

Nevada Library Association
Board of Trustees Meeting
January 16, 2007
Clayton Middle School Library, Reno, Nevada

Voting Members Present: Debbie Jacobs, President; Denise Gerdes, President-Elect; Kim Clanton-Green, Immediate Past President; Tammy Giesecking, Executive Secretary; Susan D. Williams, Treasurer; Mona Reno, chair, Northwest District; Sufa Anderson, chair, Southern District

Voting Members Absent: Chele Batchelor, chair, NCRL; Karen Egger, chair, NSCLS; Kathy Pennell, chair, PLATO; Patrick Dunn, chair, Northeast District.

Non-Voting/Advisory and other members present: Michelle Mazzanti, Finance Officer; Eva Stowers, chair, Intellectual Freedom; Joanne Ross, outgoing Treasurer; Arthur Cabrales, ALA Delegate; Janet Mastalir, MPLA Representative; Dana Hines, chair, 2007 NLA Conference Committee; Phyllis Sargent, chair, Exhibits, 2007 NLA Conference Committee; Joyce M. Cox, chair, Membership Committee; Karen Starr, chair, Planning Committee; Anne Aas, AASL, Ian Campbell, NLA archivist; Holly Van Valkenburgh, chair, Publications Committee; Beth Heggness, chair, NYRA; Ann Jarrell, Recording Secretary.

(Sign in sheet attached)

1. Call to Order

President Debbie Jacobs called the meeting to order at 9 am.

2/3 Welcome and Introductions

Debbie Jacobs welcomed everyone to the meeting asked each person to introduce themselves. She also explained that all attendees will have a tent sign with their name on it. The signs assist the Recording Secretary.

4. Approval of the Agenda

Mona Reno moved to accept the amended agenda (as e-mailed to members just prior to the meeting) Susan Williams seconded; approved.

5. Approval of Minutes, August 18, 2006 meeting

Beth Haggness attended meeting, but should be listed as 2007 chair of NYRA.

Sufa Anderson, moved to accept the minutes as amended; Susan Williams seconded; passed.

6. Treasurers Report

Joanne Ross, outgoing Treasurer, provided the Board with the bank reconciliation report, the profit and loss statement which combines both the operating and conference accounts into one statement, and the Nevada License Plate Report which we are required to provide to the State of Nevada. She noted that registration for the conference is included under the operating budget line for on-line activities and the conference report includes a line for checks received. (Reports attached)

Ian Campbell asked for a round of applause for Joanne's work as treasurer.

7. Elections

Tammy Giesecking, NLA Executive Secretary, reported the results of the election of officers. All nominees ran unopposed. Debbie asked if we have the number who voted. Kim Clanton-Green stated that she may be able to obtain the numbers and added that there seems to be a problem with getting members to run for office. Discussion followed. Debbie reported that new officers are now listed on the association's webpage. She also reported that she still has not filled the Publicity Committee completely. She would like members from school, public and academic libraries and would also like someone from each region. She noted the REAL is vacant. Discussion followed.

Kim Clanton-Green moved to accept the elections report. Mona Reno seconded; passed.

9. 2007 AASL Conference

Anne Aas, local arrangements chair for the upcoming AASL convention in Reno, reported to the Board that the American Association of School Librarians expects 5000 to attend its October 25-28, 2007, conference. The convention will be held at the Eldorado and Silver Legacy Casinos. Omar Waslow, author and founder of blackcaucus.com, will give the keynote speech. The conference theme is "The future begins with libraries". Exhibits only passes will be available. Anne asked that NLA members consider volunteering to assist, but volunteers will be asked to pay to attend the convention. She is working on arrangements for funds for more Nevada school libraries to attend. Janet Mastilar (check sp here) noted that MPLA has grants available.

OLD BUSINESS

10a. Membership

Joyce Cox provided background on the current process for membership in association. Under the current bylaws, membership is on a calendar year. Since Memberclicks is set up for a January to December membership year, persons who join toward the end of the year do not receive a full year's membership and the software does not provide a way to pro-rate membership. She provided a written recommendation from Joan Vaughan, NLA webmaster. Joan suggested that the Board consider changing membership from a calendar year to a 12 month membership dated from the day memberships dues are submitted because Memberclicks can be programmed to accept this. Debbie Jacobs explained how the Board proceeds in recommending a bylaws change to the members of the association and noted that NYRA already has a membership year that runs March to March. Joanne Ross explained that persons who were required to join the association as part of qualifying for a scholarship sometimes got only 2 months of membership, but paid for 12 months. She also noted that an active membership form on Memberclicks will cost the association \$50 per month and the Board may wish to consider including this fee as part of the dues, since a separate fee might discourage people from joining. She also commented that student memberships are close to a wash in terms of fees. Joyce Cox explained how she manually enters a new membership into Memberclicks. Discussion followed.

Debbie Jacobs moved "to propose to the membership a change in the bylaws from calendar year to 12 month membership based on date of joining". Kim Clanton-Green seconded. 6 yeas 1 opposed (Tammy Giesekeing). The President checked for the presence of a quorum; passed.

10b. NLA Strategic Plan

Debbie Jacobs announced that Karen Starr will chair the Planning Committee and that the association will be moving forward with implementing the strategic plan.

15 minute break

NEW BUSINESS

11a. Finance Chair [Officer]

Joanne Ross, outgoing treasurer, provided the Board with a copy of the auditors report (discussed in August meeting) and noted that the audit letter recommended that the finance office should be changed from an appointed to an elected position. She suggested that the Board might also want to consider making the position a 2 year assignment and set the term of office so that the treasurer and the finance officer are elected in alternating years. This would provide one year overlap in experience in handling association finances.

Denise Gerdes proposed a change to the bylaws (upon recommendation of the auditor): The Finance chair will be changed to an elected position. Position will be a voting member of the Board of Trustees of the Association. The term of office will be two years, alternating election years between Treasurer and Finance chair. Susan Williams seconded; passed.

11b. Teleconference Meetings

The Board discussed using video conference technology to hold meetings of the Board of Trustees. It does not appear that a bylaws change would be needed. Karen Starr and Beth Haggness both expressed concern about changing signature cards on the association bank account. The current bank does not permit signature cards to be changed at any other location other than the branch where the account is held (Reno).

Debbie Jacobs moved that the Board approve a proposed amendment to the bylaws to permit the mid-winter Board of Trustees meeting to be held via video conference at the discretion of the President. Susan Williams seconded; passed.

11c. Unopposed Elections

The Board discussed a proposal to amend the bylaws to eliminate elections if a nominee runs unopposed. The Board declined to propose the change, citing the need to provide members with the opportunity to vote for write in candidates for office.

11d. [Other] By-laws changes

Elections:

The bylaws committee recommended changing the bylaws to reflect the way that recent elections have been held. Discussion followed. A Board member noted that using a fax to vote is no more private and secure than voting by e-mail and that Memberclicks provides the necessary privacy and security for elections.

Kim Clanton-Green reported that she spoke the Elections Committee chair Laura Golod by phone. Laura reported that only 45 ballots were returned in the last election because the facsimile machine did not operate correctly.

Kim Clanton-Green moved to propose a by-laws change on how elections are conducted. [Recording Secretary does NOT have a copy of the wording—please provide] Tammy Giesecking seconded.; vote: 6 yea 1 nay (Mona Reno)

Change Audit requirement from Full to Internal

Denise Gerdes proposed that the bylaws be changed to require an internal audit of association finances. The cost is much less. Discussion followed. A Board member noted that in previous years the association was unable to hire an outside auditor because the association is “too small”.

[the recording secretary does not have a written copy of the proposed by-laws change; please provide]

Debbie Jacobs moved that the Board of Trustees propose an amendment to the bylaws to conduct an internal audit; with a CPA audit every 5 years; Susan Williams seconded; passed.

12. 2006 Conference

Kim Clanton-Green, Immediate Past President, provided a written report on the 2006 conference in Las Vegas. The conference was successful overall and comments about the programs were positive. However, a laptop was stolen from one of the conference rooms even though members were assigned to monitor every room. The theft happened within a few minutes. She also noted that the President’s Reception was originally planned for the new Aliente Library of the North Las Vegas Library District, but the offer for use of the space was withdrawn at the last minute. The reception was held elsewhere at an increased cost to the association.

13. 2007 Budget

Michelle Mazzanti, incoming Finance Officer, provided handouts of proposed conference and operating budgets. She explained that a number of entities did not submit a budget; where that occurred she used last’s year’s budgeted amount. The amount of revenue from the NLA license plate has been cut in half, on the advice of Joanne [don’t have a last name here]. She also noted that proposed budgets for association entities are substantially higher than last year.

The Board discussed the following topics associated with various lines in the budget: costs for voting online; association would be charged \$50/month to maintain an online form; possibility of moving to a single budget so that Executive Board votes are not needed to move money from the operating budget to the conference budget; paying to send members to conferences; how sections and interest groups create their budgets and how groups can better project needs; added NLA Legislative Day as a budget line; added budget line for President-Elect to attend ALA Legislative Day; noted that the Treasurer paid for audit and tax preparation last year and that this year’s expenses should be substantially less. A Board member suggested that the association may be required to conduct audits because of pass-through federal funding; Karen Starr volunteered to get a clarification of what is required when the association accepts LSTA funds and State of Nevada specialty license plate renewal funds.

License Plate renewal fund: Board member asked if money actually been allocated to the association and commented that we need to be sure that it is going where it is supposed to. Holly van Valkenburgh asked when the association might expect another check from DMV on renewals and then noted that then the Board will have a more realistic idea of projected income from renewal of license plates. When NLA bought the summer reading program manuals and then sold them to local libraries, we realised some income. The State Library and Archives now handles the sales, according to Karen Starr. NLA had some difficulty getting local libraries to pay for the manuals. Board member Mona Reno asked if we know the planned use of the license plate money. Treasurer [who?] and Karen Starr discussed the problems associated with getting libraries to pay for the summer reading program manuals. A Board member asked if a line is needed for license plate fund expenditures.

The Board also discussed scholarships, with some clarification from Kim Clanton-Green and the requests for funds to attend the NSCLS conference.

Board members were reminded that changing signature cards at the bank generally require two or more hours to complete. Because of time constraints, the Board agreed to hold a working lunch in order to continue working on the budget. To facilitate detailed discussion of budget requests, copies of the individual budget requests made by association entities were prepared for each Board member.

2007 NLA Conference Update

Dana Hines, chair for the 2007 NLA Conference reported the following to the Board. This year's conference will not have any pre-conferences because of the AASL conference. The conference will be held October 4-6 in Carson City on the Capitol Complex grounds and the association will incur no charges for facility use. The conference theme is "The Lighter side of Libraries"; keynote speaker will be author and library humorist Richard Lee, formerly of the Las Vegas-Clark County Library District. Registration costs are the same as 2006. President's Dinner will be held Thursday evening. No conference hotel has been designated. Attendees may stay at a number of hotels and motels within a two-block radius of the Capitol Complex.

2007 Budget Requests (continued)

The Board then turned its attention to individual budget requests.

Action: submitted no budget request. The Board allotted \$250 for conference needs; no funds for operating expenses.

ALA delegate: increased to \$3000.

Archivist: amount requested is for the storage fee for association records

Awards: Noted that these are handed out at conference, but are considered an operating expense. OK.

Bank fees: moved under Treasurers request; OK.

CAPTAIN: OK

Bylaws: budget request added to President's line

Conference: OK

Conference Bank: removed (auditor stated that we must acknowledge these transactions some other way)

Food for Board of Trustees meeting: OK

GODIG: OK

Government Relations: expenses State Legislative Day and for Dan Walters to attend National Legislative Day

Intellectual Freedom: \$500 for conference expenses; OK

Lobbyist: OK

MPLA: NLA's fee to MPLA: fees to attend conferences

Membership: OK

NCRL: joint sponsorship with CAPTAIN of a speaker at conference; Board approved \$550 for speaker; no operating budget

Northeast District: request cut; representative did not attend Board meeting

NSCLS: 4 speakers for NLA conference OK ; substantial discussion of request for travel expenses to AASL meetings; submitter not present to clarify request; Per NLA By-laws, the association can provide \$100 minimum; added \$1000 for the Summer Reading Program as a separate line item; Board considered redirecting some funds so that school librarians might attend AASL conference in Reno; Board retained \$330 + \$100 for travel.

Michelle noted at this point that reallocations so far have placed the conference budget in the black

Northwest District: budget request is for Richard Lee to keynote NLA Conference. OK

NYRA: A Board member asked is NLA gives NYRA award winning authors a stipend. Request includes a deposit on hotel space which is reimbursed. The Board was refreshed on the arrangement between NRYA and Permabound. Permabound underwrites the NYRA breakfast and NYRA sells the books at the NYRA breakfast. Cost of the books is reduced.

Personnel Development: used to pay some expenses for librarians from outlying areas to attend NLA. OK

Planning: to publish brochures for implementing the NLA Strategic Plan. OK

PLATO: no funds; no budget submitted

Publicity: OK. Includes fees for radio public service announcements as part of a contractual agreement with Nevada News Service. Many public service announcements for Carson City and Las Vegas, but none for Reno in recent years; some general announcements for libraries across the state. OK

RAISON:

Southern District:

Summer Reading Program: moved out of request from NYRA to its own budget line OK

Webmaster: website administration fee was previously paid personally by Sara Jones and then reimbursed and must be paid by credit card; fee has increased to \$400. OK

Michelle M informed the Board that the operating budget is still over \$63,000 in the red, but that the conference portion is now in the black and that the Board of Trustees has the option to approve an unbalanced budget. Mona Reno moved that the Board accept the amended budget. Susan Williams seconded; passed.

2008 Conference:

no location has been set

Section Reports/District Reports/Interest Group Reports

The Board accepted written reports from interest groups and sections. Chairs are asked to forward written reports as required by the NLA bylaws.

Meeting adjourned.

Respectfully submitted,

Ann Jarrell
Recording Secretary