

# ALA LIBRARY SUPPORT STAFF INTERESTS ROUND TABLE STEERING COMMITTEE MEETING

Washington Convention Center, Room 206  
Seattle, Washington  
Saturday, January 20, 2007  
8:00 a.m. - 12:30 p.m.

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## LSSIRT STEERING COMMITTEE MEMBERS PRESENT:

Jim Hill	Sue Knoche	Nina Manning	Trish Palluck
Jennifer S. Kutzik	Carol Thomas	Sandy Olson	Jack Fitzpatrick
Kerrie Stramler	Valeria Fike	Leslie Monsalve-Jones	
Jackie Lakatos (ex-officio, COLT)			

## ALA STAFF PRESENT:

Darlana Davis	Lorelle Swader	John Chrastka
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## LSSIRT MEMBERS & GUESTS SIGNING THE ATTENDANCE LOG:

Dorothy Morgan	Debra Cosby	Denise Zielinski	Carla Hart
Carolyn Wood	Sean M. Taylor	Barbara Miles	Ellen Brewer
Noreen Jacky	Brian McManus	Anita Kosinski	Kareen Turner

### I. CALL TO ORDER (Sue Knoche)

President Sue Knoche convened the meeting at 8:05 a.m.

### II. MINUTES FROM ALA CONFERENCE, NEW ORLEANS (Jennifer Kutzik)

Jennifer reported the DRAFT Steering Committee minutes were posted to the LSSIRT web site for review.

**ACTION: Nina Manning moved to approve the minutes as published. Jim Hill seconded. There was no discussion. Motion carried.**

### III. TREASURER'S REPORT (Nina Manning)

Nina reported our fund balance is \$12,883.13. Nina reported some adjustments will be made to reflect our actual expenses. We will adjust our newsletter budget line since this is now being e-mailed to most members. ALA charges a nominal fee to obtain updated listings of our members.

### IV. OLD BUSINESS

**A. Regional Representation:** Jim Hill and Diane Faye are researching other associations which use regional representation on their boards, such as COLT and REFORMA. Jim will submit a report in Washington.

**B. Committee Charges:** Dorothy Morgan, past president of LSSIRT, provided some history for the various LSSIRT committees. Charges are scattered throughout the minutes and Bylaws. This information needs to be brought together.

**C. Steering Committee Changes: (Sue Knoche)** Valeria Fike was appointed to fill the one year remaining on Sue's term prior to Sue assuming the Presidency. Carol Thomas was appointed to fill the one year remaining on Sandy Olson's 3-year Member-at-Large term. Kerrie Stramler was appointed to fill the two years remaining on Nina Manning's 3 year Member-at-

Large term prior to Nina being elected Treasurer. Terms for Jim Hill, Carol Thomas and Valeria Fike will end after ALA Annual Conference 2007 in Washington, DC.

#### **V. ALA PRESIDENTIAL CANDIDATES:**

**A. Jim Rettig:** Jim gave a short statement on his platform and ideas for change within ALA. The question and answer topics centered on inclusive language, education at the forefront and the politics of library funding.

**B. Nancy Davenport:** Nancy gave a short statement on her platform and initiatives. The question and answer topics centered on support staff certification, career ladders and more education opportunities.

**VI. ALA ROUNDTABLE REPRESENTATIVE: (Mary McInroy)** Mary congratulated LSSIRT on increasing membership numbers. She advocated for routinely sending representatives to the Round Table Coordinating Assembly and to BARC.

<<A 15 minute rest break was called. >>

#### **VII. COMMITTEE REPORTS**

**A. Newsletter: (Jennifer Kutzik and Kerrie Stramler)** Jennifer and Kerrie reported the newsletter is now created digitally and emailed to all members electronically. Jennifer also posts it to the LSSIRT website. Several members (fewer than 10) have asked to have a printed copy sent to them, and Jennifer fulfills these requests. Our members are receiving faster news updates at reduced cost to our round table.

**B. Library Support Staff Certification Project: (Sandy Olson and Dorothy Morgan)** Sandy and Dorothy reported the Task Force met on Friday. There are around 15 members. Nancy Bolt, former Colorado State Librarian, is the Task Force Chair. A certificate from this program will confirm that a support staffer has the skills they claim, and it will be proof of career goals. The Task Force will meet again March 23 and 24 in Chicago.

**ACTION: Nina Manning moved to financially support the two LSSIRT representatives to attend the March 2007 meeting in Chicago. Carol Thomas seconded. Discussion ensued. Nina amended her motion to include "...with a minimum of \$500 up to a maximum of \$750 per person." There was no more discussion. Motion carried.**

**C. National Paraprofessional Directory:** Sue and Lorelle have collaborated on a new vision for this resource. Sue is recruiting a committee comprised of regional volunteers to keep the directory updated. The name will change to the Directory of Library Support Staff Organizations. Jennifer will continue to post the directory to the LSSIRT Web site.

**D. Nominating Committee: (Jim Hill)** At the present time, the nominees are: Vice-President/President-Elect: Dorothy Morgan; two open positions for Member-at-Large: Mary Nation and Anita Kosinski; and one ALA Council position: Valeria Fike and Jennifer Kutzik.

**E. Strategic Planning Committee: (Jim Hill):** Jim Hill is Chair and the committee includes Valeria, Sandy, Sue, and Trish. A meeting was held Friday, Jan. 19 and a document from that meeting will be circulated electronically.

**F. COPE-3 Career Ladders Task Force: (Jim Hill)** Jim reported he has not been contacted by David Dowell, Chair, to attend any meetings.

**G. Membership: (Nina Manning):** Nina reported our membership total is 839 as of December 2006. She reported that Mary Nation of Mt. Vernon, IN, has volunteered to serve on her committee. There is urgent need to survey dropped LSSIRT members to determine their reasons.

**H. Night Out: (Sue Knoche)** Sue reported that the contract has not been signed with City Lights in DuPont Circle, Washington, DC, but we are proceeding with plans for Sunday, June 24.

## **VIII. NEW BUSINESS:**

**A. 2008 Conference Programming:** Steering Committee members were encouraged to submit program ideas via e-mail for discussion.

**B. Leadership Handbook:** Sue circulated a prototype Steering Committee handbook which included the LSSIRT mission, constitution and bylaws, conference planning calendar, officer responsibilities, ALA HRDR staff, minutes from previous meetings and previous newsletters. Suggestions for other material included the LSSIRT page from the ALA handbook and the LSSIRT Web page. Sue will add the timeline from ALA HRDR for deadlines throughout the year. Each Steering Committee member will receive a copy of the completed handbook.

**C. Empowerment 2007: (Denise Zielinski)** Denise is chair of the Empowerment Conference Planning Committee and recognized Dorothy Morgan as a member of the committee. In response to evaluations from past Conferences, the sessions will be shorter with several tracks (service, teamwork, ergonomics, etc.) Registration will include two networking breakfasts, lunch and a reception on Saturday. A full exhibits pass is also included. Lorelle commented that they looked to Illinois, Virginia and Ohio for examples of successful support staff conference programs.

**D. ALA HRDR RESTRUCTURE: (Lorelle Swader)** Lorelle reported that she is shifting more round table responsibilities to Darlena. Lorelle will have oversight, but day-to-day contact will be with Darlena.

**E. COPE-3 UPDATES: (Lorelle Swader)** Lorelle requested timely updates on COPE-3 action items that are being addressed by LSSIRT. Mary Ghikas of ALA generates an updated report twice a year.

**F. ALA AHEAD TO 2010:** This document contains significant impact for support staff. It will be circulated to the Steering Committee for review and is also available on the ALA Web site.

**G. 2008 BUDGET:** Sue announced there will be a Budget Committee meeting on Sunday, Jan. 21, at 9:30 a.m. in the ALA Conference office.

### **H. ALA MEMBERSHIP: (John Chrastka)**

- John proposed expanding the joint membership program to additional states. The four founding states (Alabama, Kansas, Mississippi and New York) have recruited well. John asked LSSIRT to endorse the continuance, expansion or recommend discontinuance of the joint membership program. He will also present this to BARC. Discussion centered on the \$54 membership fee: LSSIRT gets \$7, while ALA and the state chapter split the remaining, subsequent to what the state chapter says it needs. John has no firm commitments on new states.

**ACTION: Carol Thomas moved to continue to support the expansion of the joint membership pilot program. Sandy Olson seconded. Discussion ensued. Motion carried.**

- There are over 1200 ALA members who have identified themselves as support staff, but LSSIRT has only 839 members. John will work with our Membership and Marketing members to recruit and retain our membership. The ALA support staff recruitment brochure was developed for a specific purpose and LSSIRT will develop a targeted brochure to be used with the ALA piece. Kerrie offered to reformat a previous version of the LSSIRT brochure.
- An inaugural Membership Pavilion will debut at ALA Annual Conference in Washington, D.C. To create a more welcoming environment for first-time and long-time attendees, the Pavilion will allow all areas of ALA to showcase themselves. Each round

table will receive a meter of space for display and gathering. We can showcase our logo, newsletters, photos, have volunteers to answer questions, and distribute freebies. More information will be forthcoming.

- John encouraged us to look ahead to ALA Annual Conference 2008 in Anaheim. He offered the opportunity to highlight specific groups at the Membership Pavilion, such as “Support Staff Day.” We can work with the Empowerment Conference and also target support staff who come for the exhibits only.
- John has challenged the ALA Membership Committee to outreach to other divisions in offering a reduced rate for support staff membership. Only ALCTS now offers a reduced division rate for support staff members. Also, a reduced rate LSSIRT membership of \$7 could be offered to currently enrolled LTS students. There was general endorsement for the Committee to pursue these initiatives.

#### **IX. GOOD OF THE ORDER:**

Jim Hill reported that Meralyn Meadows, former LSSIRT Steering Committee member, broke both shoulders in a fall recently. She will be recuperating at home for 4-6 weeks.

#### **X. ADJOURNMENT:**

**ACTION: Leslie Monsalve-Jones moved to adjourn. Sandy Olson seconded. There was no discussion. Motion carried.**

Meeting was adjourned at 12:35 p.m.

Respectfully submitted,  
Jennifer S. Kutzik, LSSIRT Secretary