

Fall 2011 Minutes
Western Council of State Libraries
October 27, 2011
Santa Fe, NM

Members present:

AK- Linda Thibodeau	AR – Carolyn Ashcraft
AZ – Janet Fisher	CA – Stacy Aldrich
CO – Gene Hainer	HI – Richard Burns
ID – Ann Joslin	KS – Jo Budler
MO – Margaret Conroy	MT-Jennie Stapp
ND – Hulen Bivins	NE – Rod Wagner
NM – Devon Steele	NV – Daphne DeLeon
OK – Susan McVey	OR – Jim Schepke
TX – Peggy Rudd	UT-Donna Morris
WA – Rand Simmons	WY – Lesley Boughton

Guest: Lamar Veatch, GA – COSLA President

President Ann Joslin, ID called the membership meeting to order at 8:30 AM.

Introductions were made and President Joslin welcomed Devon Steele, New Mexico Museum of Art; Jennie Stapp, Montana Digital Library Administrator and Lamar Veatch, COSLA President.

Members were reminded that travel reimbursements for the October 27, 2011 meeting should be calculated according to the adopted GSA rates and include:

1. Airfare including any baggage fees,
2. Hotel including any Internet and/or parking fees,
3. Per diem for meals not provided by Western Council, and
4. Ground transportation including airport parking and roundtrip mileage to airport.

Approval of Agenda – Ann Joslin, ID

Two discussion items were added to the Old Business section of the agenda – Internet Archives/ E-Books and the Digital Public Library of America (DPLA) project.

Motion to approve agenda as amended – Carolyn Ashcroft, AR

Second – Jo Budler, KS

Minutes of the Spring 2011 Meeting – Daphne DeLeon, NV

Attachment 1: Draft Minutes

Secretary DeLeon presented the draft minutes for review and approval. Two corrections were noted. For future meetings draft minutes and all other meeting materials will be submitted to the President and

Immediate Past-President for publication on the website. Members will be encouraged to print out meeting materials and bring to the meeting.

Motion to approve minutes as amended: Hulen Bivins, SD

Second: Stacey Aldrich, CA

Treasurer's Report – Gene Hainer, CO

Attachment 2: Handout A: Balance as of June 30, 2011

Handout B: Expenditures as of June 30, 2011

Handout C: Balance as of September 30, 2011

Handout D: Expenditures as of September 30, 2011

Treasurer Hainer reported that the finances of the organization were healthy. The need to correct a prior grant reporting resulted in a deficit for the Grants/Misc. category for the period ending September 30, 2011. Hainer noted that moving forward quarterly conference calls will be scheduled with Amigos to review the organization's finances. A reserve balance will be brought to the Spring 2012 meeting.

President's Report – Ann Joslin, ID

President Joslin reported that Amigos contract negotiations were completed. President Joslin, Treasurer Hainer and Peggy Rudd, Immediate Past-President met with Bonnie Jurgens, Amigos Executive Director during the 2011 ALA annual meeting to discuss the contract. The proposed annual contract amount of \$14,000 was reduced to \$12,100.

Old Business

A. Policies – Leslie Boughton, WY; Margaret Conroy, MO and Gene Hainer, CO

Attachment 3: Revised Policies and Procedures

The following policies were revised based on discussions at the Spring 2011 meeting.

1. Archives, Minutes and Records
2. Membership – the following language was removed: "...to be paid with annual fee and"
3. Fiscal
4. Travel Expenses - Members were reminded that GSA rates have been adopted at prior meeting and that receipts are required for lodging and ground transportation costs.

Motion to approve Policies 1-4 as amended– Jo Budler, KS

Second – Hulen Bivins, ND

5. Whistleblower – required by IRS 990 form

6. Conflict of Interest

Motion to approve policies as presented– Gene Hainer, CO

Second – Jo Budler, KS

B. Retention Schedule – Peggy Rudd, TX and Daphne DeLeon, NV

Attachment 4: Draft Records Retention Schedule

Draft records retention schedule was discussed and membership supported its adoption. It was noted that an appointment with the Amigos Office, Western Council's fiscal agent should be made to coordinate the implementation of the records retention schedule. Question was posed regarding records that have been held by past officers. It was recommended that these records

be sent to the Nevada State Library and Archives for review by Secretary DeLeon. The archives of the organization are on deposit at the Nevada State Library and Archives. A listing of organizational records received by the Nevada State Library and Archives will be presented to the membership at the 2012 Spring meeting. Any information and/or forms by the registered agent (Daphne DeLeon, NV) should be forwarded to the Amigos Office and copies distributed to the officers.

C. Professional Development Exchange (staff exchanges) Procedures – Gene Hainer, CO

Attachment 5: Staff Exchange Deposits as of September 30, 2011

Members noted and thanked Treasurer Hainer for his timely responses to requests. In response to a question regarding how often staff exchange balances will be updated Treasurer Hainer stated his intent to explore “automating” the documentation of used staff exchanges to provide an online real-time balance to members via the website. President Joslin urged members to follow-up directly with Hainer after the meeting with any additional questions.

D. Library Development Chiefs Workshop – Margaret Conroy, MO

Attachment 5: Meeting Proposal

Committee proposes a 1-day meeting of Library development Chiefs immediately before the Mountains Plains Library Association meeting in Omaha, NE. Discussion revolved around: including all 50 states and providing travel support only to member states and adding an extra day. A consensus was reached to invite member states, add an extra day, provide committee with a \$40,000 + administrative fee budget and receive a report at the Spring 2012 meeting.

Motion: Carolyn Ashcraft, AR

Second: Donna Morris

Abstain: Hulen Bivins

E. IMLS Tribal Grant – Susan McVey, OK

Attachment 6: Final Evaluation

Final reporting requirements for the grant have been completed. Copies of the final evaluation were distributed to members prior to the meeting. Impact of project is evident in the creation of a Native American library, archives and museums group to continue to coordinate future meetings.

F. Digital Public Library of America – Peggy Rudd, TX

Not much to add to update provided at the COSLA business meeting. Rudd noted that she was interested in receiving feedback from members as they become more familiar with the DPLA. A question was posed regarding the DPLA’s response to COSLA’s request to remove “public” from the project title. While Rudd brought-up this concern at every opportunity there was no viable alternative. She also noted that this project has brought together representatives from the National Archives and Records Administration (NARA), Library of Congress (LOC) and the Smithsonian for the first time.

G. Internet Library Proposal/E-Books – Jim Scheppke, OR

Members had questions regarding the proposed MOU between Internet Archives and COSLA. This MOU was discussed at the COSLA business meeting. Discussion revolved around copyright and how the system would work. Relationship posed in the MOU would be that

public libraries be encouraged to send older works that are still copyrighted to Internet Archives to digitize. As long as the physical item is warehoused by the Internet Archives then circulating one copy of the work at a time does not violate copyright. The e-book version of the work would be available through Internet Archives' Open Library. Library that submits works is a member and is granted access to all e-books in the Open Library. The details of how the system would work are still being worked out. When the MOU is signed Stacey Aldrich, CA volunteered to post an e-book taskforce update on the COSLA NING site.

New Business

A. Spring 2012 Meeting

Since Mary Wegner, IA was unable to attend the meeting President Joslin presented this agenda item. Mary Wegner, IA is hosting the Spring 2012 meeting in Des Moines, IA. She will be distributing a poll to identify the best dates for the meeting. The meeting will be 2-days and will include a Continuing Education (CE) event and a business meeting. The CE Committee will be chaired by Vice-President Margaret Conroy, MO and include Stacey Aldrich, CA and Peggy Rudd, TX. Further discussion revolved around possible CE topics and presentation strategies. Cost for the CE event should not exceed \$7,000. Up to 4 nights lodging, airfare, ground transportation and meals will be paid for by Western Council.

B. Fall 2012 Meeting Location Dates – Ann Joslin, ID

Membership agreed to conduct the Fall 2012 meeting in Lexington, KY on October 18, 2012 immediately following the COSLA meeting. President Joslin will confirm travel logistics with COSLA and report back to membership at the Spring 2012 meeting. Linda Thibodeau, AK agreed to host the Spring 2013 meeting and will be distributing a poll to identify the best dates for this meeting.

C. Public Access Technology Benchmarks for Public Libraries – Peggy Rudd, TX

D. Framework for Digitally Inclusive Communities – Peggy Rudd, TX

Agenda items C and D were presented together. Concerns were expressed that public libraries would receive less attention than other community-based organizations (CBOs) as places for residents to access impactful information and programs through broadband and other programming. It was noted that public libraries should strive to create stronger images as "community spaces".

E. Comprehensive Review of Public Library Survey and State Library Agency Survey – Peggy Rudd

The following State Librarians serve on the library statistics committee: Jo Budler, KS; Wayne Onkst, KY; Hulen Bivins, ND; Howard Boksenbaum, RI; and Peggy Rudd, TX.. Discussion revolved around alternative surveying models (i.e. random sample), size of surveys, addition of downloadable and technology elements and coordination of this effort with other related initiatives.

F. Staff Exchange Highlight – Library Innovation Conference – Gene Hainer, CO

Members shared select training opportunities they were able to attend or send staff using staff exchanges. Training opportunities attended ranged from basic to specialized (i.e. Patent Training).

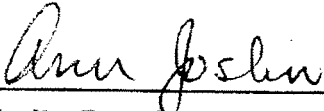
State Updates

President Joslin adjourned the membership meeting at 1:45PM

Executive committee met and moved to adopt the records retention scheduled as presented during the membership meeting.

Motion - Margaret Conroy, MO

Second - Gene Hainer, CO



Ann Joslin, President

9/4/2012

Date



Daphne O. DeLeon, Secretary

09/04/2012

Date