

Nevada Library Association  
Board Meeting  
January 21, 2004  
West Las Vegas Library  
Las Vegas, Nevada

Voting members present: Felton Thomas, President; Ian Campbell, President-Elect; Holly Van Valkenburgh, Past President; Patrick Dunn, Executive Secretary; Ken Bierman, Treasurer; Linda Rauenbuehler, Chair, NSCLS; Tom Fay, Chair, PLATO; Joanne Ross, Chair, Southern District; Wendy Starkweather, Chair, NCRL and Interim ALA Delegate.

Voting Members absent: vacant (chair, Northeast District), vacant (Northwest District)

Non-Voting/Advisory members present: Sara Jones, Nevada State Librarian; Linda Deacy, MPLA Representative; Mae Giaimo, chair, 2004 Conference Exhibits; Kristy Price, chair, Publicity Committee; Vickie Barnett, chair, RAISON; Gregory Robinson, Chair, Personnel Development Committee; Michelle Mazzanti, chair, Finance Committee; Timothy Skeers, chair, GODIG; Nancy Hutchinson, chair, Awards Committee; Katherine Rankin, chair, CAPTAIN; Nancy Ledebouer, chair, Library Planning Committee; Jen Fabbri, chair, Scholarships Committee and chair, NYRA; Ann Jarrell, Recording Secretary.

**1. CALL TO ORDER**

Felton Thomas, President, called the meeting to order at 9:40 a.m. at the West Las Vegas Library, Las Vegas, Nevada. Holly Van Valkenburgh, Past President, passed the gavel of office.

Each member introduced themselves to the group. (sign-in sheet attached). As he noted there were several new non-voting members in attendance, Felton Thomas took a few minutes to explain how board meetings work, who may vote, and how non-voting attendees may contribute.

**2. APPROVAL OF THE AGENDA**

Holly Van Valkenburgh moved to accept the agenda; Ken Bierman seconded. Approved.

**3. APPROVAL OF MINUTES—November 5, 2003**

Note: Considered after Item 4.

Holly Van Valkenburgh moved to accept the minutes as corrected. Joanne Ross seconded. Approved.

**4. TREASURER'S REPORT**

Ken Bierman noted that 2003 was a very good financially for the organization. He made two recommendations: that a rainy day fund be set up and that a budget line item be created for the annual conference. The Report is attached.

The organization gave Michelle Mazzanti a round of applause for her work on the finances of the organization.

**OLD BUSINESS**

**5. NLA STRATEGIC PLAN**

Holly Van Valkenburgh led the discussion. She noted that this was a holdover from her administration. The person who was asked to chair the project last year was unable to do so.

As a starting point for discussion, she noted that in 1946 the Nevada Library Association was founded with 30 members; by 1968, the organization had 692 members; in 2003, we had 289 members. We had 149 members attending the Lake Tahoe Conference in November 2003.

The Library Planning Committee, chaired by Nancy Ledebouer, will be responsible for creating the NLA Strategic Plan. Linda recommended a survey of all library personnel in Nevada and a series of focus groups as part of crafting a strategic plan. The project would ask participants to consider what NLA should

be doing, the role and focus of conferences, and the part that institutional support of NLA plays in the organization's health, as well as other concerns. The committee would bring their findings to the Board at the Annual Conference.

Wendy Starkweather suggested that these findings should be presented at the General Business meeting.

Felton Thomas suggested that a Board retreat in October might be appropriate as well. Kristy Price agreed, noting that the board is "heavier" at this point, with incoming and outgoing officers available.

Wendy Starkweather noted that she reinstated the General Business Meeting in 1993. She also asked if the NLA Board can adopt a Strategic Plan or if it should be submitted to the general membership for consideration.

Linda Deacy, MPLA delegate, noted that MPLA needed an all-day workshop to get its strategic plan in place and that MPLA added maintenance of the plan to the job description for Incoming President.

No action.

## 6. PAYMENT OF HONORARIA TO IN-STATE PRESENTERS AT CONFERENCES OR PROGRAMS.

Extended discussion of the pros and cons of giving honoraria to in state NLA members. Tom Fay pointed out that section chairs need some flexibility to get the "best" person for their program. Nancy Ledebauer noted that some sessions at the recent conference had more expensive presenters and few attendees. For sessions in larger conference rooms, this presented a "use" problem. Some mention was made of selectively awarding honoraria. Kristy Price stated that we might then be opening the door to discrimination toward emerging professionals. Felton Thomas suggested that since experience is one of the benefits of being a presenter at the conference, the Professional Development Committee might be a way to ensure that in-state honoraria are awarded fairly. Sara Jones suggested that support of travel costs might be an alternative to honoraria. The discussion then broadened to that of the NCRL Call for Papers at the last conference. This was a joint program with MPLA, where 5 papers were chosen for presentation. Wendy Starkweather, NCRL chair, mentioned that the program will be presented again this conference and that she would like to give monetary awards. Linda Deacy will send information on MPLA's Academic Forums to Wendy Starkweather and Greg Robinson. No action.

## 7. MEMBERSHIP DATABASE AND ASSOCIATION MANAGEMENT SOFTWARE

Tom Fay discussed Activa™, membership database management software, which may be a better choice in the long term for managing membership records than creating and maintaining an in-house system. The software manages surveys, allows immediate addition of new member data, and permits group e-mails to the full membership. There is a \$200 one time [set up?] fee and a \$500 fee to convert our existing membership database into a format useable by Activa™. Otherwise, the fees are based on transactions with the system. The Board was asked if they wish to test this software further. Linda Deacy noted that MPLA tested several membership management software packages before they found one that suited their needs. No action.

## 8. ALA DELEGATE ELECTION

Wendy Starkweather reported that the recent election for a new ALA Delegate was incorrectly done. According to NLA By-Laws, only members of NLA who are also members of ALA may elect the delegate; the recent election permitted all NLA members to vote for the ALA delegate. ALA also requires that the election be by paper ballot. The new election is in preparation.

## NEW BUSINESS

### 9. 2004 NLA BUDGET

Michelle Mazzanti, Finance chair, began the discussion of the proposed budget by pointing out that actual income and expenses for 2003 were included on the handouts for comparison. The members discussed the various items under income for the Non-Conference [operating] Budget, noting that the amount projected for Donations and Grants may be too optimistic.

Holly Van Valkenburgh noted that the Northwest District did not submit any proposed budget for non-conference needs and requested that \$200 be added. She also noted that the budgeted amount for the Kendall Memorial Fund pays to produce the Collaborative Reading Program Manual; in return libraries across the state purchase the manual, making project essentially self-supporting.

Conference BudgetThe Board then discussed the Conference Budget in detail as the projected net proceeds from the conference appear as a line item in the Non-Conference Budget.Projected IncomeThe Board increased the projected income from Pre-Conference registration to \$5,000, making the total projected income \$112,650. Projected ExpensesKen Bierman provided an explanation of the hotel reimbursement line item. As part of the contract with the Hyatt Regency Lake Tahoe, NLA and MPLA each paid an advance of \$1,250 in 1001 and \$1,250 in 2002. This advance payment of \$5000 would be returned to each organization from conference funds following the conference and is included as an expense under Facility Expenses. A shuttle service between the conference site and McCarran International Airport may be necessary. A shuttle between the conference site and the Paseo Verde Library for the President's Reception and the Nevada Young Reader's Award Breakfast will be provided. A line item for Raffle Prizes is included; the 2003 raffle prizes were primarily donations from vendors. The Pre-Conference Expenses was increased to \$5,000, since pre-conference should be self-supporting. All other sources of income remained unchanged. A line item is included for Special Events; however, individuals who participate should make this self-supporting. The hotel provides a number of recreational activities that may be of interest to members. The line item for Conference Speaker was deleted; this expenditure is included under the Conference Committee expenses. Conference Programs

- NLA President (Felton Thomas) Felton reduced his request for food expenses to \$250 to provide food at the NLA general meeting..
- President-Elect (Ian Campbell) requested funds to bring Martha Gould to the conference to speak on stereotypes.
- Past President (Holly Van Valkenburgh) request for implementing the NLA Strategic Plan remained unchanged.
- \$1000 was added for a program sponsored by ACTION.
- ALA Delegate (Wendy Starkweather, interim delegate) requested funds to bring an ALA -speaker on the USA Patriot Act. Hotel costs were reduced slightly.
- CAPTAIN (Kathy Rankin) requested funds to bring Liz Bishoff to speak on the challenges of organization in the digital library.
- Conference Committee request remains unchanged. This is considered a contingency fund. The Keynote Speaker expenses will come from this budget line.

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e request for a program on local government documents to \$600.

- NCRL (Wendy Starkweather) requested an additional \$100 to fund an award for best paper. NCRL hosted a program at the 2003 conference where 5 professional papers were presented and would like to present the same program this year and include a monetary award. NCRL also plans to present an ALA officer who will speak on the Campus Partnership Program, a cooperative program between local communities and the academic community. With a decrease in hotel costs, the total request was changed to \$702.
- NNAG made no programming request.
- NSCLS (Linda Rauenbuehler) plans to bring in a speaker from the Public Library Association. Amount requested changed to \$950.
- NWD and NED made no funding requests; left open under the Conference Committee fund.

- NYRA (Jen Fabbi) noted that the list of possible winners of the Nevada Young Reader's Award will not be available until May. Four authors will be invited to attend the Conference to receive the award. She noted that Permabound representative Jackie Hyde personally underwrote most of the 2003 costs for this award, something she has done for a number of years. After a discussion of vendor relations in general, the board noted that the NLA President may give a Special Citation when appropriate. Funding request of \$5,200 unchanged.
- PLATO (Tom Fay) withdrew its request.
- PUBLICITY requests appear under general conference expenses.
- RAISON (Vicki Barnett) made no programming requests.
- REFORMA (Greg Robinson) plans to present Yuyi Morales, notable children's books author and illustrator. The funding request was reduced to a total of \$1375.
- SD (Joanne Ross) plans a program in partnership with the school librarians' organization. Funding request for \$1500 unchanged.

Ann Jarrell mentioned the possibility of an early-day tour of the Las Vegas Wash, which is just east of the conference site. The general agreement was that a special event should be explored. The Board recessed at 12 noon for lunch catered by Soirees Catering. The Board reconvened at 1:10 p.m., turning its attention to the Non-Conference Budget. Non-Conference Budget Projected Income

- Michelle Mazzanti, Finance Chair, reported that net proceeds from the Conference are now projected at \$12,471.00.
- Grants, Donations: Scholarship Committee Chair (Jen Fabbi) advised the board that the committee will be giving out 10 \$5500 scholarships funded through an Nevada IMLS grant (handout attached) The money will be expended over the next two years (\$27,500 per year) and will be reimbursement based. NLA has committed \$5000 to the James McPhee Scholarship this year, \$1500 of which is earmarked for rural and school library certification. LSTA funds from the Statr Library may be used to match this \$1500. In addition, Phil Turner, Dean of the University of NorthTexas program (UNT-SLIS) has offered to match \$3000 of James McPhee money awarded to UNT students. The total projected income in this category is \$34,500
- Total projected Income: \$54,421.00

Projected ExpensesNote: Not all line items were discussed.

- PRESIDENT: \$3500 request to fund the NLA Strategic Plan
- AWARDS: (Nancy Hutchinson) requested \$1500 to fund the Gold Pin Award (handout)--the 2003 project of the President Elect to increase the number and visibility of members who widely participate in NLA activities.
- LOBBYIST: Costs for the lobbyist are spread over two years. \$5,000 request unchanged.
- MEMBERSHIP: increased funding request to \$1300 for cover projected transaction costs in testing Activa™ membership database.
- NED: at request of Holly Van Valkenburgh, \$200 was added.
- NWD: at request of Holly Van Valkenburgh, \$200 was added.
- Publicity: \$3000 funding request was added.

Holly Van Valkenburgh moved that the Nevada Library Association adopt the Treasurer's recommendation to establish a "rainy day fund" of \$30,000, which cannot be drawn upon without the express approval of the NLA Board. The motion was informally amended to call the fund a Reserve Fund. Seconded by Joanne Ross. Approved. Michelle Mazzanti reported that the revised expenses for the Non-Conference Budget is

\_\_\_\_\_, resulting in a net income of \$11,257.00. Wendy Starkweather moved to adopt the revised 2004 NLA Budget. Ian Campbell seconded. Discussion followed. Holly van Valkenburgh called for the question. Approved.

1. **SELLING NLA MEMBERSHIP LISTS TO VENDORS**

Note: Inadvertently missed; discussed after Item 15

2. **SCHOOL LIBRARY RESOLUTION**

3. **NLA ENDORSEMENT POLICY**

Note: Items 11 and 12 were discussed together. Felton Thomas opened discussion on the School Library Resolution, which had been provided to him by Carla Hayden, President of ALA. He noted that the resolution was in support of the work of school library media specialists. A general discussion of endorsing resolutions, and especially individual candidates followed. The general consensus was that the Board should exercise caution in agreeing to bind the organization to endorse a particular point of view. No action. Tim Skeers provided handouts from the website for [opengovt.org](http://opengovt.org). (handouts attached) After discussion, Ian Campbell moved that NLA support the mission of the organization. Ken Bierman seconded. Discussion followed. Ian Campbell withdrew the motion. The Board agreed that Felton Thomas will provide the NLA members and the Board with information from Tim Skeers on [opengovt.org](http://opengovt.org) and the School Library Resolution. The general consensus of the Board was that a committee might review the NLA policy on endorsements. No action.

4. **HENDERSON CONFERENCE 2004—COMMITTEE REPORT**

Mae Giaimo, 2004 Conference Exhibits chair, announced that the 2004 NLA Conference will be held August 11-14, 2004, at Lake Las Vegas Resort. Carla Hayden, ALA President, has tentatively agreed to provide the keynote speech. The incoming President of PLA will also speak. Fifty-five vendors have tentatively agreed to exhibit and the committee is seeking additional school library vendors. Dr. Michael Green, noted Nevada history authority, will be giving closing remarks. The President's Reception and the Nevada Young Reader's Award breakfast will be held at the Paseo Verde Library. Other special events are still in planning stages. Members commented that they would like to see special events scheduled at no-conflicts times. Kristy Price noted that the Henderson District Libraries, with the concurrence and support of its Board of Trustees, will be closed on Saturday August 14<sup>th</sup>, so that district employees may attend NLA activities.

5. **OTHER COMMITTEE REPORTS**

Linda Deacy, MPLA Representative, proved a written wrap-up of the NLA conference activities of MPLA, as well as her newsletter. (attached) She also announced that the Ghost Ranch Institute will be held the first week of December. The Institute is sfunded with financial support from EBSCO. It is open to those persons holding an MLS and having ten years or less experience. Other committee reports were omitted because of time constraints.

6. **2005 NLA CONFERENCE—RENO**

Ian Campbell reported that the 2005 NLA Conference will be held October 19-22 at the Peppermill Casino/Resort in Reno. Conference co-chairs are Barbara Kaufman and Arnie Maurins, both of the Washoe County Library System, with Amy Shannon, Life Sciences Librarian, UNR, tentatively set as program chair.

7. **SELLING NLA MEMBERSHIP LISTS TO VENDORS**

Note: Inadvertently missed as Agenda Item 10. Felton Thomas and Linda Deacy discussed a report from Linda Wilson, 2003 NLA Conference Exhibits Chair ???, that conference exhibitors had asked for a list of conference attendees. The list would have been used for additional sales contacts. Since the registration form did not include the option, she declined to provide the list, citing privacy concerns. Discussion followed. No action. 16A. Wendy Starkweather pointed out that the NLA Handbook does not provide for electronic balloting or elections. As we are currently accepting facsimile, e-mail and paper balloting, she moved that the Board direct the By-Laws committee amend the Handbook to reflect current practice. The question was raised about whether or not this was a By-Laws or handbook issue. The motion died for lack of a second. [note: This item requires a change in by-laws. As such, it must be voted on by the membership at large]

8. AGENDA ITEMS FOR ANNUAL BOARD MEETING—WEDNESDAY,  
AUGUST 11, 2004

Felton Thomas asked members to send him proposed agenda items.

9. ADJOURNMENT

Ken Bierman moved that the meeting adjourn. The meeting adjourned at 3 p.m.

Respectfully submitted,

Ann S. Jarrell  
Recording Secretary

Submitted: 1/27/04

Revised: 2/3/04;

attachments