

February 7, 2013 ~ NMLA Board Meeting

Members Present

Lorie Christian, Tina Glatz, Kat Gullahorn, Linda Keulen, Janice Kowemy, Norice Lee, Cassandra Osterloh, Mary Ellen Pellington, Tammy Powers, Joe Sabatini, John Sandstrom, Lynette Schurdevin, Cynthia Shetter, Melanie Templet, Mary Alice Tsosie, LeAnn Weller

Call to order by President Tina Glatz at 1:22 pm.

Approval of Agenda

Added to the agenda under New Business.

Museum Association - Conference Overture – Mary Ellen Pellington

Member at Large Vacancy – Nominations & Elections, Tina Glatz

Follow up on membership advantages – Tammy Welch

Norice Lee moved to approve the agenda as amended. Janice Kowemy seconded the motion which was passed unanimously.

Tina Glatz appointed John Sandstrom as Parliamentarian.

Officer Reports

Secretary (Cassandra Osterloh)

- October 25, 2012, meeting minutes. Janice Kowemy moved to accept the meeting minutes. Kat Gullahorn seconded the motion which passed unanimously.
- Three electronic votes between the October 25, 2012, meeting and the February 7, 2013, meeting.
 - November 13, 2012 – Paulita Aguilar made a motion to add the New Mexico Library Association to the list of library associations supporting Indiana, Montana, and New Jersey library associations regarding e-pricing. Kat Gullahorn seconded the motion. Vote: Yes – 5 (11-13-12)
 - January 3, 2013 - A call for a motion was made by Tina Glatz regarding revising Lorie Christian's as proposed via an e-mail message dated January 3, 2013, by Norice Lee. Paulita Aguilar made the motion, and Kat Gullahorn seconded the motion. Vote: Yes – 7, No – 1 (1-3-13)
 - January 11, 2013 – Proposed conference rates. Cassandra Osterloh made a motion to accept the proposed conference rates as sent to the board by Tina Glatz. Paulita Aguilar seconded the motion. Vote: Yes – 7, Abstention – 1 (1-14-13)

Treasurer (Norice Lee)

Financial Report

The current income, including profit from cost of goods sold, is \$31,559.20 with current expenses at \$15,342.25, which leaves us with a net income of \$16,216.95. While we show a net income at this point in time (3rd quarter), we are anxiously awaiting total expenditure and income figures from the annual conference which will provide us with

our end of fiscal year outlook. Please note that we are slightly better than we were at this time last fiscal year, primarily due to the reduction of the contracted Administrator fees. In other words, this is our “new norm” and unless significant income is gained on a continuing basis, NMLA will no longer be able to contract an Administrator. Additionally, with no reserves in our accounts, maintaining operations and offering annual conferences is in jeopardy. In my opinion, without profits of at least \$10,000 annually, the Association will not be able to sustain. It is further recommended that \$20,000 minimum is always available in savings as a safety net. Efforts to achieve these financial goals need to begin immediately and remain the highest priority of the Board.

As of January 31, 2013, the assets stand as follows:

WF NMLA Checking \$ 16,763.55
WF NMLA Savings \$ 1,500.89
WF Conference Checking \$ 1,538.70
WF Conference Savings \$ 762.80
WF Battle of Books Checking \$ 3,288.11
WF Battle of Books Savings \$ 1,500.89
Other Assets \$ 1,645.00
Total Assets: \$26,994.99

Informational

- SIG renewals and applications for new SIGS are due May 1, 2013, in preparation for 2013/14 budget development.
- Budget requests for each Committee also need to be made in advance with a May 1, 2013, deadline. This would be a new procedure for Committees.

Norice Lee made a motion that pending the availability of funds NMLA award the scholarships in the fall of 2013. MEP seconded the motion. Discussion of the Bylaws to make sure we were not – passed unanimously.

Tina Glatz charged the Education Committee to review and revise as necessary the procedures regarding NMLA scholarships and grants.

There was discussion on monies that are kept by NMLA – collecting “keeper’s fee”. This will be tabled until a future board meeting with more research.

Janice Kowemy moved to accept the Treasurer’s report. Kat Gullahorn seconded the motion which passed unanimously.

President (Tina Glatz)

- Thank you to Norice Lee for keeping us on track with our monetary issues and keeping the association “afloat”.
- Thank you to the Conference Committee for also keeping
- Received a check from the NM Educator’s Conference in December (conference held in June 2012) which we partnered with other associations in the state. As a

part of the partnership, we received a portion 1,885.54. We will receive another \$307 shortly. They would like NMLA to continue as a partner which will be held June 4-5, 2013, in Albuquerque at Highland High School. There are no up front costs. We are asked to present as well as to promote the conference to our members.

- Working on transition from Administrator to more Board and member run association. Working on procedural changes and any other necessary Bylaw changes.

Vice-President (Mary Ellen Pellington)

- Unique year for all of us, especially for Tina Glatz and Norice Lee – holding everything together. Thank you to them both!
- Attended Chapter Relations meeting at ALA Midwinter Conference.
- Conference report

I first would like to applaud the members of the program and local arrangements committees for both the extraordinary amount of work they have spent on the conference and for their commitment to the NMLA. It has been such a pleasure for me to work with and learn from professionals of their caliber. An FYI: Sandia Pueblo donated \$500.00 to be a conference sponsor. Thank you Mildred Walters. Conference planning, from my vantage point, is right on schedule, if not ahead. The following lists areas you and/or other members of the NMLA might want to consider helping with:

Gifts for keynote speaker basket - We are considering a basket of NM specific items. We will send to Michael prior to conference. (Again, there is no charge for us as ALA is covering his expenses).

Crafts and/or pieces of art made by NMLA members who are talented artisans for prizes, silent auction, etc.

Items for the silent auction.

Registration volunteers.

Welcome “Weavers” spending time weaving through the opening reception talking to new members, attendees, who appear uncomfortable, assisting vendor coordinator in the exhibits, etc.

Make hotel room reservations early.

Register early.

Purchase meal tickets.

Helping to secure sponsors and ads.

Members-at-Large (Linda Keulen, Janice Kowemy, Kat Gullahorn)

Linda Keulen (Advocacy for School Libraries Special Interest Group (ASL-SIG) and NMLA Mini-Conference)

ASL-SIG: The ASL-SIG has been very busy advocating for school libraries. School librarians presented multiple workshops at the Mini Conference in Carlsbad, one of which resulted in a request from a Ruidoso Public librarian who was interested in sharing the information with the school librarians in her area. Feedback indicates the Roundtables are most helpful because they address a broad variety of timely topics in a condensed amount of time. In November, the SIG supported the New Mexico Task Force for School Libraries November presentation to the Legislative Education Study Committee. They were able to talk to them about libraries for an entire hour, and had both a recording of a student and an in-person Santa Fe student, which the Task Force loved. It definitely sparked a conversation about the importance of school libraries, and libraries in general. For the annual conference, the ASL-SIG is sponsoring the youth luncheon, in conjunction with Alamosa Books. The author is an Albuquerque author, Caroline Rose Starr, who will talk about her recent historical fiction verse novel, May B. This summer, the SIG is sponsoring, for the second year, a joint workshop for Young Adult Literature and the Common Core with NM Council of Teachers of English. A representative group from the ASL-SIG sent a letter to the Annual Conference organizers expressing their concern about the number of sessions geared to school librarians. Historically, school librarians have comprised either the highest or second highest number of attendees and they feel that the sessions do not adequately address the interests of school librarians. Nationwide implementation of Common Core Standards is high on school librarian radar but the proposal for that session was declined. Previous feedback indicates the ASL-SIG Roundtables are one of the most valuable sessions to school librarians but that proposal was first declined, and then reinstated with a shorter timeframe. The SIG is concerned that the lack of sessions for school librarians may adversely affect attendance at the Annual Conference.

Tina mentioned that there are probably many items within the procedural handbook that will need to be looked at, addressed, and updated, as necessary.

Mini-conference: Kat Gullahorn, Janice Kowemy and Linda Keulen met after the mini-conference to debrief and review the Survey Monkey feedback results, which have been posted on the NMLA website. The “playbook” and a flash drive with all documents and notes have been given to Kat for the next mini.

Janice Kowemy (NAL-SIG, Legislation Committee)

NALSIG: Dinner, meeting, fund raising, change of meeting time/day. Gearing up for Tribal Libraries and Museums Conference. Working with NM State Library on interviewing and hiring of a Tribal Libraries Coordinator. Their next meeting at UNM, hosted by INLP – February 15.

Legislation: Table at Library Legislative Day. Thanks to NMCAL for helping out. Books for Babies bag from Pat Hoddapp (Santa Fe Public Library). Great turn out overall. Table was also a success.

Kat Gullahorn (Resource Sharing, Academic, Battle of the Books)

Resource Sharing SIG: No action this quarter.

Technology SIG: Working with NMISTE on NM Educator's Conference.

Academic SIG: No action this quarter, some conversation about increasing academic presence in the conference programming.

Battle of the Books SIG: Events for 2013 are well underway. WNMU is promising a big to-do over our kiddos. See website for details

<http://www.newmexicobookbattle.com/>. 'State Battle' & 'ABQ Battle' sat down together at the table in January. We shared history of the rift, began exploring how to either embrace or reverse the drift, and looked forward to next year planning more collaboratively. We have meetings scheduled before annual con to continue syncing our efforts back toward one large effort.

ALA/APA Councilor (Paulita Aguilar)

- ALA Midwinter 2013 in Seattle, WA, January 25 - January 29 Attended and participated in all Council meetings as well as related meetings (Chapter Relations, Council Forums, President's Forum). I will submit a Midwinter report to the Board by the end of February.
- Not much activity since my last report on October 23, but I do continue to forward information received from ALA lists to our membership list. Occasionally I receive questions from our membership about ALA activities and I respond directly to the member.
- "What does your ALA Councilor do?" program at the October Mini-conference was well attended. John Sandstrom, NMSU librarian, ALA Councilor at Large also gave his input on his councilor experiences.

Contract Administrator (Lorie Christian)

With getting ready to wind-down my position with NMLA, I have been working on ways to make accessible to everyone on the Board various database, directory, etc., that I have had custody of since 2005.

In this regard, Robyn Gleasner is the "super admin" of the www.NMLA.org website hosted by Bluehost.com and is also the "super admin" of the google apps NMLA site. The Google site was selected because of the variety of applications available, the ability to create, share and store documents online without the need for anyone to obtain new software. The best news of all is, because NMLA is a non-profit (we have provided all the asked for documentation to Google) this whole service is free and available to an unlimited number of people to have "accounts" at google.com/a/nmla.org.

All 2013 conference-related documents have been turned over to Melanie Templet and, as I get Exhibitor documents, these are forwarded to her via e-mail. Today I am passing

on the actual documents that I have acquired since the last disbursement to Melanie. The registration list is online and updated as new registrations come in.

In the past, there have been exhibitors and attendees who cannot attend and notify us prior to the conference and refunds are issued. As of the week of the conference, unless it is an unusual circumstance, refunds are not longer.

I will not renew my contract with NMLA after the current contract expires. In this regard, NMLA needs to decide how the mail and bookkeeping will be handled in the future. It is HIGHLY recommended that two people have this responsibility and one of those people be independently bonded/insured for the amount of \$50,000 to be sure NMLA is covered if there are any questions of indiscretions or embezzlement. Currently, the Treasurer (the Secretary should be added to this coverage as well, as the Secretary is the 2nd signer on the accounts) is covered by a bond paid for by NMLA and the bond I pay for personally.

As soon as the new Treasurer is determined, I will work to transition the accounting responsibilities to them.

The hardest task to split will be the membership duties. The current process is:

Membership renewals for are sent out the last week of the month. Letters are sent to members whose membership will expire at the end of the month and a "reminder" letter to those whose membership expired two months ago (i.e. letters sent in the last week of February will be mailed to those ending in March as well as those whose membership ended in January and did not renew). I have been sending the current renewals via e-mail or fax (if given) and mailing the reminder renewals. I have noted that since I've started this system since June, there is a higher renewal rate for those whose membership has lapsed. People seem to not pay attention to the e-mail renewal letters.

When memberships come in via mail, fax or online, the following process currently occurs:

1. I put the information in QuickBooks as needed.
2. I prepare a membership card and renewal letter packet to be mailed (I do this in quantities of 8 as that is how many cards are on a single page).
3. I update their information in the following:

A. Act! database: A single license software database that is great for this application but is not reasonable for a non-profit that would need more than one license. TechSoup has access to discounted licenses, but only one single-user license is available to purchase annually. Otherwise, it would be quite expensive for NMLA to work with.

B. Google Mail Contacts in the Contact@nmla.org account. I am working on making sure that all information I have in Act! will be in this area. The Mail Contacts can be exported to create membership directories, SIG lists, etc.

C. Bluehost.com NMLA.org “Members Only” password section.

D. List-serve hosted by NMSU unless they have requested to be omitted from this. Robyn is working on learning this as “unsubscribe” requests come to her. Jose Aranda at NMSU DACC is the list-serve owner.

On the 1st of each month -- or as soon after as possible -- I go through the list-serve and remove any people who have not renewed their membership. List-serve access is one of the few entitlements to NMLA Members in good standing.

Depending on the time of the year, this process can take anywhere from 10 minutes to hours. I usually do the membership updates prior to any conference registration processing to make sure that people are registering at the correct rate.

This process is hard to divide between people, but, during conference times, it is also very time consuming.

Another important concern to address is who will be taking over the NMLA fax and cell phone. The cell phone, itself, belongs to NMLA. The fax number and MagicJack connector (I purchased this service for 2 years and will donate it to NMLA -- saves quite a bit telephone charges) belongs to NMLA, the fax machine is mine and I am not donating it.

All Contract Administrator duties need to be assigned and put in the Procedures Manual before June 30, 2013 when my position is terminated.

Since I will be serving as Archivist for the next year or so, I will be available to answer questions as well as I can via e-mail.

As soon as my surgery is done and healing progressing well, I will be looking for a job. I do not expect to be attending the April or June board meetings if I become an employee.

As of the end of my work with NMLA, I will be terminating my personal business. As soon as the accounting and receivables have been handed off to someone, I will be terminating my insurance bond as I cannot afford to continue that expense.

NOTE: Many of the items I have taken care of in the past have been paid for out of my own pocket. After looking at the reports submitted to the bankruptcy court, I was spending approximately \$2,000/year on NMLA-related expenses. Unless someone else is able to take these expenses on, NMLA should build them into the 2013-14 budget.

It has been enjoyable serving at the pleasure of the Board as a contractor and meeting such wonderful people across the State.

Representative Reports

AASL (Allison Almquist, Rachel Altobelli)

We were able to renew our affiliation with AASL in January. The renewal process happens about every two years. It took several months to meet the AASL requirements for affiliation during the renewal process. Rachel Altobelli has agreed to be the second liaison to AASL. NMLA is allowed two representatives. This is the first time that NMLA has had two representatives. It is an achievement to have two voting members representing NM school librarians at AASL.

NMLF (Carol Hoover)

Not present. No report submitted.

MPLA (LeAnne Weller)

Requests/Actions needed: Please send me news/stories/PR relating to New Mexico libraries and librarians that I can send to MPLA for the Newsletter.

Information points: **MPLA Leadership Institute** ~ The 2013 Leadership Institute will be held May 4 – 9, 2014, at the YMCA of the Rockies in beautiful Estes Park, Colorado. The Institute will again be facilitated by Maureen Sullivan. MPLA is advertising for a coordinator (<http://mpla.us/jobline/mpla-li.pdf>).

New Mexico State Library (Devon Skeelee)

Not present. No report submitted.

Newsletter Editor (Robyn Gleasner)

Unable to attend. No report.

Committee Reports

Archives (Lorie Christian)

The archives are currently housed in four (4) filing cabinets located at the New Mexico State Library, Copy Room 1022. As requested by Joy Poole, Deputy State Librarian, I am working on going through the files and getting them down to the original two (2) filing cabinets provided and owned by NMLA.

As I come across files that were about individual libraries, I have been mailing the content to the applicable library, as previously guided by the Board.

I am working on an index to the archives. While I am present at the State Library, I have been making a list of the files and then I upload the information to the NMLA.org website so that this information is available to all who are interested in “what is in the archives” and how to easily find something if necessary.

Most items, such as conference programs, minutes, *Newsletters*, etc., are also being scanned and put on the website for easy searching and information.

The Archives Index is located at www.NMLA.org/archives-index/ as a PDF file.

In connection with updating the timeline located on the www.NMLA.org website, I’ve been giving Robyn Gleasner dates of historical import as I come across information. The website also provides “histories” as found in the archives. Some of these histories contradict each other.

This is an on-going project and, as I have questions about information to keep, I will continue to ask the Board for guidance.

Awards Chair (Linda Keulen)

I have nominations for Leadership and Community Awards plus an unofficial award for Mary Phillips, our ultimate volunteer who has donated countless hours at the registration table. No Legislation nomination was made, but we plan to give Kiki Saavedra his award from last year, since he wasn’t able to attend the Las Cruces conference. As soon as the Board approves the awards, I will order the plates from Sherry Aragon. Norice is in touch with NMCAL, who may have an award. The Board doesn’t have to approve it, but the information needs to go into the program.

Follett has increased their school library award from 1 to 2 and the ASL-SIG should have an announcement within a few days.

There may be scholarships awarded, but I haven’t heard any specific names.

Specific details about the Awards Ceremony are still being crafted.

School library awards: Follett will now do two awards rather than one. Hector Morales offered to pay for the two additional dinner tickets. NMLA had agreed to pay for the first two tickets.

Bylaws Chair (Marian Royal-Vigil)

The Bylaws Committee has drafted several proposed changes to the NMLA bylaws. The changes also exist in a Google Docs file at:

<https://docs.google.com/document/d/1XyY1mzkKPQRreghnaE2fWvJjSPD0hsmsWCeKnc9vpVk/edit?usp=sharing>

Awards Committee will look into any changes wanted or necessary for the Legislative Award – maybe Legislative Friend (?).

Conference Site Co-Chairs (Lynette Schurdevin, John Sandstrom)

Fall 2013: recommend New Mexico State Library (October 16-18). Committee will work to finalize info to get to the board via email for a vote by March 1 for inclusion in the Conference program. Spring 2014: looking at places. Janice will double check with Laguna about meeting rooms.

Education Chair (Kevin Comerford)

Scholarship Programs Status

Marion Dorroh Scholarship Program

The Marion Dorroh Scholarship budget is \$2000.00, of which \$0 has been awarded. The committee received 8 Dorroh applications and is currently reviewing them. We should have the winner(s) selected by Monday, February 11, 2013

College Scholarship Program

The College Scholarship program was not funded this year

Continuing Education Grant Program

Current CE budget is \$600.00, of which \$0 has been awarded. The committee just received 2 new CE applications for \$200 each, which it is currently reviewing.

Intellectual Freedom Co-Chairs (Drs. Felipe de Ortego y Gasca & Gilda Baeza Ortego)

Not present. None submitted.

Legislation Co-Chairs (Joseph Sabatini & Cynthia Shetter)

The Committee put together a Legislative Day presentation today. We were able to staff a rotunda table to provide information about statewide library resources. Tina Glatz contacted new Senator William Soules to do introductions of the library delegation, as Senator Feldman had retired. There are very few bills or capital outlay requests pertaining to libraries in the 2013 Legislature. Developments are being reported in occasional legislative bulletins. The ASL-SIG made a presentation to the Legislative Education Study Committee on November 14 in support of funding the School Libraries Materials Act, which was favorably received. Chairman Rick Miera inquired about what could be done to remedy the situation. Rachel Altobelli and Omar Durant prepared a letter from the New Mexico Task Force on School Libraries to Rep. Miera asking for his support for restoring an appropriation, which was sent on January 17. The Committee and the Bonds for Libraries SIG met on December 18 to celebrate the Bond Issue victory and to plan for Legislative Day 2013. Larry Horan has once again been hired to be the NMLA Legislative Advocate. NMLA will not be able to support sending anyone to ALA's National Library Legislative Day, May 7-8, 2013. We were unsuccessful in getting any nominations for the Legislator of the Year award.

Membership Chair (Tammy Powers)

NMLA Membership Statistics - The committee is grateful to Lorie Christian, NMLA office administrator, for her tireless efforts in organizing information for NMLA and this committee. February updates will be added to NMLA documents available online.

Categories	April 2012	October 2012
Total	525	525
Academic	96	93
Public	155	147
School	98	100
Special	29	26
Retired	65	62
Student	32	38
Commercial	5	6
Institution	17	19
Honorary life members	17	18
Sustaining	17	16

Other committee activities:

The committee has been following up on membership benefits; ideas have included:

Rewards programs - Capstone

Dues structures

Future objectives include:

- More information available in the NMLA newsletter
- Academic SIG program track at conferences
- Updating membership information in lieu of administrative system

The membership committee looks forward to finding new membership benefits for all and having a great spring conference in Albuquerque.

Nominations & Elections Chair (Mary Alice Tsosie)

- The list of candidates was sent to the NMLA Board.
- The list of candidates with bios was sent to NMLA membership.
- List of candidates and their bios were printed in the NMLA newsletter.
- Forms for submitting petitions for self or colleague nominations were also sent to members.
- None were received.
- February 1, 2013, 460 ballots with names of candidates, their biographical information, a return addressed envelope and instructions were mailed out to NMLA Membership.
- There will be a meeting of the N & E Committee to count the ballots in March 2012.
- Candidates will be informed of the outcome of the election.
- NMLA President, Board and membership will be informed. Election results will be announced at Annual Conference.

- Announcement will also be in the post-conference NMLA newsletter.
- Two names were emailed on February 6, 2013 to Tina Glatz, president of NMLA, for consideration to fulfill the current one year vacancy of the Member-at-Large position.

Program Co-Chairs (Janice Kowemy, Cassandra Osterloh)

The program committee has finalized the program for the 2013 annual conference. They have notified all people of their proposals' acceptances or denials. The next step is to create the printed program.

Public Relations Chair (Melanie Templet)

No report submitted.

Old Business

Change in Bylaws for Conference Schedule – addressed in Bylaws Committee section

New Business

Awards Approval - Linda Keulen

Amigo Award: 1 nomination – Sandy Crawford (70 year old volunteer at Tularosa Public Library)

Leadership Award: 1 nomination – Heather Dahl (Eldorado High School in Albuquerque nominated by the ASL-SIG)

Kat moved to accept the Amigo and Leadership awards. Seconded by Norice. Passed unanimously.

NMCAL: Dennis Davies-Wilson (Librarian of the Year) – Val Nye will work with whomever to get everything set

NM Association of Museums would like us to consider us doing something together – perhaps fall 2014 (Mary Ellen Pellington). Spring 2014 (Laguna – Our Heritage). NM Coalition of Literacy – Kat Gullahorn – collaboration possibilities?

Member at Large Vacancy

- Vacancy by Mary Tutschavers (Hobbs), who has left the state and board. Names submitted from the Nominations & Elections Committee for the Board's consideration – Tamara Sandia, Melanie Templet.
- Tina Glatz appointed Tamara Sandia and was approved by the Board.

Follow up on membership advantages – Tammy Welch

Membership had found information regarding the Capstone book rewards program; here are a few more details:

Program is free.

Becoming an initial member gains you \$50 in free product.

Each point is worth \$.01 toward future books. Each hardcover title purchased gives you 75 points.

So, with a purchase example of a \$500 order, it also depends on how many titles it includes. If the average cost of a title is \$17, that's about 2,175 points, or about \$21.75 in free products.

- The average order earns 3,750 points (about two extra books per order)
- And, by being a member, there are other opportunities to earn points outside of book orders (attending webinars, taking surveys, meeting with their direct rep)
- Also worth mentioning is historically our spring promotion gives away bonus points on top of regular points for qualifying orders.
- Just a few more points before we decide if this is an option we want to offer for members.