

WVLA Executive Board Meeting
North Bend State Park
12-4-15

Attending: Emilee Seese, Gretchen Beach, Brian Raitz, Jaime Bayne, Judy Rule, Breanna Bowen, Megan Tarbett, Brenna Call, Melissa Brooks, Charles Bagley, Beth Royall, Majed Khader, Karen Goff, Joan Armbruster, Amy Stover, Jessica Tapia

Emilee called the meeting to order at 9:35 am.

The October board minutes stood as presented.

President's Report, Emilee Seese: See attached report and conference evaluations.

Approval of contracts: Jessica Tapia for \$700 in three installments, Olivia Bravo for \$700 in three installments, Sam Love \$5000 plus \$300 for taxes, \$100 honorarium per issue of WV Libraries. Beth moved to approve. Megan seconded. Motion passed.

Emilee presented a tentative list of committee appointments (see attached). Jane Levitan has agreed to be the Federal Relations Coordinator.

Megan moved to tentatively approve the committee appointments. Melissa seconded and motion passed.

1st Vice President, Gretchen Beach: (See report) Gretchen has a tentative list of appointments for the conference committee.

Treasurer's Report, Brian: The assets were \$91,920.69 at the end of the year. The site selection and Legislative committees went over budget, but they were approved by the board. Both conference and spring fling made money. Joan moved to approve checks 1098-1102, Beth seconded, and the motion passed. The treasurer's report will be filed for audit. Beth moved that \$8000 of 2015 profit to the scholarship fund. Melissa seconded, and motion passed.

New signature cards need to be made. Brian moves that Brenna Call serve as a signer for checks in place of the President or 1st Vice President. Beth seconded, and motion passed.

Budget: The budget is balanced. Revenue, subscriptions and advertising for WV Libraries have been removed since it is no longer being printed. Since WVLA moved to electronic renewals, funds for extra divisions, general funds, etc, has plummeted. Contributions should be advertised during conference registration and in the newsletter. The Academic Libraries Division has \$1000 budgeted for their summer meeting. The Foundation Center roundtable doesn't have a line item yet, but they

have \$200. The site selection committee has a slightly higher budget, since there was an overrun last year. Brian moves that we tentatively approve the budget. Motion passed.

2nd Vice President, Megan Tarbett: We currently have 613 members. Corporate membership is no longer an option, so Megan will remove it. Megan is planning to make some changes to the membership form. Online renewal will be encouraged. Jessica moved that members may not opt out of official emails, currently sent through Star Chapter. Melissa seconded, and motion passed. Members will be able to opt in to the listserv separately. Dues will be reviewed going forward.

Trustees Division, Charles Bagley: no report

Public Library Division, Amy Stover: Spring Fling will be April 4/7-4/8, and the session proposal form will go out on Monday 12/7. Proposals are due 2/1, and the schedule should be done by end of February. The first day will include sessions of general interest, and the second day will focus on programming for Children's Librarians. People should send programming ideas to Amy.

Friends Division, Joan Armbruster: no report

Academic Library Division, Melissa Brooks: The Academic Division's Summer Meeting will be held on 7/22 at WVU Tech Beckley. The Technical Services and LIRT round tables will work together with the Academic Division for programming. A petition to create LIRT has been submitted to the Board. Melissa moved that a Library Instruction Round Table be created. Brenna seconded, and motion passed. Megan will add it to the membership form, and Melissa will think about writing a newsletter article.

Roundtable Representative, Brenna Call: (see report) Breanna Bowen has been nominated as chair elect for the Children's Round Table. Morgan Paul is moving to Raleigh County.

ALA Councilor, Majed Khader: (See report) The new ALA president would like to encourage transforming libraries and is trying to change of image of libraries by working with people who have damaged libraries. ALA will be surveying its chapters. Majed recommends encouraging people to apply for WVLA funding scholarships for ALA attendance. Perhaps the newsletter will be a good place to encourage this.

Federal Relations Coordinator, Jane Levitan (absent): Jane very recently agreed to be the Federal Relations Coordinator. National Legislative Day will be held May 2nd and 3rd and it is a good idea to have someone from each district.

SELA Representative, Breanna Bowen: SELA is excited about holding a joint conference. They'd like to know where the conference will be. There will be a joint

programming committee. Breanna will see if she can get some documentation for how contracts for a joint conference will work.

WLVC, Karen Goff: (see report). \$66,000 was cut from the budget. Arts and Education absorbed the cut for the WVLC. The \$66,000 cut is likely to be permanent. The budgetary outlook is looking pretty bad. However, vacancies at the WVLC will likely be able to be filled despite the hiring freeze. Karen encouraged people to make requests of the legislators for the CPPG money.

Legislative Committee, Ann Farr: Legislative day is Feb. 2. The committee is gearing up for Legislative day and the start of new session.

Judy Rule: Judy is coordinating Legislative day. They will be having a luncheon instead of a reception at the Great Hall. The lunch will be held from 12-2pm and it will cost \$15.25/ person + tax. Judy recommends the tickets be a flat rate of \$20. The legislative goals remain the same for next year. (see attached). Brian moved that the board approve the 2016 legislative goals. Joan seconded, and the motion passed. Brian mentioned contacting other entities trying to allow for simple majorities to pass levies and asked about how the Board would feel about increasing the Homestead Exemption for property taxes.

Executive Aide Task Force, Ann Farr, Myra Ziegler: Ann and Myra recommend 1) Find or redo Handbook/Timeline that lists specific tasks or duties and dates for when to do them including updated committee lists, etc. 2) Hire a part time executive director. See the attached job description. The position would involve 4-5 hours per week and pay \$300/mo., up to \$5000-\$7000/year. The bylaws and handbook committees will need to review the bylaws to see how it could be incorporated. Jessica moved that the Bylaws and Handbook committee look at how this would be incorporated and for the Executive Aide Task Force to continue exploring the options and report back to the board by June. Megan seconded, and motion passed.

Site Selection Committee, Eva McGuire: The first option is in Bridgeport at the Wingate adjoining Conference Center. They have 316 rooms and 80 rooms at Microtel across the street. It will be tight for the vendors. Their new conference center was supposed to be available by 2016, but it's likely to be done in 2017. Room rates are \$100-120/night, and ballroom rental is \$1250 per day. The ballroom is \$250 per section, the lobby costs \$400. Tables cost \$20-40 for draping, and breaks will be \$10/break/person. The plated dinner for the banquet will be \$28/per person, and \$75 for a cash bar. There is a last day discount. There is an airport nearby. Bridgeport cannot guarantee days until after the WVU football schedule is released, unless the conference is Monday-Wednesday.

The second option is the Greenbrier. Rooms would cost \$300/night in October. To get a discount, the conference would need to be in December. In December, rooms will cost \$200/night. There are two restaurants open for lunch. November may also

be a possibility for lower costs and negotiation compared with October. The vendors would be in the bunker. There is a large banquet room for larger sessions, and food in the culinary section. The Eisenhower room foyer is a possibility for 25-30 vendors. The fee is waived in December, and there is a bed and breakfast rate. The number of presale rooms is dependent on size of conference. The question was raised about the Board and/or the membership voting to never have a conference at the Greenbrier again. Jessica will look into this.

Scholarship Committee, Gretchen Beach: \$150 was raised from the 50/50 raffle at conference. (see report.)

Old Business: none

New Business: none

Announcements: none

Respectfully submitted,

Jessica Tapia