

Meeting Minutes

Western Council of State Libraries

November 1, 2013 Savannah, GA

Members Present:

| | | | |
|----|------------------|----|--------------------|
| AK | Linda Thibodeau | MT | Jennie Stapp |
| AR | Carolyn Ashcroft | NE | Rod Wagner |
| AZ | Joan Clark | NM | Devon Skeelee |
| CO | Eugene Hainer | OK | Susan McVey |
| HI | Richard Burns | OR | MaryKay Dahlgreen |
| IA | Mary Wegner | SD | Daria Bossman |
| ID | Ann Joslin | UT | Donna Jones Morris |
| KS | Jo Budler | WA | Rand Simmons |
| MO | Barbara Reading | WY | Lesley Boughton |

Meeting convened at 9:10 A.M.

- Introduction of Barbara Reading (Missouri)
- Gene Hainer, President; Rand Simmons, Vice-President; Ann Joslin, Past President; Jo Budler, Treasurer; Devon Skeelee, Secretary

Agenda was approved with the following addition:

Discussion of the Edge initiative

Motion: Devon Skeelee

Second: Rand Simmons

Minutes of the Fall 2013 meeting were approved with the budget

Treasurer's report – Jo Budler, KS

A. Proposed Budget 2013-14

Discussion of the new format of the budget to make the information clearer; members indicated it was easier to understand

Keith Gaertner, Amigos, joined by conference call to answer questions about the statement he had prepared

One question: what would the impact be if the Professional Development Exchanges (PDEs) were made in increments of \$500 rather than \$1000 (in response to Devon's request for consideration PDEs in increments of \$500 rather than the current \$1000 to better match the amounts of reimbursement requests, such as \$1,200, that would require a second \$1000 exchange)

[later, Keith emailed back that the change would not have a significant impact, and could be accommodated by Amigos if the group decided to make that change]

Keith on the phone reviewed the Statement of Activities

Confirmed that for this meeting:

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- the airfare and one night lodging would be covered (up to two nights lodging if need to stay Nov 1.
- any expenses that occur for the traveler after the COSLA meeting could be requested as a Westco reimbursement)
- Room should have been paid for – no bill for travelers

Motion: Susan McVey moved to approve the minutes and treasurer's report and the budget

Second: Anne Joslin

Passed

B. Professional Development Exchanges (PDEs)

A group will be convened to look at some alternatives of the PDE question of increments:

Gene Hainer, Jo Budler, Rand Simmons, Devon Skeele

If the increment is changed, PDE reports will be changed to reflect one exchange is \$500

Also, discussion that libraries can choose to leave funds in the accounts in order to support and build up the Westco budget (would require an authorized transfer from the PDE account)

Discussion of purchasing midyear; clarification that exchanges purchased midyear would still consistently expire on the appropriate June 30 date, as though they were purchased at the time of the membership renewal.

PDE reports have been reformatted. Members commented that the new reports were easier to understand, although the process is still complicated. Members expressed agreement that the new format was positive, and that having the name of the payee for the reimbursement was helpful.

If an approved PDE needs to be canceled, contact Jo Budler so she can work with Keith; it is also acceptable to talk to Keith directly

Reimbursement requests should be submitted within 30 days, especially at the end of fiscal year

Procedure for reimbursement – reimbursement form is on the Westco.org site; to calculate the per diem rate for meals, use the federal CONUS rate for the Savannah; airfare is not covered by COLSA, but is covered by Westco

Westco@Amigos.org – Because four of the Amigos staff members use this email address, it is preferred, and responses will be quicker. Gene and Jo are also included; we can work with Keith directly, but we need to keep Jo in the loop, as Treasurer

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If Jo hasn't replied within 24-48 hours to PDE requests sent via the web form, please contact her again to her alternative email: Jo.Budler@gmail.com

President's report – Gene Hainer

Acknowledging Mary Wegner and her contributions

Library Development proposal – for Western Council libraries only

\$25,000 designated as a cap for Westco support

Moved it to spring – Denver (not in conjunction with PLA)

Planning committee is voting on dates, etc.

New business

- Westco Spring Meeting, 2014 – Sacramento, CA is the next site, June 2-3 was selected as it had been the first choice in the doodle poll
 - June 2-3 (Monday and Tuesday)
 - fly in on Sunday
 - CE on one day and the meeting on the other
 - fly out on June 3

Rooms for Sun and Mon will be paid for by Westco; a third night would be covered if flights out were not available

Goal is to wrap of the meeting by 3 pm on June 3

Gene will notify Gerry Maginnity (CA) of the decision

Discussion

CE for Westco members

Rand described a project done in Washington State, "Hard Times Issues"

Job searching and Job application, also, egovt help for mortgage assistance

Project is now called "Renew Washington"

Peer Learning

Nancy White (Seattle) great facilitator who has consulting business

Spoke to LSTA advisory council

Online teaching about peer learning

Could train us on peer learning

\$7,000 is our target amount, including travel

Another idea submitted by Daphne on mediation training using Interaction Associates (San Francisco)

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Excellent but pricey

Several members have used them and reported the training to be excellent

Several members agreed to contribute a PDE, or pay a registration fee, to help pay for an excellent training

Rand will approach IA to do a one-day training Collaborate to Innovate

He will try to negotiate affordable price or look at Nancy White possibility

InfoPeople group was also mentioned as a very good alternative

Edge – group felt that **data** should be free – State libraries should be given access and be able to manipulate it

There will be a cost after the soft launch and initial 800 randomly selected libraries – it might be \$100,000 for a state library

Many questions about pricing and timing. Is access to the assessment itself free?

We understand that use of the Tools will be cost

Susan – CA, OK, TX were the western participants in the soft launch

The Round Table members got grants to do the project (including OK)

ULC applied to be the lead agency – they paid staff with their grant

Hired someone to do the business plan

PLA was to be on Round Table to develop the training

WebJunction was hired to do the assessment

State Libraries are slated to receive the outcome results of the individual libraries

Benchmarks were developed by OITP, ALA and Univ of WA

Currently, the soft launch libraries have been ranked, but not peer rated

OKs soft launch libraries under 10,000 pop. felt the investment was very helpful

Gates Foundation has underwritten everything up until now

Challenge will be to sustain in the future

Would never do some of the things in every branch

A new governing body will be developed

OK's time and staff time:

Day and a half training from Lyris, which has funding to train State Library staff (included 2 staff to travel to Atlanta and stay over)

Not a fulltime job for State Library (maybe 5%)

State Library will have the data about those who completed

SL can review the data and can help

What SHOULD states be doing? (Gene)

Depends on what we plan to do

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Can invite to conferences, buy in from Library Development staff, webinars

Could get an email and just pass it along

The cost is unknown – (\$100,000/state was one figure mentioned)

IMPACT survey – one purpose is to get data to let libraries score higher – it is a PATRON survey

How have you used access Internet?

How can the library help you more?

It will allow the libraries to say they have surveyed the patrons

Good data for libraries

Ann Joslin had her BTOP libraries mount the survey for their patrons

[Edge] launch will be in January

Benchmarks are available at the least

Ann Joslin – suggestion:

WESTCO president to send a letter to ULC (Jake Cowen and Susan Benton) and to be shared at the Roundtable: extensive conversation – high interest, but high concerns about timing and costs. Need info to make decisions

Roundtable to meet in December

Roundtable includes Gates Program Manager, Chris

Gene will write the letter to ULC

Gates has signed an agreement for support for some length of time; details unknown at this time

State updates

States shared various library and politics-related activities, successes, and challenges. Discussion that state reports are a useful way to know what is going on and the issues facing state libraries.

Meeting was adjourned at 3:00 PM.