

150: October 7, 2004

New Mexico Library Association Board Meeting October 7, 2004 Roswell Public Library Roswell, New Mexico

Present: Heather Gallegos-Rex, Kathy Matter, Kathryn Albrecht, Julia Clarke, Anne Lefkofsky, Leslie Chamberlin, Lori Grumet, Omar Durant, Carol Sarath, Dinah Jentgen, Betty Long, Cassandra Osterloh, Valerie Nye, Richard Ackroyd, Charlene Greenwood, Linda O'Connell.

The meeting was called to order at 12:50 p.m.

It was moved that the agenda be approved including hearing the WHCLIS report under the SIG report section. The motion was seconded and approved. It also was proposed and accepted by acclamation that the reports of the Members at Large be presented prior to the committee reports and that the agenda be adjusted so that all voting items be addressed before the Members at Large left to take care of Mini-conference business.

Secretary's Report:

It was moved and seconded the minutes of the July 23 2004 meeting be approved as presented.

It was moved and seconded that the e-mail Board discussions be ratified and included in the minutes of this meeting. The motion passed.

E-mail Discussions

I. July 28, 2004: Heather reported that she received the request to renew the NM Preservation Alliance SIG. It was dated July 21, but went to Linda O'Connell first. So, technically this SIG did make it under the 7-23 deadline for renewal this year.

It was moved and seconded that the status of the NM Preservation Alliance SIG be renewed. The motion passed August 5 2004.

II. September 8, 2004: Linda O'Connell, Kathy Matter, Anne Lefkofsky and Cassandra Osterloh recommend the following Vendor Fees for the 2005 NMLA Conference:

- \$475 - 10' x 10' booth
- \$175 - 8' table
- \$850 - one table underwriter plan
- \$1500 - two table underwriter plan

NMLA will continue to offer free 4' tables to non-profit and education groups.

September 9, 2004, Heather Gallegos-Rex reported: "It was moved by Lori, seconded by Julia and unanimously approved that we accept the exhibitor fee schedule proposed by the conference planners."

Treasurer's Report - Kathryn Albrecht gave us the following information:

- the first quarter expenditures are recorded and there are no problems
- Harold Dotson, CPA will do the 990 report and is preparing for the mid-level CPA review of the NMLA books as required in the By-Laws
- Service fee charges levied by Merrill Lynch will be appealed.

It was moved and seconded that the Treasurer's Report be accepted. The motion passed.
Vice President's Report – Kathy Matter gave us the following information:

- Contract with the Doubletree was revised for earlier dates and mandatory food events (Board lunch and Amigos breakfast) and signed.
- Contract with the Convention Center was revised and signed for both the banquet and luncheon to be held in Ballroom B.
- Contract for Rosemary Wells' appearance was signed: \$2500, plus expenses.
- Agreement was received from Johanna Hurwitz to accept the Land of Enchantment Award at the Kid Lit Luncheon.
- Exhibitor mailing with Board approved fees (\$475 and \$175) was sent in mid September.
- Plan to solicit corporate sponsorship of conference events was developed and implemented.
- Request for approval of conference fees:

- \$5 increase in registration fees

Full Conference Fees	NMLA	Non-member
Prepayment by March 1	\$75	\$90
After March 1	\$100	\$115
Retirees & Students	\$45	\$45
Daily Fees		
Prepayment by March 1	\$50	\$60
After March 1	\$60	\$70
Retirees & Students	\$30	\$30

- \$30 banquet ticket
- \$20 luncheon ticket

The proposed Conference Budget is attached to these minutes.

\$100 needed for badges and ribbons will be added to the Conference budget.

It was moved and seconded that the budget for the 2005 Conference, including a \$5 increase in registration fees be approved. The motion passed.

Reports of the Members at Large

Omar Durant: The Mini-Conference begins October 8 in Roswell. There was no fee for the conference center, but the food costs are double that of Gallup. 100 attendees are expected. It is anticipated that the mini-conference will remain within budget.

Discussion of the mini-conference procedures included the Grey Book requirement that mini-conference mailings to go out a month in advance. Short notice and cumbersome payment procedures are issues to be considered in future planning. It was recommended that the Late Registration Fee be dropped. Having NMLA responsible for the reception impacts the budget for the Mini-Conference.

**Mini-Conference Site Selection:
Recommendation on Sites – Spec Info
NMLA Mini-Conference 2005 and 2006
September 29, 2004**

MACEY CENTER – NM TECH, SOCORRO

Facilities	Available	Comments
Breakout Rooms	4 rooms (theatre & classroom set ups avail) Galena Rm – 90/65 North Copper Rm – 75/33 South Copper Rm – 75/33 Silver Rm – 50/25	Macey Center has ample capacity – and is a good fit for mini-conference needs. Costs are: Galena - \$205.00 Copper - \$205.00 Upper Lobby – \$220.00 Lower Lobby - \$175.00 Silver - \$102.50
Internet Access / Connectivity	Available in Macey Auditorium	
A-V (equipment / set up)	All basic items available thru Macey Center (microphones, overhead projectors, DVD player, TV/VCR)...	
Large Meeting / Ballrooms	Auditorium seats 700 people	Upper Ballroom, Auditorium Stage and back of stage can be set up for plated luncheon (should be able to do 100 people)
Food Service / Catering	Available thru Chartwells Dining services	
Local Amenities	Solid array of motel choices + a variety of restaurant options	Socorro provides a centrally-located destination, has good amenities – and the Tech campus is attractive and user-friendly.

TUCUMCARI CONVENTION CENTER – TUCUMCARI

Facilities	Available	Comments
Breakout Rooms	5 rooms: Mtg. Rm 1 – 100 Mtg. Rm 2 – 35 Mtg. Rm 3 – 35 Exec Mtg Rm – 25 New Bldg Rm - 100	Good comments heard about Tucumcari Convention Center as host of recent Municipal League conference. Facilities are more than adequate for mini-conference needs. Costs are: Mtg. Rm 1 – \$100 Mtg. Rm 2 – \$75 Mtg. Rm 3 – \$75 Exec Mtg Rm – \$75 New Bldg Rm - \$150
Internet Access / Connectivity	Available in all rooms	
A-V (equipment / set up)	Available thru TCC at no charge	
Large Meeting / Ballrooms	Available – Large Exhibit Hall seats 250 (\$190)	Large room in new building suggested as location for

		luncheon
Food Service / Catering	Several approved contractors are available – TCC will help with selection and contracts	
Local Amenities	Good selection of lodging + adequate local restaurants	NMLA has not recently hosted an event in Tucumcari

GLOBAL RESOURCE CONFERENCE CENTER – WNMU, SILVER CITY

Facilities	Available	Comments
Breakout Rooms	5 rooms (theatre set up): Rm. A- 30 Rm.B – 25 Rm.C – 25 Rm.D – 20-25 Rm.E – max 15 Combo ABC - 80	Mini-conferences typically schedule 3-4 programs per breakout session. This facility should be able to cover that – esp. with the flexibility of provided by the Auditorium or the combo suite or rooms. Costs are \$55 per individual room, or \$125 for all 5 rooms per day
Internet Access / Connectivity	Available	
A-V (equipment / set up)	Available – supplied by WNMU Media Services Dept.	
Large Meeting / Ballrooms	Auditorium available with seating capacity of 250	Cost is \$150
Food Service / Catering	Available thru WMNU food service contractor Sodexho	Catering is available only in meeting rooms
Local Amenities	Ample array of motels, inns and restaurants; numerous options for Board Meeting location	Silver City offers exceptional recreational options – arts district, hiking, bird watching

It was moved and seconded that the 2005 Mini-Conference be held in Tucumcari and the 2006 Mini-Conference be held in Silver City. The motion passed.

Anne Lefkofsky will confer with the Members at Large to set the dates for the 2005 Mini-Conference and report at the January Board meeting.

Conference Site Selection:

ASSUMPTIONS: THE 2006 ANNUAL NMLA CONFERENCE WILL MEET OR EXCEED THE EVENT SIZE POSTED IN 2004 AND 2005 (COMBINING ATTENDANCE, EXHIBITORS AND PROGRAMS). IN PLANNING A MULTI-VENUE CONFERENCE, SITES SHOULD BE WITHIN MINUTES OF EACH OTHER (AN EASY WALK OR SHUTTLE RIDE).

REQUIREMENTS:

- Breakout rooms (9 to 11)
- Approximately 11,500 sq ft of exhibit space (with exhibitors at 8' tables/booths)
- Widely available internet connectivity (for programs and exhibitors), plus full A-V support (equipment, set-up and troubleshooting)
- Large rooms / ballrooms for keynote and plenary sessions, plus luncheon and evening banquets
- Food service / catering for meal functions (continental breakfast, breaks, lite lunch, plated banquets)
- Ample, easily accessible parking
- Adequate lodging facilities

SPECS ON KEY FACILITIES IN FARMINGTON

1. FARMINGTON CIVIC CENTER ■ 200 W. ARRINGTON (City of Farmington will waive various fees for the conference – except on consumables)

FACILITIES	AVAILABLE	COMMENTS
Breakout Rooms	6 Rooms: - 5 rooms with capacity of 40-55 seats theatre /18 classroom, plus - Board Rm. w/ 8-22 seat capacity	Would need an additional 3-5 rooms in a near-by facility (assuming that programming capacity remains the same)
Internet Access / Connectivity	Available	Civic Center will allow PCs to have internet access via City of Farmington network on T1 line. Dial up also available.
A-V (equipment / set-up)	Available	For follow-up – provided by Civic Ctr or outside contractor?
Exhibit Space	7434 sq ft exhibition hall + 4096 sq ft lobby	Would need to use both hall and lobby spaces – providing 11,530 sq ft of space
Large Meeting / Ballrooms	1200 seat theater	More seating than needed for keynote / plenary
Food Service / Catering	Available	Follow-up – service and menu options + costs
Parking	Available – 300+ spaces	

2. HOLIDAY INN ■ 600 EAST BROADWAY

FACILITIES	AVAILABLE	COMMENTS
Breakout Rooms	5 rooms: - 3 rooms have seating for 50 theatre / 30 classroom; can be combined - 1 room 30 theatre / 20 classroom - 1 room 25 theatre / 12 classroom	- Not adequate for all conference needs, but could be used to supplement meeting room space provided at Civic Center - Might be good for preconferences
Internet Access / Connectivity	Not mentioned in specs	For follow-up – if no, meeting rooms could host programs w/o online requirements
A-V (equipment / set-up)	Available	List provided in specs is comprehensive – would meet our needs
Exhibit Space	No	Venue would work only for supplemental program space
Large Meeting / Ballrooms	Combining 3 larger rooms – capacity of 150 (theatre)	Could be used for a special program or banquet
Food Service / Catering	Not mentioned in specs	Likely this is available
Parking	Yes – space count not provided in specs	

3. COURTYARD BY MARRIOTT ■ 560 SCOTT AVENUE

FACILITIES	AVAILABLE	COMMENTS
Breakout Rooms	6 rooms: - 4 rooms with total seating capacity of 72 – regardless of set-up - 1 room with seating for 57 theatre / 44 classroom - Board room with capacity for 10	- Not adequate for all conference needs, but could be used to supplement meeting room space provided at Civic Center - Might be good for preconferences
Internet Access / Connectivity	Not mentioned in specs	For follow-up – if no, meeting rooms could host programs w/o online requirements
A-V (equipment / set-up)	Available	List of options not provided
Exhibit Space	No	Venue would work only for supplemental program space
Large Meeting / Ballrooms	Combining 4 meeting rooms yields ballroom space of 4425 sq ft	Could be used for a special program or banquet
Food Service / Catering	Not mentioned in specs	Likely this is available
Parking	Yes – space count not provided in specs	

OTHER VENUES:

1. SAN JUAN COLLEGE ■ 4601 COLLEGE BLVD

- Performance Hall features continental seating for 800
- Offers 11 meeting rooms (various sizes)
- Community meeting room can accommodate groups of up to 750 people – or be subdivided in to 4 small rooms for groups of up to 120 each
- FCVB says the college is the best source of A-V rentals beyond what is offered by the City of Farmington (at the Civic Center)

Concern: Distance from Civic Center
Options: Could be used for pre-conferences, or a special all-conference event
 Classroom or student center facilities may be available, but were featured in spec material

2. MCGEE PARK – SAN JUAN COUNTY FAIRGROUNDS ■ 41 COUNTY ROAD 5568

FACILITIES	AVAILABLE	COMMENTS
Breakout Rooms	5 rooms: - seating capacity varies among rooms – 150, 300, or 400 for theatre / 50, 100, or 150 for classroom	- Not adequate for all conference needs, but could be used to supplement meeting room space provided at Civic Center - Might be good for pre-conferences
Internet Access / Connectivity	Not mentioned in specs	For follow-up – if no, meeting rooms could host programs w/o online requirements
A-V (equipment / set-up)	Available	List of options limited
Exhibit Space	Convention Center area offers 49,500 sq ft plus elevated stage	Space is generous if outsized for our needs
Large Meeting / Ballrooms	Convention Center space fits best	This area would be beyond our needs
Food Service / Catering	Has concession area + 2 kitchens	Likely this is would require an outside caterer
Parking	Yes – space count not provided in specs	Probably vast!

Concern: Distance from Civic Center
 Facilities provide some spacious options, but are not really to the scale or level of sophistication that we need
Options: Could be used for pre-conferences, or a special all-conference event

3. FARMINGTON PUBLIC LIBRARY ■ 2101 FARMINGTON AVENUE

- The new Farmington Public Library offers a meeting room which accommodates 200 people.
- The building also provides a number of small meeting rooms, as well as internet access.
- The Farmington CVB reports that the Library is interested in hosting a reception in their building.

Options: This would be a great spot for the Past President's reception. The April Board meeting, a pre-conference – or perhaps SIG meetings might fit, as well.

LODGING AND RESTAURANTS

Farmington has a number of hotels and motels that, in combination, could handle the need for attendee and exhibitor sleeping rooms. If the conference continues to book reserved sleeping rooms, promising choices would be the Courtyard by Marriott, Best Western Inn & Suites, or the Holiday Inn. Other brands, such as Comfort Inn, Ramada Inn, La Quinta, Holiday Inn Express and local motels or B&Bs should fill the conference goers' need for accommodations. Good variety of restaurants (local, chains) should satisfy most needs and tastes.

SUMMARY FOR BOARD'S CONSIDERATION

For an annual conference to work in Farmington, the most practical configuration would be as follows. It concentrates activities among the most proximate and full-service facilities.

- 1. Use Civic Center as Core Venue.**
 - Exhibit space needs should be accommodated by use of Exhibition Hall and Lobby. Although not a contiguous space, both areas in combination provide the required square footage.
 - Six breakout rooms could cover programs involving internet access
 - Theatre offers abundant space for keynote and plenary sessions.
 - Food service should be able to provide continental breakfast, break and lunch fare.
- 2. Use Courtyard by Marriott and / or Holiday Inn as satellite venue.**
 - Programs without internet requirements could be scheduled here.
 - Large meeting / ballroom areas could be used for banquets.
- 3. Work with Farmington CVB to establish shuttle service** between core and satellite venues.
- 4. Configure programming in tracks – assigning 2-3 groups of allied tracks to each venue.** Assuming attendees will gravitate to a day's worth of programming in a particular track, this would allow them to spend most of their time in one building. Meal service could be focused in the Civic Center, while beverages could be available at the satellite (hopefully at moderate cost).
- 5. Keynote sessions could be scheduled at the end of the day** at either of the venues -- or at an ancillary site. This would allow people the chance to congregate in a central location at day's end – and would take some of the logistical pressure off the morning schedule.

6. **Time blocks for programming and meals** could be **reconfigured** from the tradition schedule. Again, this would invite a creative approach to congregating participants in venues for maximum access the programming and exhibits. One suggestion gave the example of scheduling a brunch time instead of the standard lunch break.
7. **Be flexible in scheduling pre-conferences and banquet events** – making use of venues that could easily accommodate these needs – but that are not viable for main conference activities due to location or size.

CAVEATS:

1. The **Conference Team** (Chair, Program Committee and LAC) would have to be **very creative and energetic** in their planning. The core of the group will be Farmington people, but should also include others from around the state who want to contribute.
2. The **natural mindset of conference goes favors** having programs and events in **close proximity**. In the past, complaints have been heard about programs being scheduled in both the east and west buildings at the Albuquerque Convention Center Complex, the distance between the parking lot and Corbett Center at NMSU – or scheduling of the former Youth Services luncheon at the Las Cruces Hilton (with shuttle provided from Corbett Center).
3. Being mindful of this, it will be incumbent upon the Farmington Conference Team to not only plan for **seamless logistics** – but also to sell this to conference attendees. This would also require coordination with up to 3 major facilities in planning daily events – rather than one (e.g. Convention Center or Corbett Center).
4. This set up would also involve **multiple contracts** in securing primary program sites. Bear in mind that this will be the **first conference that the new Administrative Contractor will be organizing**. While by no means an insurmountable task, it might run more smoothly to stay with Corbett Center in 2006. We have contacts and experience there – which might make for an easier transition as Linda O’Connell’s successor comes up to speed on conference planning.

ACTION:

If the Board determines that Farmington indeed has the facilities needed to host the 2006 Annual conference, a contingent from the Conference Site Committee will begin to contact and secure venues for the event. This team should include a liaison from the Farmington library community – who can commit to serving on the 2006 LAC team. This process will include visits to the various venues, plus verifying access to equipment, internet access, food service and other support services. The goal would be to have contracts ready for Board approval on or before the Winter Board meeting.

If this option is not deemed as viable, we have the choice of reverting to Las Cruces as per the original plan, or looking for another alternative site.

Re-submitted on behalf of the committee,

Anne Lefkofsky – Chair
October 7, 2004

The report presented at the July meeting was reviewed. Farmington also is offering to assist in covering speakers’ fees, shuttle costs, host the Past Presidents reception at a unique venue and encourage librarians from southwest Colorado to attend the 2006 conference.

It was moved and seconded that Farmington be the site of the 2006 NMLA Conference. The motion passed.

It is the goal that the logistics for the 2006 Conference do not become the sole responsibility of the local group, but rather the collective effort of our organization.

It was moved and seconded that the Fall 2005 Mini-conference be held in Tucumcari and the Fall 2006 Mini-conference be held in Silver City. The motion passed.

Anne Lefkofsky will meet with the continuing Members at Large to set dates for the 2005 and 2006 Mini-conferences. These will be finalized at the January 2005 Board meeting.

Finance Committee:

The Finance Committee was directed to give clarification to the Education Committee regarding the various scholarships. The resulting proposal is as follows:

Marion Dorroh Memorial Scholarship

The purpose of the Marion Dorroh Memorial Scholarship is to promote librarianship in the state of New Mexico. To this end, the scholarship shall support studies toward advanced degrees in Library and Information Science above the baccalaureate level, both Masters and Doctorates, full- and part-time students alike.

Background: The scholarship is given annually in memory of the 1953-1954 President of NMLA, who was a librarian at Kirtland Air Force Base. (No awards were made in 1959, 1968 and 1983. Two scholarships were given in both 1960 and 1969.) The award was \$1,000 until 1986, when the amount was raised to \$1,500. (\$1,500 was also given 1974-1978.) In recent years, \$2,000 or more has frequently been awarded.

In the past, MD Scholarship funding came from various sources: one dollar from each conference registration fee, memorial gifts and corporate donations, contributions from the "check-box" on the NMLA membership form, and the interest on Certificates of Deposit. In the new millennium, such income sources have diminished, due to national economic circumstances.

The Procedure:

The amount of the scholarship will range between \$1,500 and \$3,000 annually, depending on the financial condition of the Association. The NMLA Board shall determine the amount of a year's upcoming award through the budgeting process in June and July. The Education Committee may then publicize:

- the amount of the scholarship
- the criteria for suitable applicants
- how and where to submit applications
- that the deadline for application is January 31st of the year of the award.

The Education Committee will meet as a whole, rank the candidates and proceed with a selection process as they see fit.

The scholarship recipient (and a guest) shall be invited to attend the Awards Banquet at the NMLA annual conference in the spring. The recipient will be introduced and honored at that time.

The scholarship may be applied to any ALA-accredited Library and Information Sciences school and must be utilized within one calendar year of its awarding. The NMLA Treasurer will send

the check to said school, with a letter of explanation written by the chair of the Education Committee. The funds are to be used for tuition or other appropriate educational expenses, in lieu of monies otherwise paid to the school by the student.

Criteria for Applicants and Selection:

I. A completed application be submitted to the chair of the NMLA Education Committee. It should contain:

- a. a current resume
- b. a statement of professional goals, past academic and community achievement, and contributions to the profession
- c. a list of three references, with contact information
- d. proof of acceptance to a Library/IS school

II. Preference will be given to New Mexico residents and applicants who intend to serve New Mexico libraries. Additionally, preference will be shown members of the New Mexico Library Association.

Draft Procedural Handbook 342:1

8/04

COLLEGE SCHOLARSHIPS (NON-MLS)

The College Scholarship Fund supports:

- a. Undergraduate college work toward an Associate's degree in Library/Information Science, leading to certification
- b. Undergraduate or graduate study toward a School Librarian Endorsement.

One or more such scholarships may be awarded per NMLA fiscal year.

The NMLA Board shall annually determine the overall amount which the Education Committee may offer in College Scholarships that fiscal year. This budgeting process is completed in June/July. The Committee will then publicize the amount(s) of the scholarship(s) and invite applications.

The Board may budget a total of between \$500 and \$1,500 for the purpose of the scholarship(s) annually, depending upon the current fiscal health of the Association. The Education Committee will determine the number and size of scholarships to be offered within that range of funding.

A College Scholarship must be utilized during the upcoming NMLA fiscal year after it is awarded, since the scholarship recipients are announced at the spring NMLA Annual Conference. Therefore, an award may be applied to Summer, Fall and/or Spring semesters (or quarters) following July 1st.

The deadline for applications is January 31st each year. Criteria for evaluation of applicants will include:

- a timely, completed application
- a written statement of the applicant's professional development goals and needs
- a clear indication of the educational program which the applicant will attend if awarded a scholarship
- evidence of intent to serve libraries in New Mexico, with preference given New Mexico library workers.

At the request of the Education Committee chair and before the appropriate school term, the NMLA Treasurer will issue a check to each scholarship recipient, made out to the educational institution which the recipient will attend. The award is intended to offset tuition and the cost of books which would be otherwise paid by the student.

Procedural Handbook Proposed Language 344:1

CONTINUING EDUCATION FUND

The Continuing Education Fund supports requests to attend workshops, conferences, and other library-related activities. The grants are not intended for presenters, but are meant to benefit New Mexico library workers who might otherwise not participate in professional development activities without such assistance.

Continuing Education grants will not exceed \$200 each. Three to six such grants may be budgeted by the NMLA Board for the upcoming fiscal year. The annual amount budgeted for this purpose shall be determined by the financial condition of the Association.

The Education Committee will determine how the availability of these funds is advertised to NMLA members and their fellow library workers each year. The Committee will also determine its applicants' evaluation and selection process.

Applications must be made before the anticipated event and shall be accompanied by documentation concerning said event, including the projected cost of attending. The NMLA Treasurer will issue checks for Continuing Education grants in the manner requested by the Education Committee chair.

It was moved and seconded that these revisions to the Grey book be accepted as presented. The motion passed.

Finance Committee – Old Business:

The Finance Committee approved New Mexico Internet Access as NMLA's ISP. Members and conference attendees now can pay online with a credit card. The NMLA Administrator still can update the website. The annual cost will be approximately \$500.

Bylaws Committee: Betty Long and Bylaws Committee worked with Julia Clarke to propose the following changes in the Secretary's duties, Grey Book 250:1

General Duties

1. The Secretary shall serve for two years, with the term beginning at the second Executive Board meeting following the election of officers. (Bylaws, Article VI, Section 3)
2. The Secretary shall keep the minutes of all Executive Board and Association business meetings and have custody of all books and papers relative to the transaction of meetings. (Article VI, Section 3) The minutes of meetings for the previous five years shall be available at each Executive Board meeting.
3. The Secretary has custody of the Association's cassette recorder, which may be used to aid in keeping minutes.
4. The Secretary may remind members at the beginning of each meeting that all motions and resolutions must be presented in writing.

5. The Secretary ~~secures five (5) copies~~ **prints one (1) copy** of each Board member's report, retaining one **these** for the Secretary's records, ~~sending the second to the Archivist, distributing others to the President, the Vice-President and the Newsletter Editor.~~ **Board reports are included in the minutes and are distributed to all Board members electronically and posted on the Association's webpage once they are approved.**

6. The rough draft of the minutes of each meeting should be sent to the President for review, prior to final preparation and distribution to the Board **for approval.**

7. Minutes of Association business meetings are reviewed by the President or an ad hoc committee. After review, the Secretary ~~types them in final form, and holds a copy to send~~ **makes any corrections and sends a copy** to the *Newsletter* Editor for the pre-conference issue the following year, where they must be published prior to action/approval by the members at the next conference. Other copies are distributed ~~as shown in item 8 below~~ **as outlined in the Bylaws** (Article XI, Section 8)

~~8. Copies of all minutes are distributed by the Secretary within one month to all members of the Executive Board, the State Librarian and the presidents of other library associations in the state. Minutes shall also be mailed to any NMLA member who requests them.~~

~~98.~~ In addition to material sent to the Archivist as specified in paragraphs 5 & 8, above, the Secretary may confer with the President and the Archivist to determine other materials to be sent to the Archivist at the end of the year. All correspondence which establishes precedents, sets forth responsibilities or has historical value should go to the Archives.

~~109.~~ The Secretary shall be on the Association's banking checking account signature card along with the Treasurer.

~~110.~~ The Secretary shall maintain and house the Association's stationery (letterhead and envelopes) and shall make a supply available at each Executive Board meeting.

~~1211.~~ The Secretary shall maintain the assigned copy of the *Procedural Handbook* in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when passed on to the succeeding Secretary.

It was moved and seconded that these changes be approved. The motion passed.

SIG Reports

Local and Regional History – planning for the program at the 2005 Conference is underway

Native American Libraries - the meeting with Mary Alice Tsosie was informative.

WHCLIS - The decision has been made by the membership/board of the White House Conference on Library and Information Services Taskforce to pursue membership as an ALA affiliate organization. Members of the Board have been charged with completing forms, etc. Affiliating with ALA would give the organization stability, places for our meetings and opportunities to learn about and discuss library issues and to broaden our national perspective.

Battle of the Books - Omar Durant reported that the next Battle of the Books will be in Rio Rancho on April 9, 2005. The group is searching for a 2006 location.

Advocacy for School Libraries – This SIG had a booth at the New Mexico School Administrators Conference and an all day training session on Saturday, August 28. Their brochure has been revised. A mailing on the State Bond issue and other funding sources was sent to all schools in September.

Paraprofessionals – This SIG is doing a presentation at the Mini-conference.

Committee Reports

Conference Program Committee - the Committee received more than 100 proposals for the 45 program slots at the 2005 Conference. There will be 4 pre-conference programs. A call for poster sessions will be sent out soon.

Membership Committee Report, October 2004

Submitted by: Cassandra Osterloh, Chair

Committee Members: Lilah Gainey, Betty Long, Cassandra Osterloh, Chair; Phyllis Reed
Currently there are 521 members, up from 510 in July.

- Submitted the names of those that became new NMLA members (interestingly most are currently students) to Pam MacKellar for inclusion in the September/October issue of the NMLA Newsletter.

- Waiting for the Strategic Plan for direction for the coming year.

Goal: Have the Membership Committee "man" a table at the NMLA Conference (or put together a display) to answer questions about NMLA and the benefits of membership (this can be helpful to those who are members as well as in recruiting those who are not). About 25% of conference attendees are not NMLA members (wild "guestimate").

AWARDS COMMITTEE REPORT October 2004

Because the Awards Committee was unable to meet in person, we held an e-mail discussion in late August on the topic of the physical awards. Consensus was that the Nambé is both meaningful and tasteful, and nice awards like that should be given as long as possible.

The members are considering the present list of awards, and suggestion was made that, with the exception of the Honorary Life Membership Award, the focus should be on libraries rather than individuals. Receiving such awards could carry more clout with funding/grant resources than individual awards do. An excerpt:

Now, just what we would award libraries for is another question for us all to ponder, but if we decide to go that way, some ideas could be:

1. Youth programming
2. Cultural enrichment
3. Balancing technology with traditional library services
4. Leadership in helping developing libraries
5. Innovative programs

An article was written for the autumn newsletter concerning the awards process. Also, several inquiries and an application have already started come in.

Respectfully submitted, Dinah Lea Jentgen Chair, Awards Committee .

Discussion following this report included:

- acknowledgement of the need to reduce the budget for the actual award items
- the need to revisit the awards themselves to be sure they remain in line with organizational goals
- the effectiveness of a plaque when the award is to an institution rather than an individual – the plaque on the wall become a public relations vehicle for NMLA.

Board members are asked to e-mail Dinah with suggestions.

Awards are approved at the January meeting. Changes to the awards structure will be in place by September 2005 for the 2006 Conference.

Legislation and Intellectual Freedom Committee Report October 2004

Submitted by: Elizabeth Haskett, Chair

The LIF Committee continues to work on promoting the 2004 GO Bond. The PAC website is linked to the NMLA Website and has copies of Public Library Talking Points, Public School Talking Points and Academic Talking points.

Library Legislative Day has been scheduled for Wednesday, February 23rd. We will follow the same program as in the past. NMLA members will be invited to a workshop at the State Library first thing in the morning and then we will go on to the Roundhouse. We are going to order books for the Representatives and have a press conference at noon. More information on Library Legislative Day will be sent out to all NMLA members soon.

Publicity Committee Report

NMLA October 7, 2004

The July/August NMLA newsletter was the first edition put out by our new editor, Pam MacKellar. She did the layout on the first issue, and will continue to provide print ready newsletters to One Stop. She is working with One Stop to change the type of paper on which the newsletter is printed.

At the last meeting the board requested that the Publicity Committee investigate print shop options. While there have been some problems with One Stop, their prices for most services are well below the competition and their products are - over all - very good.

After several email discussions about One Stop, Val and Pam are recommending that the board wait to conduct the investigation. The investigation will be very time consuming, and the new NMLA office administrator will frequently deal with the print shop. For that reason we feel the most fruitful investigation will include the new office administrator. The Publicity Committee recommends waiting to investigate print shop options until the new NMLA office administrator has been hired.

Pam and Val will meet on November 3rd to discuss next steps. The goal is to develop a plan for the investigation so the new office administrator can be up to speed on our printing situation soon after beginning the job.

Submitted by Valerie Nye, Chair

Discussion of this report resulted in the Board requesting the Committee to explore other options and report back at the January 2005 meeting. The Grey Book will be updated again once a decision is in place.

MPLA State Representative Report

The MPLA Leadership Committee selected two librarians from New Mexico to attend the MPLA Leadership Institute at the end of November. Kirsten Clark from New Mexico State and Dana John from the New Mexico State Library will be attending.

MPLA's annual conference will be in Denver on October 21st-24th. MPLA will have two board meetings during the October meeting. Val is planning to attend the board meeting on October 24th. She is looking for someone to attend on her behalf on October 21st from 1-4. If you are interested in attending, please let her know.

For this year's MPLA raffle, MPLA State Representatives are donating an item and a postcard to a suitcase filled with items from MPLA states. New Mexico's donation is a red chile ristra and a post card of an orno and fresh bread. If you are planning to attend MPLA, keep an eye out for the raffle. The suitcase promises to have some wonderful items from each mountain plains state.

Submitted by Valerie Nye.

NMLF- Charlene Greenwood reports that the New Mexico Library Foundation has a new website: www.nm-lf.org.

Report of the State Librarian – Richard Ackroyd:

- Governor Richardson is requiring a flat budget request for FY06.
- There is a five year transition plan to move Bookmobile expenses from the LSTA budget to the State Library budget.
- Planning for the 2005 Legislative session is underway. The goal is to increase state aid from 27 cents per capita to \$1 per capita. Representative Danice Picraux recommended a phased approach.
- The State Library's 75th Anniversary Celebration was successful with over 100 in attendance.
- February 22, 2005 is the second annual DCA Culture Day. NMLA and the Library Foundation were asked to participate.
- Enhancing the profile of Dia de los Ninos is a State Library priority.
- Ann Grimm is the new Library Development Director.
- New Mexico is one of five states receiving funding from the Bill and Melinda Gates Foundation to increase the use of public PC's by the Spanish speaking population. The State Library is partnering with UNM and the Albuquerque/Bernalillo County Library System in this training and outreach effort.
- Training sessions for WebJunction, also supported by the Gates Foundation, are underway.
- A \$432,000 IMLS Grant will be used to fund programs with the Palace of the Governors on the history of printing and book making in New Mexico.

New Business

The Search Committee for the NMLA Administrator consists of Heather Gallegos-Rex, Thaddeus Bejnar, Eileen Longsworth, Kathy Albrecht and Leslie Chamberlin. The goal is to have the new person in place by March 1. Linda O'Connell retires from this position at the end of May, 2005.

Kathy Matter reported that the Albuquerque Museum is enthusiastic about hosting the Hurd exhibit and that support from NMLA would be appreciated. Charlene Greenwood volunteered to send a grant proposal to the NMLF prior to the spring deadline.

The Strategic Plan will be reviewed again after all Board members see the documentation produced at the morning session.

Charlene Greenwood will submit a proposal to the New Mexico Library Foundation requesting financial support for the Goodnight Moon exhibit.

Follow up activities: Valerie Nye will make recommendations to the Board for printing and mailing vendors. Dinah Jentgen will present recommendations for the awards process. Heather Gallegos-Rex will write a sympathy note to J. Paul Taylor on the loss of his son.