

**ALA LIBRARY SUPPORT STAFF INTERESTS ROUND TABLE
STEERING COMMITTEE MEETING**

**McCormick Place Convention Center
Room N-129**

**Chicago, Illinois
Monday, June 27, 2005
9:00 a.m. - 12:00 p.m.**

LSSIRT STEERING COMMITTEE MEMBERS PRESENT

Paula Greer	Jim Hill	Sue Knoche
Jennifer S. Kutzik	Carol Thomas	Sandy Olson
Alice Poffinberger	Carolyn Tate	Dorothy Morgan
Meralyn Meadows		

ALA STAFF PRESENT

Darlena Davis	John Chrastka	Lorelle Swader
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LSSIRT MEMBERS AND GUESTS PRESENT

Linda S. Porter	Jackie Lakotos	Nina Manning
Jack Fitzpatrick	Martha Parsons	Kent Slade

I. CALL TO ORDER (Jim Hill)

President Jim Hill convened the meeting at 9:05 a.m.

II. APPROVAL OF MINUTES (Jennifer S. Kutzik)

Jim called for a motion to approve the Draft minutes from the ALA Midwinter meeting held in Boston, which were posted on the LSSIRT web site.

ACTION: Dorothy Morgan moved to approve the minutes. Sue Knoche seconded. Motion carried.

III. CONSENT AGENDA (Jim Hill)

Jim asked for approval to move certain items in the agenda to accommodate Lorelle's arrival, such as the Certification Survey report. Committee members were agreeable.

IV. TERM LIMITS (Carolyn Tate)

Carolyn spoke to the difficulty in securing nominees for Steering Committee vacancies due to the 3-year commitment. Carolyn proposed reducing Member-at-Large terms to 2 years, instead of 3. Discussion ensued concerning the rationale and the subsequent need to change our Bylaws.

ACTION: Dorothy Morgan moved to table the discussion of changing Member-at-Large terms to 2 years until the Midwinter meeting in San Antonio. Sandy Olson seconded. Motion carried.

Ali will post the topic of term limits to the LSSIRT member list server for more input.

V. NEWSLETTER (Martha Parsons)

Jim thanked Martha for her outstanding service in editing the LSSIRT newsletter. Martha has resigned her editorship at the end of 2005 due to her election as President-Elect of Washington Library Association. After discussion, Paula volunteered to consider serving as Editor. Martha will serve as Editor for two more issues (fall and winter 2005). Printing and mailing of the newsletter continues to reside with Paulette Feld at UW-Oshkosh, but Paula was encouraged to investigate services in her area.

VI. TREASURER (Meralyn Meadows)

Meralyn reported a net asset balance of over \$9,000 as of Feb. 28. This does not include expenses from the Night Out at Leona's or the latest newsletter expenses. Meralyn explained that ALA uses an accrual form of accounting which can be mystifying. She will Email her complete report to the Steering Committee next week.

VII. MEMBERSHIP (Nina Manning)

(Document: "Library Support Staff Interest Round Table '05 Annual Report" (undated))
Nina reported that LSSIRT membership has grown from 449 in May 2004 to 586 in May 2005. Jim thanked Nina for her diligence in sending welcome letters to new LSSIRT members without the benefit of mailing labels and timely reports from ALA. Ali reported that Danielle Alderson told her that Membership Office staff would be meeting to address these lapses in service to the round tables. Nina asked for postage reimbursement, which will be forthcoming from our budget.

VIII. OFFICER RECOGNITION (Jim Hill)

Jim presented service recognition certificates to Carolyn Tate, Dorothy Morgan, Martha Parsons and Kent Slade. Jim displayed the plaque which he will present to Diane Faye for her service as President of LSSIRT for 2004/2005.

IX. CERTIFICATION SURVEY (Lorelle Swader)

(Document: "To: LSSIRT Steering Committee, From: Lorelle R. Swader, Date: June 23, 2005, Subject: "Certification Survey Preliminary Results")

Lorelle distributed the survey results from 3,318 respondents. She thanked Denise Davis, the ALA director of Research and Statistics. Lorelle reported that overwhelmingly, respondents said certification is essential and the proposed requirements are reasonable.

ACTION: Ali Poffinberger moved to accept the "Certification Survey Preliminary Results" report. Sandy Olson seconded. Motion carried.

Lorelle asked for permission to release the report to John Chrastka, representing the ALA Membership Office.

ACTION : Ali moved to release a confidential copy to John Chrastka. Carol Thomas seconded.

Discussion ensued. Jim called for a vote.

Motion carried.

Lorelle offered more massaging of the data based on our needs and asked Dorothy's Certification Task Force committee members to provide additional commentary on the results prior to its general release. Dorothy will continue as Chair of the Task Force and Lorelle will ensure that Dorothy meets with ALA officers Keith Michael Fiels and Mary Ghikas. Lorelle stated that given the current ALA-APA Bylaws, only divisions are empowered to provide certification. LSSIRT can proceed with certification activities but

we need to partner with a round table (or several, depending on the specialty) for actual implementation.

ACTION: Ali Poffinberger moved that the Certification Task Force present a preliminary document with annotated analysis of the Certification Survey results by ALA/Midwinter meeting in San Antonio. Sandy Olson seconded. Motion carried.

X. ALA MEMBERSHIP UPDATE (John Chrastka)

John provided an update on the joint ALA/state chapter membership test project which the LSSIRT Steering Committee endorsed at the January ALA Midwinter meeting in Boston. The Membership Office targeted support staff in Alabama, Kansas, New York and Massachusetts. To date, 17 members have been gained in Alabama and 18 in Kansas. Alabama and Kansas have their state-wide conferences in the spring, while New York and Massachusetts meet in the fall. John projected total LSSIRT membership at 600 for the fiscal year, but the total is already 774. If the round table grows to over 1,215 members, LSSIRT gets a seat on council. Or, if all our membership would vote for individual support staff candidates for Council, they would have enough votes to be elected. In addition, Jordan Scepaniski, our ALA Councilor, intends to petition for more than one councilor for the small round tables. John distributed the new "Join ALA" posters and the reprint of Jennifer's article in American Libraries, "Are You the Librarian?" John encouraged everyone to send him membership lists from the state support staff groups. Jim remarked that if any members of the Steering Committee are speaking at library functions, ALA literature concerning membership can be provided for distribution. Linda asked if state support group web sites could link to the ALA Membership pages. This was encouraged. Lorelle implored Steering Committee members to provide the ALA offices with state support staff information. Steering Committee members thanked John for his first-rate recruiting efforts.

XI. HRDR REPORT (Lorelle Swader)

A. Conference Within A Conference (CWIAC): Lorelle thanked LSSIRT and COLT (Council on Library/Media Technicians) for all their help. She read through the evaluation forms quickly and reported high marks for programming but problems with the logistics. Lorelle reported that Deidre Ross, ALA Conference Services, is receptive to future support staff events at Midwinter and Annual meetings. A Midwinter pre-conference institute in San Antonio may be explored and another 2-day CWIAC in New Orleans. In future, Lorelle needs one person from LSSIRT as her contact. There were 154 registrants for CWIAC alone but over 753 ALA conference registrants indicated they would also be attending CWIAC. It was impossible to accurately predict attendance at events like the breakfast and lunch since many full-conference attendees were faced with too many choices. Lorelle proposed limiting the attendance to just CWIAC registrants and providing them with full programming opportunities. Lorelle asked Jackie Lakatos when COLT meets at Midwinter and Jackie assured her they could work around a pre-conference institute on Friday. Lorelle reported good feedback on the speakers and she recommended contacting Deb Wilcox Johnson for a longer program.

ACTION: Dorothy Morgan moved to support a pre-conference Support Staff Institute in San Antonio in January 2006. Paula Greer seconded. Motion carried.

Lorelle asked for more input, pro and con, from all Steering Committee members concerning future Support Staff events.

XII. NIGHT OUT REPORT (Cindy Ahrens)

Cindy reported good attendance and good food. The conflict with the Barak Obama Opening Session posed some initial concerns. Cindy reported last year we made around \$300 in Orlando and this year's profits are still unknown. Cindy recommended continuing the Night Out, but urged the Steering Committee to consider funding a scholarship from the profits. Lorelle noted that if part of the ticket price is considered a charitable contribution, that dollar amount must be shared with the ticket buyer.

ACTION: Meralyn Meadows moved to continue the LSSIRT Night Out. Dorothy Morgan seconded.

Discussion ensued concerning the best day and time for this event. Jim called for a vote.
Motion carried.

Jim thanked Cindy for arranging our recent Night Out events. Cindy thanked Darlena for her considerable assistance.

XIII. STRATEGIC PLAN (Dorothy Morgan)

(Document: "Strategic Plan 2004-2008, ALA Library Support Staff Interests Round Table (LSSIRT) WORKING PLAN" printing date of 06/20/2005)

At ALA Midwinter/Boston, Jim appointed a new Strategic Planning Task Force. However, he later disbanded this task force due to the ongoing work of Dorothy and her committee. The Working Plan document was slated to be presented in Boston, but several of the Steering Committee members were absent.

ACTION: Paula Greer moved to accept the Working Plan. Carol Thomas seconded.

Discussion ensued. Jim called for a vote.

Motion carried.

Meralyn asked for discussion on her report dated January 2005 entitled "DRAFT LSSIRT FINANCIAL PLAN") Ali reported our 2005/2006 budget is due July 8.

ACTION: Meralyn Meadows moved to defer approval of the financial plan. Dorothy Morgan seconded.

Discussion ensued. Jim called for a vote.

Motion carried.

XIV. CONFERENCE PROGRAM PLANNING (Ali Poffinberger)

Ali led a discussion of upcoming program planning. It was agreed to submit placeholders for three programs: 1) Communication skills at service desks (particularly Circulation), 2) Resume writing, and 3) Interviewing skills. Ali will send a preliminary session description via Email for comments and changes.

XV. NEW BUSINESS

A. Ali asked to discuss Email usage by the Steering Committee members. The history of the two Email lists (one maintained by Martha and one maintained by Lorelle/ALA) was discussed.

ACTION: Ali Poffinberger moved to use the "Confidential Board List" as our primary Email. Dorothy Morgan seconded.

Discussion ensued. There is confusion when a message is sent from Lorelle about when that information is confidential and not to be shared outside the list. Jim called for a vote.

Motion carried.

B. Ali stressed that it is every Steering Committee member's responsibility to read and respond to LSSIRT Emails in a timely manner. Communication is vital to the success of LSSIRT.

XVI. ADJOURNMENT

Jim asked for a motion to adjourn.

ACTION: Carolyn Tate moved to adjourn. Meralyn Meadows seconded. Motion carried.

Meeting was adjourned at 12:46 p.m.

Respectfully submitted,
Jennifer S. Kutzik, LSSIRT Secretary
July 25, 2005