

**American Library Association – New Members Round Table
Executive Board Electronic Meeting
December 2 - 17, 2002
Held through NMRTBD List
(nmrtbd@ala.org)**

Officers in Attendance:

Joseph Yue, President
Bill Armstrong, Secretary
Nadine Flores, Outreach Director
Shannon Tennant, Networking Director
Dora Ho, Past President
Sally Gibson, Member Services Director
Stacey Shoup, NMRT Councilor
Beth Kraemer, Vice President
Bill Jenkins, Treasurer

Laurel Bliss, Parliamentarian for Emeeting (chair of Governance Committee)

Guests:

Entire NMRTBD list (includes all chairs of committees and any general member of NMRT who chose to subscribe to the list in order to attend the meeting).

I. Call to Order

The meeting was called to order at 12:00p.m. MST by Joseph Yue.

II. Meeting Minutes – Annual 2002

A motion to approve the minutes as presented was made by Sally Gibson, seconded by Shannon Tennant. A few corrections were found that needed to be made, so motion to approve was withdrawn. The corrected minutes were redistributed, no further necessary modifications found, and so were approved as corrected. Final version can be found at http://www.lib.lsu.edu/ALA/nmrt/Annual2002_minutes1.htm

III. New Business

A. Proposal on NMRT participation in the ALA 3rd Professional Congress (Stacey Shoup)

(Full-text of the proposal and background information is provided below.)

Proposal:

“I propose that the NMRT Board allocate a maximum of \$675 toward NMRT representation for the ALA 3rd Congress, as outlined below.

“The 3rd ALA Congress will be held on May 16-17, 2003 in Glyn Ellyn, Illinois. The topic of

this year's ALA Congress is "Professional Education:Focus on Library Support Staff." NMRT has been invited to send a selected delegate to this congress, which only approves a limited number of applying delegates. NMRT President, Joseph Yue, has asked that I explore and make a recommendation regarding the 3rd Congress and the benefits for NMRT in being represented."

Purpose:

"Detailed information regarding the ALA 3rd Congress and the expectations of delegates can be viewed in full at http://www.ala.org/congress/3rd_congress/. Essentially, the target outcomes of the Congress are:

1. To give voice to the three main issues indicated in the Library Support Staff Interests Roundtable survey of 1997 and to define strategies for change.
2. To find ways to address the shortage of library staff members, including the recruitment of library support staff members and their changing roles due to the shortage of librarians.
3. To define the role of library support staff members in the American Library Association and, also, to define the responsibility of ALA toward library support staff members.
4. To define ways to express mutual respect between all who staff America's libraries and to define ways to celebrate the commonality of purpose among library staff members."

Expenses:

"The Congress will provide free registration, all meals, and shuttle service between the hotel and the meeting facility.

"The delegate will be responsible for transportation to Glyn Ellyn, IL and lodging at \$76/night + tax."

Proposal for NMRT Action:

"Keeping in mind NMRT's four goals (<http://www.ala.org/nmrt/goals.html>), I think it is extremely important that we make this opportunity available to an NMRT member. Though it appears that we do not have a large membership base of library support staff, I do not think that we know our members well enough to determine their interest or benefit in attending this Congress.

"Furthermore, I believe that having an NMRT presence at such functions is essential in getting more widespread recognition of NMRT both among other ALA Divisions and Round Tables and among potential members.

"To help subsidize the delegate's attendance at the congress, I further propose that the NMRT Board allocate funding to cover the delegate's hotel costs (maximum 2 nights @ \$76 + tax) and transportation costs at a maximum of \$500. This will make NMRT's one-time contribution a maximum of \$675."

Thanks,
Stacey Shoup
NMRT Councilor

Motion: Bill Armstrong moved that the board accept the proposal presented by Stacey. Sally Gibson seconded the motion.

Discussion:

Sally Gibson: “The obvious question is do we have sufficient funds for this proposal. We have talked about supporting more travel opportunities but vendor support has also decreased. If we fund this opportunity is it at the expense of another program which could potentially help more members?”

Melody Allison, NMRT Conference Coordinator, and Conference Planning Task Force Chair: “...such as honoraria / one day registration (\$185.00) for librarians we want to invite as speakers who are not planning to come to ALA except to be a speaker who otherwise would not come????”

In response to the budgetary questions above and from Joseph Yue (Joseph’s remarks provided below, marked by “>”), Bill Jenkins, Treasurer, responded: “I am providing slightly different information, but I think the Board will find this information the most useful when looking at our overall financial situation. Everyone (board members and committee chairs), please read this entire email.

“As I have said before, recent budgets (including this year's) have not been exactly accurate. One of the results of this is larger carryover balance from 01- 02 than we expected. We do not have the 3rd final statement for 01- 02, but if we use the carryover balance from the 1st final 01- 02 statement, the budget we approved for 02- 03 would have an ending balance at the end of 03 of ~\$14,001, or \$5,309 more than the budget we did approve.

“In short, we do have extra cash. However, I do not encourage spending it all. I still believe it is important that we examine each expenditure and decide whether or not the return is worth the money and time we have to spend.

(Joseph) >Can our treasurer give us a summary of all unanticipated expenses we may >have to cover that is not included in the current budget?

“I am unable to do this for several reasons, and this is where the rest of the Board and Committee Chairs need to communicate with me more.

“First, as a reminder to everyone, if you need to spend more than is in the budget, it must be approved by the Board. The only exception is if a committee decides to spend more, and the supervising Board member decides to cover it out of their own budget.

“Second, regardless of how any overage is covered, if there is discussion of any potential

overage the Treasurer should be CC'ed on any correspondence. This has not been happening. I have only heard about a few overages because Joseph has forwarded some email to me, but even that does not make me a part of the discussion.

“Third, to bring the previous two points together, you need to include the Treasurer in any discussion if you do not have enough money, and the Treasurer will then work with you to help you figure it out. Also, unless your supervising Board member has unallocated dollars, you should assume that you will not receive any money unless you are working on a proposal with your Board member and the Treasurer to bring in front of the entire Board.

(Joseph) >It will also be helpful to have a list of vendor support requests for this >year and how many of them are confirmed, pending vendor responses or new >request that requires board approval first.

“As I indicated in the list of vendor support for the past 3 years which I sent to Board members on 11/26, ECRC has not been involved with 'larger' vendor requests. Of course, the smaller requests are not an issue. The only issue that we may current be concerned about is the \$1,500 that Highsmith normally gives for the student reception at Annual.

“As for new vendor requests, I do not believe that ECRC has received any, but I also do not think a procedure has ever been discussed for new requests, so committees may be unsure how to proceed.

“Overall, I feel that a great deal of this information is tangential when discussing the current proposal. The proposal asks for monetary support. Simply, could we provide monetary support, without affecting anything else? In my opinion, yes.”

BillJ

Following Bill Jenkins report, Sally Gibson requested that Stacey provide a little more justification for NMRT's sponsorship and why it would benefit the general membership.

Stacey's response: “If NMRT sends a delegate to the ALA 3rd Congress, we will not be sponsoring it in any way. None of the money requested in the proposal will go toward ALA for the purpose of the 3rd congress, it is for lodging and airfare. If we choose to send someone, it will be in the capacity of a delegate to provide input on behalf of NMRT members.

“As far as how an NMRT delegate will benefit the general membership, I think the biggest benefit is that it will give NMRT some name recognition and credibility among other ALA groups and divisions. While investigating the congress and preparing the proposal, I asked Joseph and others a few questions about our membership in terms of paraprofessionals: 1)how many of our members are support staff and 2)are we interested in recruiting more support staff? The answer to the first is still unknown, but I suspect we have very few paraprofessionals (I hate that term) among our members. This means that having a "voice" on the congress may not be as beneficial as if we had a large number of paraprofessionals to represent. The answer from Beth

and Joseph regarding recruitment of paraprofessionals was that most belong to the Paraprofessional round table and we don't see them as a primary target for recruitment. So, again, the recruitment angle does not benefit from NMRT sending a rep either.

“That said, I think that \$675 or less is a relatively small amount for NMRT to pay for some high profile recognition. Most of the regional networks (like my employer, SOLINET) will be sending someone to the congress, as well as many ALA divisions. This means NMRT will have the opportunity to demonstrate leadership and presence to folks who may not have previously heard of NMRT. It is possible that member referrals may come from some of these division and network attendees.

“Finally, as I said in my proposal, we need to provide leadership opportunities to NMRT members, and then promote those opportunities as a benefit of membership when recruiting new members. We can say that we sent a delegate to the ALA 3rd Congress and use that delegate to inform members at the same time. I'd be much more likely to join a professional group that offers such opportunities than one that doesn't.”

Joseph Yue suggested we might want to discuss implementation such as selection of delegate and responsibilities of delegate before, during, or after the congress, should we approve the proposal. Others agreed.

Jennifer Knieval, Footnotes Editor, proposed that the delegate could “compose a short piece for dissemination in Footnotes, so that the entire membership can benefit from the delegate's attendance. If this becomes an ongoing endeavor, the editor could plan to include the statement in one issue each year.”

Stacey Shoup agreed with Joseph Yue's recommendation to provide for at least general outcomes and expectations within the proposal and suggested the following: “Perhaps something generic like, "delegate will be responsible for reporting on the congress activities and discussions to the NMRT membership through various communication channels".” In addition, she felt the delegate should be vocal enough and involved to a degree that would ensure name recognition for NMRT.

Motion: Stacey made a motion to amend the ALA 3rd Congress proposal currently on the table with the amendment stating that,

- 1) “The ALA Congress delegate will be responsible for reporting on the congress activities and discussions to the NMRT membership through various communication channels, as specified by the NMRT Board.”
- 2) “The NMRT Board will be responsible for the selection of an NMRT delegate.”

Shannon Tennant seconded the motion to amend.

Discussion: none

Vote on motion to amend: Motion to amend passed.

Vote on original motion as amended: A vote was then taken on the original motion as amended, the text to read, “The NMRT Board will allocate a maximum of \$675 toward NMRT representation for the ALA 3rd Congress. The ALA Congress delegate will be responsible for reporting on the congress activities and discussions to the NMRT membership through various communication channels, as specified by the NMRT Board. The NMRT Board will be responsible for the selection of an NMRT delegate.”

Motion as amended passed.

B. Proposal on financing 2003 MW Social (Shannon Tennant for MW Activities Committee)

Motion: Shannon Tennant moved that NMRT lower the expected revenue of the Midwinter Social to \$250.

As she explained, “This sum would come from 50 tickets sold at \$5 each. The total cost of the social was \$560. This means that NMRT would find the funds to cover the anticipated shortfall of \$310.”

Background of proposal (provided by Shannon):

“I think most of you will remember our discussion about this issue in September. I ran through the plan of the social, which is as follows: It will be held at the Independence Brew Pub (for more information see <http://www.independencebrewpub.com/>). We have a semi-private room, and facilities include pool and dancing. There are heavy hors d'oeuvres provided, but everyone is responsible for their own drinks. The Pub is located next to the Convention Center. Tickets will be \$5, available in advance or at the door. The total cost of the social is \$560.

“The issue arose because we misunderstood the funding. We assumed that the MW social was funded like other socials (Student Reception, say) and that the money in the budget line (\$750) covers the cost. We did not realize that the social has been a "money-in, money-out" event, where the cost of tickets has to cover the expenditure.

“When we realized this in September, we brought the question to the board. The general feeling was that the MW social is a very important event for NMRT. We recruit and retain our members by having fun socials. We could have charged a higher admission fee, but we argued that our members are new professionals and students who do not have the money to spend on an expensive party. We're competing with free vendor parties, and we really don't have that much food to justify charging much.

“The consensus in September was that the MW social was a service we wanted provide to our members. We were willing to charge a reasonable fee, and then to cover the loss as long as it didn't bankrupt NMRT. The treasurer assures us that money can be found to cover the anticipated loss.”

Bill Jenkins seconded the motion.

Discussion:

Bill Jenkins provided the following financial information relevant to the proposal:

“Shannon's proposals asks that we reduce our expected income to \$250, with an expected net loss on the event of \$310.

“Beyond the larger than expected carryover balance from 01-02, Footnotes' new printing process is costing us slightly less than budgeted for the current year. The first issue cost a total of \$1,178.46. If we estimate the same for the next 2 issues, the total Footnotes costs for the year is ~\$3535. We budgeted a total of \$3805, so we can currently estimate that we will spend \$270 less than budgeted on Footnotes.

“If we plan on using the Footnotes 'savings' against the Midwinter Social, 87% of the expected net loss will be 'gained' back. Thus our bottom line at the end of the year will only change by \$40, if we approved the reduced expected income.”

Stacey Shoup asked if this was a one-time change in expected revenue, or was this to be a permanent change. Shannon responded that this was a one-time change, but would like at some future point to consider making the social free to the membership.

Sally Gibson suggested Shannon withdraw her proposal and instead, simply “provide the Board with the information that the social will cost \$5 a person and that a financial loss is possible.” She reminded the Board that in September, the issue was raised and agreed upon that an affordable social was important, and that an expected loss was not objectionable.

By December 16, the meeting was already several days past the intended schedule, so Joseph Yue suggested that a motion be made to postpone discussion of the current matter on the table until the next meeting, to be held starting January 6, 2003.

While waiting for a motion, Joseph made the following announcement:

“Erik Drake has resigned from his Leadership Development Director due to other commitments.

“The committee report structure will be as follows:

“1. From now to the end of MW 2003 – All committees under Leadership Development Directorship will continue to report to me. (Beth are always to be included in substantial email communication).

“2. After MW 2003, President's Program Committee, 3M/NMRT Professional Development Grant Committee, and Shirley Olofson Memorial Award Committee will report to me. Leadership Development Forum Committee (with new committee charge), Scholarship

Exploratory Ad Hoc Committee (tentative name), and Speakers Bureau Ad Hoc will report to Beth.

“I am hesitant to ask any board members to take on any more additional supervisory responsibility. However, if any current board members or others have recommendations for a temporary directorship appointment, please let me know. There are precedents on this matter.”

Motion: Motions to postpone the current discussion, to adjourn and resume on January 6, 2003 were made and seconded.

Vote: Motions carried.

D. Adjournment

At 3:54p.m. MST, on December 17, 2002, the meeting was adjourned.

Respectfully submitted,
William W. Armstrong
NMRT Secretary