
David Tulanian, Member-at-Large
Lorelle Swader, ALA Liaison, ex-officio
Darlena Davis, ALA Liaison, ex-officio

A. CALL TO ORDER

Morgan called the meeting to order at 9:02. In the absence of the Secretary, Jennifer Kutzik, Meralyn Meadows was asked to serve as Acting Secretary for the meeting.

B. RECOGNITION OF STATE REPRESENTATIVES AND GUESTS

Present were: Diana Fay (Boston Public Library); Marlene Hartman (University of Delaware); AnnaMarie Kehnast (Gloucester College, NJ); Dolores Payne (Ocean City Public Library, NJ); Linda Moreau (New Jersey)

C. CORRESPONDENCE

There was no correspondence.

D. OPEN FORUM

Morgan introduced Lorelle Swader and Darlena Davis, ALA Liaisons to LSSIRT.

Swader reported:

- that Davis joined the Human Resources Department in 2000; that she has a direct line to Swader; that she is directly responsible for conference room set-up and conference meal functions
- that the Membership Project proposed by ALCTS (Association for Library Collections and Technical Services) and RUSA (Reference and User Services Association) was presented to and approved by the ALA Board of Directors at the Midwinter Meeting in Washington, DC In January 2001. Jennifer Kutzik represented LSSIRT at the meeting. The project allows for a reduced membership fee of \$59 per year for support staff who are joining

ALA for the first time and includes membership in (1) ALA; (2) LSSIRT; and (3) either ALCTS or RUSA. The project is a three-year project so the \$59 annual dues will be for 3 years (\$59 per year) for support staff joining this year; \$59 per year for two years for support staff joining the second year; and \$59 per for one year for support staff joining the third year. The project began May 1 when a letter signed by Morgan was mailed by Swader's office to support staff in the five states selected as test sites.. ALCTS and RUSA mailed letters to their members in the same test states asking that the information be made available to support staff who are not currently members of ALA. The LSSIRT budget allocates \$750 for this Membership Project. Swader is of the opinion that this \$750 does not include costs for mailing the letters to the five test states. Funds for these mailings will come from the postage line item of the LSSIRT budget. Information brochures were prepared by ALA. There was some concern expressed from the Steering Committee about the distribution of two brochures, i.e., that the newer brochures state that the Membership Project is for first time ALA members only, and the older brochure is not as clear. It was suggested that it may be necessary to make an adjustment. Another suggestion was that LSSIRT should continue promoting the project. Swader, responding to a question of whether a portion of the \$750 budget for the Membership Project could be used for advertising in *Library Mosaics*, suggested that the magazine might publish an article on the project at no cost rather than having LSSIRT purchase an advertisement. Swader will continue to keep the LSSIRT Steering Committee updated on the Membership Project.

- Morgan stated that Swader and Davis are advocates for LSSIRT through their liaison positions, and asked that all e-mail communication to either of them be copied to the LSSIRT chair. Swader reminded the Steering Committee that all requests for reimbursement must first be submitted to the LSSIRT Chair, who will then forward the request to Swader.
- Swader reported that ALA did approve the funding and support of a Congress on Professional Issues for Support Staff in Libraries. The planning group members were Paulette Feld (representing LSSIRT), Camila Alire (representing the Executive Board); Mary Ghikas, Lorelle Swader, and Danielle Alderson (all representing ALA staff). The planning group convened by conference telephone call. It was determined during that call that the Congress would discuss the three issues determined most important from the Strategic Plan survey (i.e., Career Ladders, Compensation, Continuing Education). At the suggestion of Aliere, the planning group decided to add a fourth concern - that of the partnership between MLS staff and support staff. The planning group agreed that they did not want to concentrate on the "specialists" (i.e., Human Resources, Public Relations, Information Technology) at the Congress. The general strategy/plan is that for the first year (2002), there will be the formation of a steering committee to develop plans, and the second year (2003) have the Congress. The composition of the steering committee will be kept small (seven people) and will include: a representative of LSSIRT; a representative from COLT; a representative from the Human Resources Development Committee; two division representatives, one of a "type" of library (i.e., public, academic, special); and one of a "type" of activity; a representative of the Ethnic Caucus; and a representative of the ALA Executive Board. Linda Slusar was appointed to represent LTA programs; and Julie Hauscamp, from the Career Pathways Task Force, has been asked to chair the Congress. ALA has allocated \$15,000 for the first year to cover the costs of committee members attending the meetings.
- Parsons, as incoming Chair of LSSIRT, will receive a letter asking the name of the person appointed to the Steering Committee from LSSIRT; which may be the Chair of LSSIRT, or someone appointed by the Chair. Parsons indicated she would be willing to serve on the Committee. Swader advised that LSSIRT needs to speak to the issues during this Congress. One hundred to two hundred persons will be invited to join the Congress.

Morgan expressed appreciation to both Swader and Feld for their work on this project and stated that the original idea for the project came from Swader. Swader was presented a plaque from LSSIRT which read:

**PRESENTED TO
LORELLE SWADER**

**In Appreciation for Her
Advocacy, Championship, and
Support of
Library Support Staff
and the AMERICAN LIBRARY SUPPORT
STAFF INTERESTS ROUND TABLE (LSSIRT)
San Francisco, California
June 16, 2001**

- Swader stated that there had been many recent questions/concerns about the LSSIRT budget and she suggested that all Steering Committee members participate in the formal orientation training to be held at Midwinter in New Orleans in January 2002. This training will include how to read and understand the budget process. Although the Treasurer is the person who prepares the round table budget, Swader also works with the chair of the round table throughout the process. Some general information about the budget: (1) the ALA fiscal year is September 1-August 31; (2) LSSIRT is a fund 13 (which means a round table); (3) LSSIRT's unit number is 618; (4) the ALA computer printout includes all projects; (5) each fiscal year's budget should be a balance of revenue to expenses - the expenses should not exceed the revenues; when that happens, it becomes necessary to dip into the Fund Balance. No round table or division should have a negative fund balance - the fund balance must have funds to operate for 6-12 months; (6) round tables pay 10% for the ALA operational budget - an increase of 5% this year for some of the smaller round tables like LSSIRT. Swader will check to see if this is 10% of expenses or 10% of revenues; (7) any line item beginning with a "4" is an income item; a "5" is an expense item
- Swader stated that ALA could set up a separate line item for specific projects (such as the newsletter, the meal functions, etc). If LSSIRT would like to have separate line items, the Steering Committee would only need to inform Swader. Swader stated that LSSIRT reports budget information to BARC (Budget Analysis and Review Committee)
- Swader distributed a two-page copy of the September 1-April 30, 2001 LSSIRT Performance Report. This report shows a Fund Balance of \$3731.62.
- Swader reported that her office can keep LSSIRT files (indexed) in her office for five years. After that, they are moved to the ALA archival files at the University of Champaign/Urbana. When sent to ALA archival files, Swader stated that her office places the materials in a box and prepares a list of the box contents. Hill stated that he has two large boxes of surveys he will be forwarding to Swader for the archival files. These surveys are important in that they may be needed for the Congress on Professional Issues for Support Staff in Libraries.
- Swader requested that a copy of all LSSIRT minutes be mailed to her for storage with other LSSIRT minutes.
- Swader responded to a question concerning voting during a Board/Membership meeting by stating that if LSSIRT continues with a Board/Membership meeting, there would need to be two agendas - one for the Board meeting and one for the membership meeting; if LSSIRT wants to have an open membership meeting, it will be necessary to have an up-to-date membership roster available at each meeting.
- Morgan asked the question if a Steering Committee member can be a virtual member of the round table. Swader's response is that the Council on Organizations (COO) is currently discussing that question but until it is resolved, members have to be physically present at all meetings. Two absences are allowed during the term of office; the Chair should report all absences to the Steering Committee.
- Responding to the question of whether the LSSIRT "Board" is a "Board" or a "Steering Committee" and

whether the chief officer is a “Chair” or a “President”, Swader responded that only ALA is a “Board” and has a “President”. The Chair of the LSSIRT ByLaws and Constitution Committee will review this question and will report at the Midwinter meeting.

- Swader concluded her report by stating that she would like to have an Orientation program for Steering Committee members on the Friday of Midwinter prior to the meal function.

*... Dorothy Morgan, Chair, called for a break at 10:35 a.m.
The meeting resumed at 10:55 a.m. ...*

E. AGENDA CHANGES

There were no changes.

F. CONSENT AGENDA

Upon motion of Hill, seconded by Tate, the minutes of the January 13, 2001, meeting in Washington DC were approved as written.

In appreciation for their work in serving on the LSSIRT Steering Committee for many years, Morgan presented a plaque to Hill and Clingman upon completion of their term of office. The plaque read:

**PRESENTED TO
PAT CLINGMAN (AND ONE SAYS JIM HILL)**

**for
Serving as a
Member-At-Large
to the Round Table 1999-2001 and
for Ongoing Commitment and Dedication
to Library Support Staff**

Library Support Staff Interests Round Table (LSSIRT)

In appreciation of her service to LSSIRT, the current year as Chair, Parsons presented to Morgan a plaque which read:

**PRESENTED TO
DOROTHY MORGAN**

**In Appreciation for Her Ongoing Commitment and Dedication
to Support Staff
and in Recognition of her Leadership of LSSIRT during 2001**

G. REPORTS TO THE LSSIRT STEERING COMMITTEE

Treasurer. In the absence of the Treasurer, Jennifer Kutzik, the report presented earlier by Lorelle Swader was used as the Treasurer’s Report for this meeting. Swader reported a Trial Balance of \$3731.62. The Budget Statement, which included budget receipts through April 30, 2001, did not include receipts for the meal function because ALA does not recognize profits until the function happens. Upon motion of Parsons, seconded by Hill, the Treasurer’s Report, as given by Swader, was accepted.

President. Morgan stated that most of the material in her report had been covered earlier. She reminded the Steering Committee that the newly-elected officers would assume office following this San Francisco conference; that the membership did approve the name change from Support Staff Interests Round Table (SSIRT) to Library Support Staff Interests Round Table (LSSIRT), the change to take place following this San Francisco conference; reminded the Steering Committee that all correspondence with Swader and Davis should have a copy to the chair. Upon motion of Porter, seconded by Tate, the President's Report was accepted.

Membership. Brooks, Membership Chair, reported that the last membership list she received was for April 2001 and showed 192 personal members and 18 organizational members, for a total of 210 members. She reported that she sends an official "welcoming" letter to new members and a letter expressing regret to the persons who do not renew their membership (referred to as "drops"). Brooks requested, for the future, reimbursement for mailing these letters. Morgan suggested she send her request to Swader, with a copy to the chair. Brooks stated that she has not been added to the membership listserv. Swader will follow up on this matter. Upon motion of Tulanian, seconded by Porter, the Membership Report was accepted.

Annual Conference in San Francisco. Morgan announced that the Saturday afternoon *Libraries Developing Career Pathways: How to Begin, How to Implement, Different Perspectives* will feature panelists Kerry Ransel, Alice Poffinberger, Diane Fay and Dolores Payne, and Slade will act as moderator; the Sunday program *Preparing for that Next Great Career Move* will feature speakers Katherine Richards and Kathleen Smith with introductions by Tulanian.

Night Out. Tate reported 90 tickets had been sold to A. Sabella's Restaurant; that prizes will be given at the dinner; that this function has been good PR and will be something on which LSSIRT can build for future "Nights Out". Morgan expressed appreciation to Tate and Davis for a job well done. Swader suggested that for future meal function events, a \$5 fee (for administrative costs) be added to the cost of each ticket.

Exhibit Booth. Brooks announced the number of LSSIRT's Exhibit Booth at this conference (#340) and stated that she had ordered the furniture and a purple skirt (at a cost of \$100); that the total cost for the booth for this conference is \$184; that \$200 has been budgeted; however, in her opinion the future spending for the booth will not exceed the sum of \$100 (cost for table and skirt); she questioned whether the additional \$100 could be budgeted somewhere else. The chair will ask Swader if this is possible. Brooks reported that for this Exhibit Booth she prepared a notebook of previous newsletters and a notebook of Task Forces reports; and that she also had available at the booth the Membership Project brochures.

Newsletter/National Directory.

Newsletter. Meadows reported that the Spring 2001 newsletter was published in March. Costs associated with this publication include: photocopying of 203 copies, 50 of them in color (\$114.71); printing of labels by ALA (\$28.00) for a total cost of \$142.70. The Stanly County Public Library and an individual contribution paid the cost of postage - 203 newsletters were mailed @ \$.34 (\$69.02).

National Directory of Paraprofessional Associations. Meadows reported that she has halted compilation of the *National Directory* until after this business meeting and the Board instructs on how to proceed. Currently, state association presidents, when submitting information for the *Directory*, are asking if a copy will be mailed to them and/or the address of the home page where the *Directory* can be mailed. LSSIRT is not mailing the *Directory* and it is not currently on the LSSIRT home page. Meadows stated that several times during the year, she is contacted by someone wanting information on other associations and she considers this a valuable resource that should be continued by LSSIRT and should be kept up-to-date and available to support staff everywhere; that LSSIRT should partner with these state associations in promoting staff concerns.

The Board decided to postpone a decision on the future direction for the *Directory* but did acknowledge its value as a communication and information tool for support staff.

Pay Equity. Clingman, support staff representative to the ALA Pay Equity Committee, reported that she attended a meeting of the committee on June 15, 2001; that she is completing her term on the committee; that she has a concern that no support staff will be serving on the committee. Meadows stated that during her earlier appointment to the Committee (1992-94), the decision was made to have a support staff appointee always serve on the committee; that there should be a record in the Pay Equity minutes of that decision. Swader commented that the action would not be official unless approved by the ALA Council on Organizations. Meadows and Clingman will follow up on this, then Clingman will contact incoming ALA President John Berry to request the appointment of a support staff person to replace her on the committee. Clingman stated that Mitch Freedman, Incoming President-Elect of ALA, will be speaking at the Membership Meeting #1 later in the day, on several pay equity issues. Upon motion of Tate, seconded by Parsons, the Pay Equity report was accepted.

H. ITEMS FOR DISCUSSION AND ACTION

Library Careers/Pathways Task Force. Morgan reported for Paulette Feld, in absentia, that the committee last met by conference call in November 2000. The committee is currently collecting feedback on the Library Education and Personnel Utilization (LEPU) document, which is available on the web site. Upon motion of Porter, seconded by Hill, the Task Force report was accepted.

Nominations for 2002. Morgan stated that nominations for 2002 (Chair-elect and two members-at-large) must be submitted to ALA by September 1. She will be chairing the committee and Tate volunteered to serve. There is a vacancy on the current Steering Committee caused by Tate's moving from member-at-large upon her election to Chair-elect. Beth Perkins, who received the next largest number of votes for the member-at-large position, was unable to accept the appointment because of lack of travel funds to attend conference meetings. The person(s) receiving the next largest number of votes was a tie between Holly Blosser and Kathleen Murphy. It was discussed and determined that the appointment did not necessarily have to be someone who had been on the ballot for the position. The incoming chair, Parsons, will appoint the member-at-large to finish the term of Tate.

Committee Appointments.

Pay Equity. Anyone interested in serving on the ALA Pay Equity Committee should contact Clingman.

Membership. Brooks volunteered to remain as Chair of the Membership Committee.

Constitution and ByLaws. Morgan announced the appointment of Slade as Chair of the Constitution and ByLaws Committee and requested that anyone interested in serving on the committee should contact Slade.

Publications. Parsons announced the creation of a new committee *Communications* which would include the Newsletter, National Directory, Web Page, and PR/Marketing. There was some concern about including the National Directory under this Committee because the Directory is not used as a vehicle for PR. The Publications Committee would focus on publicizing and marketing LSSIRT. It was noted that this would be an excellent time to implement this committee because of the name change from SSIRT to LSSIRT. Anyone interested in serving on this committee should contact Parsons.

2002 Conference Committee. It was announced that Tate, as incoming Chair-Elect, will be the LSSIRT's liaison for any conference activity for 200. The conference will be June 13-19, 2002 in Atlanta. The 2003 Conference will be June 19-25, 2003, in Ontario, Canada. Morgan stated that at the Midwinter meeting in January 2002, the Steering Committee will meet on Saturday morning and then will hold a discussion meeting on Saturday afternoon to plan for the Annual Conference in Atlanta. At the Midwinter meeting held in San Antonio, the Steering Committee agreed to plan Conference programs around the three issues chosen as most important from the Strategic Plan survey. Thus, Career Pathways was chosen for San Francisco; Compensation for Atlanta, and Continuing Education for Ontario. Swader suggested dropping the description "discussion" and use instead "open hearing". Parsons will discuss this wording with Swader.

The chair will discuss the web site with Jennifer Kutzik and Paulette Feld; Parsons expressed the opinion that the Web Master of the site should be a member of the Steering Committee.

I. BOARD FORUM

Parsons stated that she is looking forward to working with everyone on the Steering Committee during the next year.

Hill stated that all people go through different passages of life and that working with LSSIRT has been one of the more pleasurable passages for him..

Clingman stated she has been involved with support staff issues since 1987 - and has been proud to serve on the LSSIRT Steering Committee; that she is now in library school but will never forget her roots.

Parsons said the appointment to the Third Congress will be discussed by e-mail but stated she is willing to serve.

Parsons invited everyone to attend the reception honoring Dorothy Morgan as *Library Journal's* **PARAPROFESSIONAL OF THE YEAR 2001**, to be held Saturday, June 16, from 4:30-6:30, at The Society for Pioneers, 300 4th Street.

J. OLD BUSINESS

Already discussed.

K. ADJOURNMENT

Upon motion of Porter, seconded by Parsons, the meeting was adjourned at 12:35 p.m.

Respectfully submitted:

Meralyn Meadows, Acting Secretary