

**South Dakota Library Association
Executive Board Meeting
July 8th, 2016 11:00am CST
South Dakota State Library, Pierre**

The meeting was called to order by President Kathy Wibbels at 11:05am.

Board Members and Committee Chairs present: Kathy Wibbels, Danielle De Jager-Loftus, Amber Wilde, Stephanie Brewer, Nita Gill, Elizabeth Fox, Brenda Hemmelman, Kelly Henkel, Daria Bossman, Tonya Olson, Maria Gruener

Members not present: Melissa Clark, Laura Allard

Others Present: Steven Buras, Erik Erickson

Changes/Additions to the agenda:

Kathy added Introductions and an Executive Session to the agenda.

Motion to accept the agenda with additions was made by Amber and seconded by Maria. The motion carried.

Introductions

Kathy asked the Board and others present to introduce themselves. Steven Buras is the new Assistant State Librarian. Erik Erickson, of Cutler Law Firm, is interested in becoming SDLA's lobbyist.

Consideration of minutes of the April 20th, 2016 meeting:

Motion to accept the minutes was made by Brenda and seconded by Tonya. The motion carried.

Report of Executive/Treasurer, Stephanie Brewer:

Stephanie reported membership is little bit lower compared to last year. Funds are steady. She has updated QuickBooks. She reported there are 15 registrants for Branch Out. Stephanie finished the documents for auditing and federal taxes. She created an online registration for SDLA annual awards and grants.

A motion to accept the EST report was made by Amber and seconded by Danielle. The motion carried.

Report of President, Kathy Wibbels:

Kathy said she has a lot to report about the conference in Continuing Business.

Report of Past President, Amber Wilde:

Amber has a document of Procedures edits for the Board to look at. She also has evaluations for the Executive Secretary and Book Marks Editor positions.

Report of Standing Committees**Auditing:**

Kathy reported the auditors are happy with bookkeeping. Everything is up-to-date. They had a few recommendations. They suggested two signatures instead of affidavits. Board decided they are fine with the affidavit. They also suggested documenting when using Visa vs Mastercard. Lastly, they suggested putting money for the Raney Fund in more quickly. Stephanie said as soon as there is at least \$50 for the Raney Fund, she will put those funds in the endowment. A motion to accept the Audit Report was made by Amber and seconded by Brenda. The motion carried.

Social Media:

Tonya reported she has set up the SDLA Twitter account. Dana Schmidt is working with her. She is tweeting, re-tweeting, and plans to boost membership at the SDLA Conference. Stephanie and Kelly are posting to the SDLA Facebook page. Stephanie reported an increase in page likes since they have become more active in posting to the page. They also re-post what other libraries are posting.

Report of Sections**Academic/Health/Special Libraries, Melissa Clark:**

Kathy reported that Lyndsay Marlow left the state, so is no longer Chair. Melissa Clark is now Chair. Melissa reported through email that she is working on the Poster Session. The winner of the Poster Session will receive a \$50 Amazon gift card.

School/Library Media, Laura Allard:

Laura sent an e-mail to Kathy stating that this section will soon vote on three options for certification requirements for school librarians as these are being rewritten by the state.

The State Library and SDLA school section will have their Annual Summit on July 21 in Pierre, 10-1 p.m.

Laura is donating a copy of each of the middle and high school YARP selections for a raffle at the conference.

Public/Trustee, Maria Gruener:

Maria is still working on the dessert reception for Conference. After summer reading, she will devote more time to conference planning.

Support Staff, Tonya Olson:

Tonya reported that Branch Out is August 11th. They currently have 20 people registered. They have a keynote and 7 sessions planned.

Report of ALA Councilor, Elizabeth Fox:

Elizabeth reported she went to the ALA Conference in June. She said ALA is pushing marketing and their advocacy campaign (Libraries Transform). She said she would like to do a Table Talk at SDLA Conference on this campaign. She will make badges and handouts for the ALA exhibit table. She would like SDLA to join in this national message.

A motion that SDLA support and sign up for the Libraries Transform campaign and support South Dakota libraries adopting this campaign was made by Elizabeth and seconded by Amber. The motion carried.

Elizabeth also reported that there was a lot of contention at the ALA meetings, with focus on inclusivity. Motions were pushed to the Midwinter conference.

Report of MPLA Representative, Brenda Hemmelman:

Brenda reported the MPLA Board had a videoconference call meeting on June 20th. They chose Sage for a pared down strategic plan. They used focus groups in their first meeting and looked at their strengths (Leadership Institute and networking) and weaknesses (marketing, awareness of MPLA, and engaging the membership). The next MPLA conference is in Colorado, October 20-22. There were 155 program proposals which 93 were accepted. Their Executive Secretary, Judy Zelenski, asked for suggestions to promote their King Sooper Card program and the Amazon Smile program. The board formed a committee to explore venue options for the Library Institute.

Report of Book Marks Editor, Kelly Henkel:

Kelly reported she is currently working on the next Book Marks issue. She is also making the conference mailer and conference booklet. She is learning photoshop.

Report of Federal Relations Coordinator, Daria Bossman:

Daria reported the State Library Board met July 7th. SD Share-It launched July 1st. She said they have not reached the 100 available licenses yet, so will be promoting this service. Twelve other states use the Autographics system. Daria stated that Joan Upell is leaving the State Library and she did an outstanding job. They interviewed for her position, School Library Coordinator, and are ready to offer to a candidate. They have a summer intern, Mona Smith, who is working on digitization. Steven Buras, the new Assistant State Librarian, started in May. Dorothy Liegle leaves at the end of July.

Daria asked the board to please contact Congress to encourage them to vote to keep LTSA dollars.

Continuing Business**Procedures:**

Amber went through the suggested procedure changes. A motion to make procedure changes as outlined was made by Amber and seconded by Danielle. The motion carried.

A motion to add reviewing procedures to Past President's duties was made by Amber and seconded by Elizabeth.

MPLA Leadership Institute:

Kathy stated they are waiting for Anna to turn in her report for reimbursement. Maria Gruener gave copies of her report to the Board.

Branch Out:

Tonya stated she and Evan Washechek are contacting businesses to get prizes.

2016 Conference:

Local arrangements committee – Maria reported the dessert reception will be at the Redlin Art Center. She is working on setting up the food for the breaks. Kathy asked about getting licenses to do the raffle. Stephanie has the license from the Secretary of State. Maria said she will work on getting one from the City of Watertown. Maria said they will start making signs next month.

New membership breakfast – Kathy said the breakfast will be on Thursday morning in a separate room. Each Section chair, including ALA and MPLA Representatives, and President Elect will talk for three minutes.

Nominations – Kathy stated elections are coming up. The deadline for the SDLA Annual Awards is August 12th.

Table tent topics – Kathy passed around a list of topics and asked board members to put their name next to a topic they would be willing to host.

Kathy stated the Poster Session will be in the same room as the banquet.

2018 Conference:

Kathy signed the contracts for holding the Conference at the Denny Sanford Convention Center.

Logo:

The Board looked at the options and narrowed it down to one with some changes. Kathy suggested SDLA vote on the logo at the Conference.

Conference calls:

We are currently using a service called Conference Group. Stephanie asked if the board was content with this service. The Board said yes.

2017 vendor/ad changes task force:

Kathy said the task force (Amber, Danielle, and Kathy) will meet after the Conference. She asked Stephanie and Kelly to join the task force.

New Business

SDLA listserv:

USD hosts the SDLA listserv. There are 133 members. Stephanie stated there are 412 active members on the website. She asked if we want to keep using the listserv. She suggested people can send her things to be sent out through bulk email to the SDLA membership. The Board agreed to end the listserv. Stephanie will send out one more email to the listserv stating it is ending and how to send future correspondents to SDLA members.

Investments:

Stephanie said we currently keep two months' worth of spending in checking. We currently have \$21,000 in savings and \$11,000 from the Raney Fund we could use. She asked if the Board wants to put some funds in somewhere for a return. Elizabeth suggested putting it in a longer turn fund or storage. Kathy suggested a task force created to make recommendations at the Conference SDLA meeting. Elizabeth also suggested changing banks now that the treasurer

position doesn't change and a lot is done online. Amber suggested and it was agreed that the finance committee do the task of making recommendations.

National Legislative Day:

Danielle took part in the virtual conference of the 42nd annual National Library Legislative Day, May 2nd & 3rd. Rush Holt was the keynote. Discussion included all politics are local and librarians need to have stories to get information across to their representatives. Danielle mentioned the Harry Potter Alliance, which advocates to 13-22 year olds. Briefs included Dr. Hayden Librarian of Congress confirmation, LSTA funding, privacy and FISA, and copyright.

SDLA Lobbyist:

Eric Erickson talked about what he would do as SDLA's lobbyist. He would keep track of what legislative bills would interest SDLA. He would be in Pierre during legislative session and provide weekly updates. Mr. Erickson said he would be active on Legislative Day and help us educate legislators. He really likes ALA's Libraries Transform campaign. He said it could be a powerful message.

Executive Session:

A motion to go into executive session to discuss the lobbyist and evaluate the Executive Secretary and Book Marks Editor was made by Amber and seconded by Brenda. The motion carried.

A motion to leave executive session was made by Brenda and seconded by Elizabeth.

A motion to accept the Executive Secretary and Book Marks Editor's evaluations was made by Amber and seconded by Tonya. The motion carried.

A motion to renegotiate the Book Marks Editor contract to include webmaster duties with a change and increase of pay to \$300 per month was made by Amber and seconded by Elizabeth. The motion carried.

Kelly suggested the contract include feedback on her changes and updates to the website. Kathy and Kelly will renegotiate the contract.

A motion to accept Eric Erickson from Cutler Law Firm for \$9,000 + sales tax + lobbyist fee was made by Amber and seconded by Maria. The motion carried.

Rezone Legislative Area Map:

Kathy stated Mr. Erickson would help us with rezoning. She would like the zone areas to match districting with state legislators. Stephanie Bents could help with this too.

2017 Budget:

Danielle put together the 2017 budget with spreadsheet help from Stephanie. After discussion, edits to the budget included removing the Conference Gifts (\$500) line, adding \$1500 to the Editor line, adding \$5760 to the Lobbyist line, and adding \$200 to the School line. Stephanie also suggested combining the Conference Registration via Credit Card and Conference Registration lines in Income. A motion to accept the 2017 Budget with the approved edits was made by Danielle and seconded by Elizabeth. The motion carried.

Next Meeting

The next meeting is September 28th at 6pm in Watertown.

A motion to adjourn the meeting at 2:05pm was made by Tonya and seconded by Amber.