

**NEW MEXICO LIBRARY ASSOCIATION**  
**Executive Board Meeting Minutes - DRAFT**  
**July 14, 2007**  
**Skeen Library - New Mexico Tech**

**Call to Order**

President Lefkofsky welcomed members and called the meeting to order at 1:35 PM. Motion was made to remind the group that only officers vote at the Executive Board meeting. The motion passed.

**Approval of Agenda**

**Secretary's Report/ Approval of Minutes**

ELECTRONIC REPORT SUBMITTED: The NMLA Executive Board met for the annual budget meeting on Friday, June 9, 2006 at 2:00 pm at the Erna Fergusson Library in Albuquerque, 3700 San Mateo NE. A resulting preliminary budget was submitted electronically by Treasurer Joe Becker on June 28, 2006.

Electronic Board Activity: NMLA Administrator Lorie Christian's contract with NMLA terminated on June 30, 2006. On June 16, 2006 President Anne Lefkofsky began the electronic voting process regarding Lorie Christian's contract. A discussion, motion, and electronic vote regarding the NMLA Administrator contract were called for. President Lefkofsky attached an updated contract to take effect on July 1, 2006, pending Board approval. Changes in the contract reflect the range of new duties that Lorie has taken on in the past year.

The motion "to accept Lorie's contract with the option for modifying the salary amount at the next meeting" was made by Valerie Nye and seconded by Phyllis Reed. E-voting closed on June 27, 2006. The motion passed and the positive result of the e-vote was reported by President Lefkofsky on June 29, 2006. At our July 14 meeting we will discuss possible modifications to what will be Lorie's current salary, as of Saturday (July 1). Lorie's salary (preliminarily set at \$15,000 per year (\$1520 per month) is included in the draft budget) for review at the Board meeting on July 14. If the proposed contract changes are acceptable, we will vote on implementing such at the meeting on July 14, and take action to update the contract accordingly. (Copy of email stating passing of vote is attached to the original report recorded with the minutes)

Motion was made and passed to accept the April 19 Executive Board Minutes with the following changes: Jennifer Brown being Member at Large for NAL-SIG and NNMYS, an addition of Barbara VanDogen being Member at Large for ASL-SIG and the correct spelling of Alison Almqvist's name.

## Treasurer's Report

**ELECTRONIC REPORT SUBMITTED:** The Final Budget Report for the fiscal year 2006 (FY06) indicates an exceptional year in terms of net income. The approved FY06 budget had projected \$84,725 for income and \$83,428 for expenses. Actual income has amounted to \$93,832 and actual expenses are \$64,619. This favorable discrepancy is largely due to decreased NMLA costs for the 2006 annual conference, those costs being absorbed by the Farmington Public Library and other Farmington participants. Net income from the annual conference was \$45,915.

In addition, income from membership dues, at \$20,169 for FY06, shows an encouraging increase relative to the previous several years. The non-conference budget units, those being Administrative, Representatives, Committees, and Special Interest Groups, were expended at or below budget allocations, and the net surplus for the year is \$29,213.34.

Given this increased revenue, the FY06 summary information indicates that the present financial position of the organization has improved. The Statement of Financial Position for end of FY06 indicates net assets of \$95,698.72. The current operating fund/checking account has a reconciled balance of \$53,130.59 as of June 30, 2006.

Regarding the investment accounts, the Marian Dorroh fund CD current balance is \$26,389.92 maturing in November 2006. The \$3000 reserve fund CD acquired last year with the FY05 allocation has matured with balance of \$3473.74. The existing \$9000 reserve fund CD at Merrill Lynch will mature this month. The suggestion was made at the budget review meeting that these maturing funds be combined with the \$3000 FY06 reserve fund allocation to acquire a \$10,000 CD and a \$5000 CD.

The proposed budget for fiscal year 2006-2007 (FY07) will be presented for board approval today. These projected figures for income and allocations have been based by typical procedure on budget requests from the various units, and information from conference planning committees. This budget has been subject to an initial review and revision by the Executive Committee at the budget meeting in June.

Motion made and passed to accept the financial position budget for 2006.

### 2007 Budget Review/Approval

#### Discussion:

Jennifer Brown discussed amount for exhibitors increasing.

Joe Becker, Treasurer discussed line items for new budget. Projected expenses shown were \$10,000 more than projected income.

Thaddeus Bejnar discussed the \$3,000 reserve fund and questioned whether it was a real reserve. He recommended we delete the reserve and show that we plan on a \$7,000 deficit. It was suggested that we show in the budget that we plan to transfer \$7,000 out of the reserve.

Barbara Van Dongen suggested that we show in the budget the possible necessity of transferring \$3,000 from our checking account if increased income is not generated.

Motion was made and passed to transfer from income: \$7000 from current assets and delete the reserve fund line item.

Anne Lefkofsky stated that the \$3,000 presidential line item includes a travel amount of \$2,500.

Anne asked that the newsletter line item be a general line item for the representative from NMLA.

She acknowledged Joe's efforts to format and that he had done a great job on the budget.

Motion was made, and passed, to amend the budget to the local development line item.

### **Administrative Contractor's Report**

Review of NMLA Administrator Contract - Salary Upgrade Discussion

Lorie Christian stated there were additional expenses from MPLA joint contract splits (NMLA and MPLA) to show profits

The NMLA Administrator contract shown at \$15,000 in the 2007 budget.

By the next meeting we will know more about Lorie Christian's duties and conference cost.

Action Item: Lorie Christian will revise the contract with an addendum to be reviewed at next meeting.

Pay Pal

Pay Pal is used as payment for registration. Lorie Christian stated that our old administrative contract has been used. Reaccepting pay pal is less expensive and easier. However a new account will not be accepted w/o the previous administrator's personal information.

Action Item: Lorie will talk to Charlene Greenwood.

## **Approval of Pending SIG applications (Retiree, Student Groups)**

Proposed SIG for Students was presented by Lorie Christian. Motion was made and passed for SIG for Students, with Jennifer Brown as liaison.

Proposed SIG for Retired Librarians was presented by Anne Lefkofsky. Motion was made and passed for SIG for Retirees, with Barbara Van Dogen as liaison.

## **Mini-Conference Report**

Electronic membership

Offer skills on leadership

Mini conference registration fees are now \$55 for non-members and \$40 for members. Thaddeus Bejnar suggested non- members fee be \$60. One day registration fee last year was \$50 and \$60. Thaddeus would like to see a substantial benefit of membership. Louis Bolton stated that the fee includes lunch.

Motion was made to accept the same fees for 2007. The motion passed with Thaddeus Bejnar opposing.

## **NMLA/MPLA Joint Conference Report**

LAC: Met first time this week There are representatives from all libraries, but we need school librarian. Opening reception-Random House offered different types of events. Albuquerque/Bernalillo System's "One Book, One Community" as theme was recommended by Random House. LAC recommends this theme as one break out session. This is a programming issue.

ELECTRONIC REPORT SUBMITTED: Co-Chairs of Committee: Cindy Carhart – Albuquerque/Bernalillo County Library System (A/BCLS) and Linda Morgan Davis – A/BCLS The Committee has been formed and will have their first organizational meeting on July 11; Members include: Joe Becker – NMSU/NMLA Treasurer, Louise Bolton – San Juan College/NMLA President-Elect, Lorie Christian – NMLA Administrator, Wayne Hanway – Southeastern Public Library System of Oklahoma/MPLA, Maryhelen Jones – AFRL/VSIL Technical Library, Kirtland AFB, Barbara Lovato-Gassman – TVI, Pam MacKellar – Corrales Community Library, Sarah Morley – UNM Health Sciences Library and Informatics Center, Rian Powell – A/BCLS. We are still looking for an Albuquerque Public Schools Committee member. There may be more information to share at the July 14 Board Meeting as a result of this first LAC meeting.

Opening Reception and Speaker Venue: On Friday June 30, Cindy and Linda contacted and visited several sites as possible venues for the Opening Reception. A/BCLS, Main Library, has graciously agreed to host the Opening Reception on Wednesday March 14. There is a proposal from Random House that may segue with the Opening Reception in the Auditorium at A/BCLS Main Library. (see Random House below)

Internet Access: A/BCLS, Main Library has graciously offered Internet Access to Conference attendees at the Main Library. There will be 12 PC's in a separate area for the public PC's will be available to attendees during specific times of day on Thursday March 15 and Friday March 16. Details are being negotiated.

Pre-Conference Site(s): No rooms are as yet reserved at the Albuquerque Convention Center (CC) for Pre-Conference Workshops. A/BCLS, Main Library has graciously reserved 2 meeting rooms which can hold 10-12 people and the Gates Computer Lab with 12 PC's for Wednesday March 14 from 9-4PM.

Program: We need more program members, now 13. Will meet first week in August for more structural programs....children's luncheon and award banquet with special speaker. Proposals mid August...open for 2 months. Going to NMCAL for programs. Call for ideas from board. Confirmation from Robert J. Blake for Children's Literature Luncheon. (His book POGO won Children's List. Penguin-Putnam)

NMLA / NM State Library collaboration

Hitchhiker: Richard Akeroyd stated that today will be last issue of Hitchhiker until fall. One year ago it became 80% electronic; now going to 100% when it resumes. Content up for discussion. Do not want to duplicate WebJunction NM and NMLA website. Looking at overall resources and how state library can best use them. Would like to reach one agreement: that Hitchhiker stop carrying job announcements and NMLA website pick up job announcements. Will automatically forward job announcements to Lorie.

Discussion

1. State library will have pointer to NMLA website.
2. Richard Akeroyd stated that WebJunction is not a legitimate place for job announcements, NMLA would be.
3. Barbara VanDongen asked how much more work this would be for Lorie. Lorie did not see this as a problem.
4. Anne stated that more hits to our website are a good marketing tool.

Motion was made and passed to accept state's proposal that we will post NM job announcements on our NMLA website.

WJNM: President Lefkofsky proposed that we identify NMLA members to work with WebJunction (about our presence on WebJunction). She named Linda Morgan Davis, Lorie Christian and Eileen O'Connell as MPLA representatives. She suggested Cassandra Osterloh and 2 others from WebJunction to be representatives.

Motion made and passed that the above representatives go forward with our collaboration to develop our presence on WebJunction.

Richard Akeroyd stated that NM is outstanding in WebJunction and he appreciates the effort to make WebJunction NM even better.

Marion Royal stated that school librarians would like to put school library competencies Web JunctionNM. Richard stated that she should check with Heather Erlandson.

AASL Vision Summit: Alison Almquist stated that it is evolving. Plans are for a vision summit to identify a vision. Last week the meeting was changed to revise standards for student learning and new guidelines for the profession in December. Copyright issues with AASL and ACT, so they plan to start afresh. AASL national conference is in Reno Nevada and may affect our mini conference Oct. 25-28 2007.

## **Intellectual Freedom Report**

Electronic report submitted:

Rationale: In anticipating future initiatives for the Legislative and Intellectual Freedom Committee, it becomes clear that not only will the demands of legislative communication and advocacy continue to grow – but also that the call to address intellectual freedom awareness will become significantly more pronounced. In coupling these areas under the umbrella of one committee, NMLA has allowed intellectual freedom issues to be of lesser priority to those dealing with legislative outcomes. Both are areas, nonetheless, are of extreme importance to the New Mexico library community. And, that IF should have a heightened role in NMLA's agenda is supported by the fact that nearly all other state library associations have a separate IF committee, and by the emphasis ALA places on intellectual freedom.

Coming into the new business year, there is a felt need to re-define NMLA's focus on IF issues – a need that begs expanded training opportunities, increased member participation, and a united voice with which NMLA can respond to issues. To this end, an Intellectual Freedom Task Force will be established at the 2006 Annual Business Meeting to investigate and address this need

Task Force Leader: Charlie Kalogeros-Chattan.  
Charlie is active on the L&IF Committee, and has recently completed intensive IF training through ALA. She will be conducting IF training workshops based on the ALA session throughout the next two years.

Charge: The Task Force leader will assemble a team to research and report on the following points, with the goal of recommending whether or not a separate committee should be created to address, and focus on, intellectual freedom awareness.

Assess the current level of communication on IF issues from L&IF, and NMLA generally.  
Assess the level of education about, and activities pertaining to, IF awareness currently being offered by L&IF and NMLA generally.  
Has NMLA consistently taken a leadership role in addressing priority IF issues and activities?  
Do the USA Patriot Act, CIPA, banned books, censorship and challenges that need fuller attention and discussion within the NM library community? How could an IF Committee contribute to the improvement of such?  
Can the aforementioned issues be effectively addressed under the current L&IF configuration?  
If not, how would a stand-alone IF committee accomplish this – based on findings for the points above? What would the mission, goals and structure of the committee be?

Timeline: Task force begins work immediately following NMLA Conference in Farmington. Progress reports will be presented at the July 2006 and October 2006 Board Meetings. Task force recommendation and proposal due at January 2007 Board Meeting. The Executive Board will vote to approve the proposal, thus allowing it to go to a vote of the membership at the 2007 Annual Business meeting.

### **Editorial Policy Task Force Report**

Linda Morgan Davis, Eileen O'Connell, Lorie Christian, Kathy Matter compose the task force.

Anne commended Lorie for the good job she has done with the newsletter.

Newsletter Editor: Eileen O'Connell has been asked to take on the newsletter this year in collaboration with Lorie. Ilene is a non-voting member of the board. Will update the obsolete lines in the newsletter. Look for updates and changes in the newsletter.

Barbara Von Dongen asked that an email be sent to remind us of the newsletter with a link to the newsletter.

## **State Librarian's Report**

Gates grants are available and letters have gone out. State is supplementing those grants for libraries not eligible as a library in 1999. Moving forward with OCLC group services. NM group catalog in process of being developed and will be available, up and functioning by the mini-conference. Should have something about this at the mini-conference. Over next 4 years all will have opportunity to be on that. State paying for World Cat and training will be available for all libraries. August 11 State Library Commission will have final hearing on Go Bond distribution. Public libraries that received state aide grants, LSA service areas focus on getting consistency on legal service areas. All letters have gone out.

Barbara Van Dogen asked about RFP's for state library databases. Richard Akeroyd stated that they have tried to reach out and get surveys, etc. for the past year. Will have to do with how much money there is to spend. He hopes to spend some GO Bond money for databases for school libraries if they can develop the data for school libraries.

## **Committee Reports**

### **Conference Site Committee**

Marion Royal had information from Corbett Center: 3 available dates for 2008 conference. April 2-4, April 9-11, May 7-9. Cost estimate for the Corbett Center is \$4,780 (Not to exceed an increase of 7% per year).

Dinah stated that the Hilton of Las Cruces will be under a new name and renovating.

Motion was made to consider the 2 dates in April as conference dates depending on when the Hilton Hotel is most feasible for the 2008 conference and to Marion contact the Hilton to see if it is available for rooms the 2008 conference. There was discussion of an electronic vote, but motion stayed and passed.

Action Item: Marion Royal will present information at the next meeting about a possible mini-conference in Las Vegas for 2008.

**ELECTRONIC REPORT SUBMITTED:** The Conference Site Selection committee is currently researching possible sites for the 2007 fall mini-conference and the 2008 Annual conference in Las Cruces. Committee members are Cassandra Osterloh, Judy Hulsey, and Marian Royal, chair.

We are currently awaiting a packet of information from the conference planners at NMSU's Corbett Center in Las Cruces for the 2008 meeting. This packet should have arrived last week but perhaps will be in hand by Friday's board meeting. We are also talking with sales staff at the Hilton Las Cruces about possible conference space. They have been actively recruiting our business but do not seem to have adequate space to actually host the entire conference. A review of evaluations from our 2006 conference in Farmington indicated that the membership prefers that all conference sessions be held in one location, rather than spread around town. Our research so far indicates that the Corbett Center will be the only space in Las Cruces capable of accommodating all of our concurrent sessions, our keynotes and our exhibits.

Lori Christian informed us that Highlands University has expressed an interest in hosting a mini-conference. Committee members are actively working on getting more information on Las Vegas as a host site. We are also exploring Taos and Socorro as alternative sites. Some association members have voiced a desire to hold the 2007 mini somewhere north of I-40 making Las Vegas a desirable location.

### **Bylaws Committee**

**ELECTRONIC REPORT SUBMITTED:** The Bylaws Committee was asked to review two questions as a result of discussion during the Board Meeting on April 19, 2006 concerning dues.

The two questions were:

Does it require membership approval to:

- 1) Add membership ranges to the already existing dues structure
- 2) Add membership categories such as vendor

The committee reviewed the Bylaws and determined that the answer is yes it does. This response was relayed to President Lefkofsky.

Procedure Manual Updates: The Bylaws change that was approved by the membership made it necessary to update many pages of the procedural manual. If you did not print off new pages when Lorie Christian notified you of them being posted on the website, here they are again.

Table of Contents	300	340	385
120	305	350	400
200	310	360	410
220	320	370	500
230	325	380	611
240			

The committee thanks you for your assistance in updating your procedural manual.

### **Nominations and Elections Committee**

**ELECTRONIC REPORT SUBMITTED:** The Nominations and Elections Committee is enjoying a season of respite. There is no activity to report. The budget request of \$450.00 will minimally support the traditional mailing expenses for the nominations and balloting processes. If the Board agrees that the nominations can be distributed in an electronic format we will save on mailing costs. Board members are asked to begin soliciting candidates to be nominated for office. It is both an honor and a privilege to serve the profession as an officer of NMLA. Serving on the Board is a benefit of membership that enhances an individual's professional profile. Opportunities are expanded for developing leadership skills, for networking with professionals and organizations both locally and nationally, and for collaborating to shape the future of libraries and librarianship in New Mexico through advocacy and legislative activity. Let's launch a campaign to identify our best and brightest new stars.

## **Representative and Councilor Reports**

### **MPLA**

ELECTRONIC REPORT SUBMITTED: A committee of NMLA members was formed to review applications MPLA received for the Leadership Institute to be held at Ghost Ranch October 29<sup>th</sup>-November 3<sup>rd</sup>, 2006. Two New Mexico candidates were selected and one alternate was selected. This information has been forwarded to the Leadership Institute Committee. All New Mexico applicants will be notified shortly. The MPLA Executive Board will hold its only in-person meeting this year on July 14th in Denver. Issues to be discussed include the new electronic communities, MPLA merchandising, and brainstorming for fund raising

### **ALA**

Thaddeus Bejnar reported that the ALA council is non-combatant. Aside from Intellectual freedom there is support for one health insurance statewide. We should work with our local representatives in opposition to the tax payer bill of right which freezes budgets for municipalities and state organizations.

### **AASL**

Nothing to add at this time

### **NMLF**

First donor reception at Brooke Sheldon's house. Member of board's husband provided music and food was delicious.

ELECTRONIC REPORT SUBMITTED: The Foundation held its first donor literary reception Saturday evening, June 3. Some highlights: Great authors: Michael McGarrity, Pat Mora, Sabra Steinsiek, and Barbara Murphy Great music: Robert Lah on the keyboard Great place: Brooke Sheldon's wonderful historic home in Santa Fe Great food and beverages Great donors & trustees Great weather Great occasion Great success Please consider joining us next year for our second annual donor reception by donating to NMLF for the library grants. Caroline Beckner, NMLF Vice-Chair, will be attending the July 14 Board meeting representing the Foundation.

### **Archivist Report**

ELECTRONIC REPORT SUBMITTED: During the second quarter of 2006, Archives has received the following:

- 2006 NMLA ballots

- Invoices and deposits for 2004-05

- Miscellaneous Archivist correspondence from 1969, 1980 and 1981

- Bank of America statements dated 7/1/04 - 5/31/05

- Merrill Lynch statements dated 6/26/04 - 6/24/05

- Cancelled checks from 2004-2005

- CPA audit report dated 6/30/04

- 2005 annual conference items including evaluations, registration data, conference exhibitors and cash flow report, packet hand-outs, miscellaneous correspondence and license agreement.

Valuable information detailing the history of NALSIG has been discovered at the State Library. The information will remain there for the convenience of researchers, but an inventory list will be sent to me to be archived as a reference tool.

## **SIG Reports**

### **Members-at-Large**

Members are making a presentation to NM Coalition, having a state workshop in September, showed mascot for year, the Battle of the Books is going well, and they are looking for leadership.

### **Old business**

### **New business**

Barbara VanDogen asked if for the ASL SIG workshops in September we should develop a parallel training session on networking and working with the legislature. This will be taken into consideration.

### **Other**

**Adjourn** - President Lefkofsky adjourned the meeting at 4:30 pm