

Board Meeting Minutes

Name of Group: New Members Round Table Executive Board

Type of Meeting: Board Meeting

Date Submitted: Thursday, July 16, 2009

Date and time: Monday, July 13, 2009 8 a.m. CST

Place: Palmer House Hilton, Room Clark 05 Chicago, IL

Name of Chairperson: Laurel Bliss, President

Name of Recorder: Maureen Barry, Secretary

Attendees:

Officers: Laurel Bliss, President; Linda Crook, Networking Director; Courtney L. Young, Vice President; Jenny Emmanuel, Councilor; Nanette Donohue, Past President; Anne Robert, Leadership Director; Maureen Barry, Secretary; Dawn Lowe-Wincensten, Member Services Director; Erin Ellis, Outreach Director; Amy Gonzalez Ferguson, Treasure, Nancy Gibson, Assistant Treasurer

Guests: Kimberly Sanders, Deana Groves, Scott Lovett, Candice Mack, Alice Wasielewski, Jacob Sherman (parliamentarian), Amy Harmon, Terri Kirk, John Chrastka

Signature of Recorder/Secretary on Official Copy of Minutes: Maureen Barry

Body of Report:

I. Call to Order and Introductions

The meeting was called to order by Laurel Bliss on July 13, 2009 at 8:10 a.m. CST. Each member present introduced himself or herself to the Board.

II. Approval of Minutes

a. E-Board Meeting, April 2009

No changes were made. Courtney moved for the minutes to be approved, Nanette seconded. The minutes were approved unanimously.

b. E-Board Meeting, May 2009

No changes were made. Courtney moved for the minutes to be approved, Dawn seconded. The minutes were approved unanimously.

III. Updates from ALA

a. Report from Kim Sanders

Kim reported on the shortened conference format (ending one day sooner) beginning next year. The NMRT Executive Board meeting has been moved to Saturday 10:30 a.m. – 12:00 p.m. tentatively for annual and midwinter. The change is mostly due to councilors schedules (which would affect three people who would also have to attend the NMRT Board Meeting) and losing one day to the conference. The NMRT schedule also includes a Membership

Meeting Sunday 1:30 – 3:30 p.m. and a Reception/Awards 7-9 p.m. Kim also plans in the future to include a copy of Sturgis Parliamentary Procedure for our meeting's parliamentarian in the trunk in the ALA office area at the conference center.

IV. Old Business

a. Report on Emerging Leader Sponsorship, Linda Crook

Linda attended the Emerging Leaders meeting Sunday at the annual Conference. Leslie Berger chaired subcommittee. Linda spoke to the subcommittee about NMRT being a cosponsor for Emerging Leaders so that EL's would get free memberships for NMRT. Linda got positive feedback about that. Linda learned that the Emerging Leaders Interest Group had been approved by HRDR. She indicated it sounds like a small committee. The Board hopes it won't be a big impact on NMRT. Laurel is concerned that there isn't a diversity of opinion and they don't seem to be taking any feedback from others.

V. New Business

a. 2009-2010 NMRT Budget

Amy hoped to accomplish two things: 1. Decide where the budget should be posted and 2. Approve the budget.

Kim thought it would be best to not put the budget on the NMRT web site. Her recommendation is to put it on ALA Connect for NMRT Board Members to access. Amy asked about the check request form and if that should go on Connect or on the public web site? Kim suggests we NOT put it on the site to make sure people ask their supervising Board Member and/or treasurer to get the account numbers to put on the request form. Amy is always concerned that someone will send in a request that cannot be reimbursed. Courtney and Nancy have planned to address the reimbursement request procedure during the new board/chair orientation. Laurel suggests that we send out a reminder to chairs/Board Members. [The budget discussion was paused temporarily to give the floor to Terri Kirk and resumed after John and Laura reported.]

VI. Updates from ALA

a. Report from ALA Executive Board, Terri Kirk.

Terri opened by thanking everyone for our support and help. She reported that this year's conference attendance has increased, however about 1,000 more vendors attended DC last year.

Membership is down 2.8%, however student membership is growing. The only division gaining members is YALSA.

ALA recently helped Ohio libraries with a media campaign when it was announced that the Governor wanted to cut libraries' budgets by nearly 50%. The Governor is now rethinking the budget. Terri encouraged all to look at Advocacy U toolkit on the ALA web site in case it can be helpful in other states. Two new advocacy toolkits – Add it up:

Libraries Make a Difference, done by YALSA, AASL, Office of Research & Statistics. Public & school librarians can go there to get information to talk to their Boards with data about what libraries do for teens. Also on the web site is the Advocating in a Tough Economy Toolkit, including talking points and data. These tools are updated continuously. Incoming President, Camilla Aire, is focusing on advocacy on the front lines. Another toolkit available on the ALA Web site is the Getting a job in a tough economy toolkit.

Money is available for libraries through the stimulus bill. Public libraries are trying to increase broadband. ISPs are partnering to get some stimulus money. Some parties are working together to develop satellite technology to help rural areas get internet service. Governors association working with ALA to get monies directed to public & community college libraries. Visit: www.ala.org/knowyourstimulus.

ALA is estimating \$1.6 million budget shortfall projected. ALA has eliminated 10 positions and there will be no salary increases for staff. If economic conditions continue, they will look at the budget again. Terri praised ALA staff. Because of their hard work, she stated, member services never suffer.

Terri reported that ALA is still working on strategic planning for 2010, but also is working towards 2015.

Planning retreat is scheduled in September for board members and division chairs. 2010 planning process included lots of surveying of members, and they received a high number of responses. Electronic participation is a hot topic. LITA is doing about 14 experiments of e-participation at this conference. However, providing wireless costs about \$600 per session. ALA reports that only 6 people registered for the virtual conference; this number increased slightly when they asked those that cancelled their registrations. Their estimated total is 30-35 participants for this conference.

Camilla Aire's Presidential commission is the Spectrum Scholars. Almost all past-presidents of ALA will work on it, and they are looking for corporate donations to support the program.

Support Staff certification has been approved by 6 divisions. 5 testing sites will operate over the summer. After testing, the program will be open to all Support Staff in 2010.

ALA celebrated Judith Krug's life Sunday night at a reception. A Committee is meeting this conference to develop job description, objectives, etc. to find someone to replace Judith's post.

Terri opened the floor for questions. Nanette raised her concerns about a Young Turks group that she has heard has developed. She feels it is important that NMRT has a seat at the table for these kinds of issues and discussion. Jenny said she did get an invitation to a

reception for the Young Turks at this conference. She said it seemed to be a networking social, and she didn't get the impression that the group is official. John shared that there is an agenda item at a meeting during this conference in which there is a proposal to form a task force or a young librarians working group. Jenny got no indication from the social that there was anything formal. She indicated that she heard they formed when Camilla was running for president and they helped her get elected. Terri indicated that they will establish a task force with short-, medium-, and long-term goals for ALA to meet the needs of young members. Jenny talked with Peter Brumburg about NMRT working with Emerging Leaders. Jenny has his ear if anyone would like to talk to him. Laurel is concerned that no one has talked with us from Young Turks even though they mention us in their "background" information.

Nanette thanked Terri for being a great liaison.

- b. After Terri's report, Anne asked if the all-committee meeting Sunday will happen at annual. Courtney said she envisions collapsing some of our events at annual. She proposed that NMRT has just one Membership/networking/committee interest meeting. The timing of this meeting would be Saturday for Midwinter conference and Sunday for annual conference. The purpose of this meeting is for people who want to meet others, ask questions, network, and attend the membership meeting. Courtney proposed this due to the low attendance at all-committee meetings and NMRT Meet & Greet events at past conferences.
- c. Report from ALA Membership Development Director, John Chrastka
John commented on the high traffic seen at the ALA Membership Pavillion on the Exhibit Floor. He thanked us for providing a welcoming environment as NMRT has been at the front of the membership pavilion. He commented that it helps everyone have a humane experience in a gigantic conference. He wants to know if there are other places we could place a NMRT face available to welcome people.

Text a librarian/mentor has really taken off. Early evening 5-9 last night (50 inquiries coming in and they didn't know it until this morning). This is a possible concept for NMRT to consider.

This past spring we started data-driven welcoming/orientation e-letter from current president to anyone who has joined NMRT. The letters are sent out every 2 weeks. John will start in the fall sending messages to new ALA members who have not joined NMRT using ALA resources so it comes as an official message. John is also planning for a marketing program for alumni members (such as former JMRT members).

ALA Membership has been good/solid, but also "soft." Good because we're on budget for membership revenue. In a \$4.646 million budget, we're off .2% (\$9,000). New member recruitment accounts for 15% and new member reinstatement accounts for 20% of that discrepancy. John said ALA is sending

100,000 pieces of mail this week, plus he will make phone calls. He is also sending 70,000 mailings to people who have never been ALA members before.

John expects a decent year for membership this year. 2011 will be difficult year. Some factors might be that for conferences in Chicago and Boston and DC, ALA draws from a large drive-in conference attendance population. In 2011, the conference cities are New Orleans and Dallas, which have been problematic for attendance in the past. He plans to head into 2010 with systems, stability in place to get us through 2011. ALA plans to market the New Orleans conference to members with the moral approach or angle that “libraries change and build communities” in hopes to increase attendance.

John wants to be sure NMRT gets fed with people who want to get involved. Nancy asked to see the letter that goes out to all new ALA members. We will see it soon, probably on the nmrtbd list.

VII. Old Business

a. Report on ALA Connect’s Career Connections, Laura Kortz

In Fall 2007, Laura was appointed Jim Rettig’s advisory committee. The initiatives included extending NMRT resume review service to all ALA members. The committee decided the current NMRT Resume Review model would not work, and they decided ALA Connect would be the best place to conduct a resume review service. Laura chaired a working group to pilot the service. The committee decided to make rules/guidelines based on what actually happens in their pilot.

The Career Connections group in ALA Connect was set up in late February/early March. It became 3rd largest community on ALA connect out of 276 communities. About 10 resumes have been uploaded to date. Some conversations about networking, getting jobs, are taking place. Some drawbacks that were discussed were: 1. The committee assumed that people would hesitate to post their resume; however, it appears that the reviewers have been hesitant to review resumes openly. 2. Reviewers now have to take the initiative to log into ALA Connect, compared to before when the resumes were sent to reviewers directly via email. Out of the 107 members, 20-30 are reviewers, invited from current NMRT service. Laura said she thinks people just have to get used to new model. She noted that it took 4 years to get off the ground in its previous format.

Laura suggests NMRT continue to have an ad-hoc committee because there is a heavy demand for resume review, especially if the placement center at conferences has limited Saturday and Sunday service hours. Time slots had been filled by Saturday at noon. About 70 people put their names on the waiting list. She recommends that anyone who has served on the committee would be a good chair. Laurel agreed NMRT will continue the committee as ad-hoc. It was suggested that the new committee can send reminders on Facebook or email for reviewers to log into Connect. Jenny said they could sign up for RSS feeds. Kim said anyone can sign up for emails when you join ALA Connect and set

preferences. This could help with resume reviewers to remind them to sign in and review.

Laura added that she made up sheets to give to people who were turned away at RRS at this conference to give them alternatives such as the email resume review and ALA Connect. Dawn asked if Laura and Career Connections had been working with Emily and the NMRT Resume Review Service. Laura said the two groups had been working together.

VIII. New Business

a. 2009-2010 Budget discussion resumed.

Amy noted that membership is down, and that is our main source of revenue.

Amy left 3M donation in the budget, just in case.

She added \$1,000 for emerging leaders memberships in NMRT as a line item under President.

Amy left student reception budget under the outreach director's budget. Courtney confirmed that after this year, the committees will go back to normal after the Awards Reception this year only, so leaving student reception budget as it is was appropriate.

Networking director found \$400- from other committees that didn't need as much money which can serve as seed money for the social next year.

Amy left line in the budget for one-time expenses for future budgets.

Footnotes under member directors – Courtney confirmed it would only be electronic. Keep copyright and email alerts items in the budget, although that line item will increase \$75 because a fourth alert will be sent out for the May issue. The Board determined that we can delete printing, binding, paper, labels, and data processing from the Footnotes budget. Kim is going to check on project management and copyright costs, but recommends we keep it in the budget for now. Put extra money from S, R & W totaling \$1570 into reserve for now.

Courtney said she will form a budget task force for next year. Laurel will chair, Nancy and Amanda (Fundraising Coordinator) will serve as well. They will review where we have money that we aren't spending, for example. The task force should have recommendations ready for the midwinter Board meeting.

Amy – suggests for task force to go back and match up budget and performance reports.

Courtney moved to increase Footnotes email alerts budget line item to \$425. Dawn seconded the motion. There was no discussion. The motion passed unanimously.

Courtney moved to take \$1570 from other Footnotes expenses to annual conference social budget. Nanette seconded the motion. Laurel called for a vote. Discussion: Dawn suggested that we keep it in reserve instead of the social. Kim recommended that we move it to the social.

Dawn wondered if Board members would like to donate their funds again for next year for the social as we did last year. Laurel suggested we hold off in case of any emergencies coming up. The motion passed unanimously. The budget was amended. There was no further discussion.

Laurel called for a vote to approve the budget as amended. The budget was approved unanimously.

Nancy will take over September 2009. Questions for last year's committees go to Amy, questions for next year's committees go to Nancy.

Amy passed around performance reports from Kim Sanders to detail what we're actually spending. Amy made charts that depict some of her concerns about NMRT's revenue stream. Laurel appreciated the baseline information provided by these charts. These are concerns that will be addressed by the task force/new fundraising coordinator.

- b. Proposal to rewrite the charge for Liaison Coordination & Support Committee (proposal attached).

Courtney moved to replace current liaison coordination & support committee. Nanette seconded the motion.

Courtney discussed workload for this committee and workflow. The committee's current handbook entry and the handbook entry for liaisons are both confusing. Courtney would like Board to revise the charge so it's written for the committee and content for liaisons is removed from the handbook and moved to the wiki or web site. The proposed changes would eliminate any obligation of liaisons to write reports for chairs of that committee. This has always caused confusion in the past because committee chairs don't know what to do with the reports. Nanette thinks it's a good idea to make the change. Laurel agreed that this process has not been organized, and there has been no formal template to report. This proposal makes things very clear. Nanette asked who will appoint liaisons. Courtney's proposal is that the Liaison Coordination & Support Committee will take care of appointing liaisons. It will enrich the committee's work. Laurel called for vote. The motion carried unanimously.

- XI. Thank you to outgoing Board members and welcome to new Board members
 - a. Laurel thanked the outgoing Board members and welcomed new members, Deana, Amy, Emily & Amanda. Courtney thanked Laurel for a good year.

- b. Announcement: Kim said ALA moving to online committee appointments. Fill out committee volunteer form – system does verification. System sends out email to ask people to confirm appointment requests, etc. Kim said an OPAL session will be set up to training about the new system.

VII. Adjournment

- a. Courtney moved to adjourn the meeting.
- b. The meeting was adjourned by Laurel at 9:57 a.m. CST.

Respectfully submitted,
Maureen Barry
NMRT Secretary

PROPOSAL FORM TO REVISE THE LIAISON COODINATION SUPPORT COMMITTEE CHARGE

From (Name and Office/Committee): Courtney L. Young, Vice-President

Date: July 6, 2009

A. Board Action Requested:

1. To revise the charge of the Liaison Coordination & Support committee.
2. To recommend all information from the current handbook entry related to liaisons be moved to the committee's Web page and be used to administer the program, and remove the requirement of liaisons to submit written reports.
3. To remove Section 5 from the NMRT Handbook.

B. Background:

The Liaison Coordination & Support (LC&S) committee "organizes the Liaison Program, which provides a method of outreach from NMRT to other ALA or library-related groups or organizations." The current handbook entry's description for how the committee and the liaisons carry out their work has proven confusing and, at times, contradictory. The committee's charge is in need of revision to ensure the program is successful and can be administered successfully by the committee.

The proposed charge removes all tasks for the liaisons from the entry since the liaisons themselves are not members of the committee. This will clarify the charge of the committee. The committee currently solicits NMRT members to serve as liaisons but then the President must appoint the volunteers. This is not necessary since the liaisons are volunteers and not committee members. These changes place the liaison appointment process completely in the hands of the committee, provides a more focused set of guidelines for how the committee members work with liaisons, and more appropriately allows the committee to develop the best practices for liaisons to follow in their role as NMRT ambassadors to external units.

C. Rationale:

The current handbook entry is confusing because it combines tasks for the committee members with tasks for the liaisons. The entry should focus on how the committee accomplishes its work, and information for the liaisons should be in documentation created and maintained by the committee.

The reports liaisons currently submit are problematic in a number of ways. Not all liaisons are responsive to a call for reports. It is not clear what information should be included in the reports. The submission process for the reports is also unclear as some documentation calls for reports to be submitted to the board while, other refers liaisons to submit it to the committee chair, and yet another source of documentation recommends the reports be submitted through the Web site. Not all liaisons actually submit their reports. The LC&S chair has an added burden of going through all of the reports that are submitted and synthesize them in a manner meaningful to the board. The chair is also supposed to maintain a web page to disseminate information gleaned from liaison reports and maintain files on liaison activities and committees. Given the amount of work and the timing of the report submission, this workload is too heavy for a committee chair or co-chairs. We strongly recommend removing the report submission requirement for liaisons.

The handbook calls for two co-chairs, but this has not been the practice. A chair and an assistant chair would make more sense for the appointment process.

Section 5 of the NMRT Handbook duplicates the current LC&S committee's handbook entry. The content of that entry is mostly information for liaisons and therefore not appropriate for the handbook. This information would be more appropriately maintained by the committee on their Web page or in a wiki outside of the Handbook.

D. Impact on:

- a. **Organization:** Create better communication for NMRT members by encouraging more effective communication by liaisons.
- b. **Committee:** LC&S membership would be more effective and have duties better suited to an appointed committee. The committee would have a clearer goal and greater degree of success in the creation of their outcomes. The committee would be more effective in recruiting liaisons and managing their work.
- c. **Other Committees:** n/a
- d. **Finances (please indicate amounts here with only brief descriptions. Detailed descriptions of costs should be supplied in "E: Supplemental Information" below):**

E. Supplemental Information (including complete text of the report or policy, and for any proposal that requires additional funding, provide a description and justification for each item): None.