

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

**Sheraton Boston Executive Board Room
Boston, Massachusetts
Saturday, January 15, 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

ALA STAFF PRESENT

Darlana Davis Gerald Hodges
Lorelle Swader John Chrastka

LSSIRT MEMBERS AND GUESTS PRESENT

Leslie Monsalve-Jones Linda S. Porter Anita Kosinski
Jordan Scepaniski Jackie Lakotos Nina Manning
Jack Fitzpatrick

I. CALL TO ORDER

President Jim Hill convened the meeting at 9:13 a.m. Steering Committee members, LSSIRT members and guests in attendance introduced themselves.

II. JOHN CHRASTKA (ALA MEMBERSHIP OFFICE)

John discussed the new peer-to-peer recruiting tool called "Sharing Connections." In addition to being posted on the ALA web site, this brochure will be direct mailed to around 5,000 people in 5 test states (CA, IL, MA, NY, NJ). The LSSIRT/RUSA/ALCTS special membership initiative will continue to be available. In addition, Gerald Hodges and John spoke to the new \$35 member category and recent registration problems. Gerald ceded the floor to recent arrival, Jordan Scepaniski.

III. JORDAN SCEPANSKI (ALA COUNCIL)

Jordan serves as our ALA Council representative for the small round tables. He represents a total of twelve round tables. Jordan alerted us to a discussion among Council members to base dues on salary and not charge a flat rate by category. Council will also be voting on a resolution on health care, one on nominations of councilors at large, and the Strategic Plan 2010. Jordan asked for input from LSSIRT on these issues.

**ACTION: Martha Parsons will add Jordan to the LSSIRT members Email listing.
Jordan ceded the floor back to Gerald and John.**

IV. GERALD HODGES (ALA MEMBERSHIP OFFICE)

Gerald remarked his office will be looking more closely at salary-based dues. He updated us on a program begun in 1999 to promote membership in a state chapter along with ALA membership. This opportunity was exclusively for library school students.

Gerald's office is proposing to expand that to include support staff. The proposal will be presented to Chapter Relations Committee today, then Membership Committee and finally to ALA Council. A pilot project will be offered in 3 states and evaluated after 1 year. ALA will handle the direct mailing and a monthly roster will be available of new members gained from this project. The state chapters will carry the load of the on-site recruitment. Gerald is looking for an endorsement from us –

ACTION: Sandy Olson moved to endorse this proposal and give it our full approval. Sue Knoche seconded. Motion carried.

John celebrated that the March cover of *American Libraries* was an article about support staff written by Jennifer Kutzik. This was a first for *American Libraries*, thanks to the efforts of John and Gerald on our behalf. Jim announced the position formerly held by Cindy Ahrens on the Membership Committee is currently vacant and a replacement is needed.

V. SECRETARY'S REPORT (JENNIFER S. KUTZIK)

The draft minutes from the ALA Midwinter meeting in San Diego were published on our Web site. Jim called for a motion to approve the minutes.

ACTION: Sandy Olson moved to approve the minutes. Paula Greer seconded. Motion carried.

Jennifer will repost the minutes minus the "DRAFT" heading.

VI. LORELLE SWADER (ALA HRDR)

A. Certification Survey: Lorelle reported the certification survey posted on the LSSIRT Web site received over 3,500 responses. All 50 states were represented. Lorelle and Denise Davis (who replaced Mary Jo Lynch) redesigned the questions based on our previous survey and an APA survey. The results were input to an Access database. Overwhelmingly, 69% of respondents thought certification would benefit them. Nineteen percent said it wouldn't matter, while eleven percent felt there would be no benefit. HRDR staff will make additional information available soon, and we can ask for the results to be data-mined in a variety of ways. In other news, ALA is transitioning the salary survey to APA. Denise Davis and Jenifer Grady will be working on this effort.

B. Budget: Lorelle reports the raw data to our treasurer, Meralyn Meadows. The ALA controller does a manual input of the beginning fund balances each year and Meralyn reported a \$300 deficit in our beginning fund balance. This will be corrected. Jim asked for action on the question of who authorizes payments from LSSIRT funds when the expenditure has already been budgeted for and/or agreed upon by the Board.
ACTION: Sue Knoche moved that the authorization to pay from LSSIRT funds comes from the LSSIRT Treasurer. Sandy Olson seconded. Motion carried.

C. Membership: Lorelle highlighted Chapter Relations involvement in the new ALA/LSSIRT/state chapter membership test project.

D. COPE-3: Lorelle reported that Mary Ghikas presented an updated COPE-3 report at the last ALA Executive Board meeting. Lorelle thanked Diane for timely information that Lorelle used in updating the Executive Board members on LSSIRT's progress. She recognized Diane and her Task Force for addressing the recommendations point by point. The LSSIRT Steering Committee members in attendance agreed that more electronic communication regarding action items is needed before the ALA Executive Board meeting on April 15 and before the ALA annual meeting in June. In

some cases, timelines and deadlines have been lax, with minimal progress. As LSSIRT President, Jim will serve as the COPE-3 action enforcer.

E. Conference Within A Conference (CWAC): Lorelle distributed a skeleton schedule for the two-day CWAC. Events include an opening general session, ALA exhibits, ALA opening general session, luncheon on Sunday, many concurrent programs and a closing session on Sunday. Two exhibits-only times are included. Diane Fay and Carolyn Tate served on the program committee which chose 10-15 unique programs, including health, safety, enhancing skills, technology and customer service. Also highlighted in the CWAC schedule will be around 30 ALA programs pertinent to support staff issues. Sunday afternoon will feature table talks to focus on specific issues including community outreach programming, women's issues, and professional development. At the opening general session, leaders from ALA, LSSIRT and COLT will have the opportunity to address the attendees. The COLT awards banquet, the LSSIRT Night Out and the ALA Scholarship Bash will also be highlighted in the program. Information will be included about the ALA bus routes and conference hotels near Leona's, the site of the Night Out dinner. CWAC attendees may use the ALA bus service.

VII. NEWSLETTER (JIM HILL)

Jim asked Paulette Feld to postpone the fall 2004 newsletter until after Jim attended the ALA 2010 Strategic Planning meetings in September and October. However, Paulette was unable to assemble the newsletter due to urgent library issues. Paulette asked to be relieved as newsletter editor and Jim announced Martha Parsons has agreed to serve.

VIII. MEMBERSHIP (NINA MANNING)

The Steering Committee reviewed our current "Welcome to LSSIRT" membership letter. Some changes were suggested. Nina will continue to serve as Membership contact and will mail out welcome letters to all new members.

IX. ALA PRESIDENTIAL CANDIDATE VISITS (JIM HILL)

Jim reported that both candidates were invited, but only one could attend. Since Jim felt this would be giving one candidate an unfair advantage for our votes, neither candidate will attend. The LSSIRT Steering Committee will send 5 questions to each candidate and their answers will be printed in our next newsletter. Linda Porter and Anita Kosinski will assist Meralyn Meadows in developing the questions for the two candidates, Leslie Burger and Christine Lind Hage.

ACTION: The Steering Committee agreed to invite the incoming President of ALA to our business meeting at ALA Midwinter.

X. STRATEGIC PLANNING TASK FORCE (JIM HILL)

Jim asked for volunteers to serve on the LSSIRT Strategic Planning Task Force. Paula Greer will serve as Chair and Carol Thomas agreed to serve as a member. Jim Hill will be ex-officio.

XI. STEERING COMMITTEE MEMBER INFORMATION (JIM HILL)

Sandy agreed to develop a Steering Committee new member information packet. She requested the notes which Jennifer took during Lorelle's orientation session on Friday

night for clarification. Job descriptions are needed for each position so incoming officers are aware of their responsibilities. Jennifer volunteered to produce a draft.

XII. GOOD OF THE ORDER

It was announced that ribbons to denote LSSIRT membership will be ordered in time for the ALA Annual conference in Chicago. This is good publicity for our round table.

XIII. ADJOURNMENT

ACTION: By consensus, the meeting was adjourned at 12:29 p.m.

Respectfully submitted,
Jennifer S. Kutzik, LSSIRT Secretary