

Below are the reports from the TLA Board Meeting held December 7, 2013. The reports can be read in the following order by choosing to Sort by Number Ascending on the top right of this page. Scroll down to see the reports.

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01: Executive Director

TLA Executive Director's Report: December 7, 2013

Activities:

September 2013:

- Prepared/sent information for auditors to complete IRS report
- Paid TLA bills / deposited income
- Reconciled all bank accounts
- Responded to phone calls / emails / print correspondence

October 2013:

- Processed membership checks
- Paid TLA bills / deposited income
- Processed Quarterly Report for IRS / SS / Medicare / State of TN
- Reconciled all bank accounts
- Responded to phone calls / emails / print correspondence
- Prepared for website platform change
 - Viewed webinar on YourMembership.com
 - Established date for change: May 2014

November 2013:

- Processed membership checks
- Prepared membership renewal mailing
- Sent completed annual IRS report
- Paid TLA bills / deposited income
- Reconciled all bank accounts

Processed membership checks
Prepared membership renewal mailing
Sent completed annual IRS report
Paid TLA bills / deposited income
Reconciled all bank accounts
Responded to phone calls / emails / print correspondence
Prepared for Board meeting
Will attend TN Society of Association Executives Annual Tradeshow, December 10, 2013

Annelle R. Huggins

02: Advisory Committee on State Documents

No report this quarter.

Frank Lester

04: ByLaws and Procedures

#4

**TLA Bylaws and Procedures Committee
Report to the TLA Board of Directors
November 26, 2013**

The Bylaws and Procedures Committee has several items to bring to the Board:

1. Representatives of the Membership Committee and the Bylaws Committee met directly after the September 7, 2014, meeting of the TLA Board of Directors to discuss fresh ideas for institutional membership. The Membership Committee is going to present some options for discussion at the Board meeting on December 7.
2. At the September 7, 2014, meeting of the TLA Board of Directors, the creation of a Career Services Steering Committee was approved and sent to the TLA membership for a vote. The membership approved the creation of the committee. Proposed language for inclusion in the TLA Manual of Procedures can be found below in action item #1.
3. At the request of the TLA Executive Director, we are bringing forth draft language for proposed policies for the association. We would like to discuss briefly each of these in order to gather feedback so that we can present strengthened versions of them to the Board for adoption in the spring. The proposed policies, which have been adapted from those in use by other associations, are listed here and the text of them are found below:
 - Antitrust Statement (discussion item 1)
 - Conflict of Interest Policy (discussion item 2)
 - Whistleblower Policy (discussion item 3)
 - Apparent Authority Policy (discussion item 4)
 - Record Retention Policy (discussion item 5)

Please review the text of the proposed policies prior to the meeting so that we can have an informed discussion.

Action Item

1. Motion: The TLA Board approve the following addition to the Manual of Procedures to include information for the operation of the Career Services Steering Committee:

Career Services Steering Committee

This Committee consists of five members, including its Co-Chairs, and all are appointed by the Vice President/President-Elect by June 1 prior to his/her taking office as President. A member of the Conference Committee is an ex-officio member.

Duties:

- Plan, coordinate, and carry out, with the assistance of volunteers, face-to-face career services activities and programs at the TLA Annual Conference.
- Plan, coordinate, and carry out, with the assistance of volunteers, face-to-face and virtual career services activities and programs outside the Annual Conference for TLA members.
- Communicate career development opportunities to TLA membership.
- Contribute to the maintenance of the TLA Job Board.

Discussion Item 1: TLA Antitrust Statement:

It is the policy of the Tennessee Library Association (TLA) and its members to comply with laws and regulations applicable to their activities.

Among other things, TLA members and leaders are subject to antitrust laws that prohibit fixing prices, allocating geographic markets, unfair or

- Communicate career development opportunities to TLA membership.
- Contribute to the maintenance of the TLA Job Board.

Discussion Item 1: TLA Antitrust Statement:

It is the policy of the Tennessee Library Association (TLA) and its members to comply with laws and regulations applicable to their activities.

Among other things, TLA members and leaders are subject to antitrust laws that prohibit fixing prices, allocating geographic markets, unfair or deceptive practices, setting profit levels; boycotts, and most other anticompetitive actions. TLA will neither permit nor condone anti-competitive behavior, whether willful or inadvertent, in connection with any TLA activity.

Conversations involving discussion of matters that may violate applicable laws and regulations should always be avoided, even in private settings, and cannot be tolerated in connection with any TLA meeting or activity. Persons engaging in possible violations of TLA policy during meetings or activities will be required to cease such activities, and if necessary, are subject to ejection by the presiding officer of the meeting.

It is not possible to provide a complete or specific list of activities that amount to an antitrust violation. However, it is helpful to identify areas of risk, where close attention can be paid to the possible anti-competitive nature of the agreements or activity involve. Some areas of risk include discussions of the following:

- Controlling or influencing current or future prices (for purchase or sale), controlling or influencing price increases or decreases, or stabilization or standardization of prices Note: Discussion of prices established by third parties not influenced or controlled by the discussing parties is generally not, standing alone, anti-competitive or illegal.
- What constitutes a “fair” profit level
- Procedures for establishing selling prices, cash discounts, credit terms
- Control of sales levels, inventory levels or timing of sales
- Allocation or division of markets or geographical divisions of markets among competitors
- Agreements, recommendations or suggestions that members refuse to deal with certain other persons or firms (boycott)
- Whether or not the pricing practices of any competitor/industry member are unethical, or constitute an unfair trade practice
- Agreements limiting or restricting advertising

Again, some discussions relating to activities identified above will not amount to antitrust violations. However, discussions relating to them require thorough prior antitrust analysis and guidance in the discussion.

Questions concerning antitrust or other laws or regulations connected to TLA activities should be referred immediately to the Executive Director.

Discussion Item 2: TLA Conflict of Interest Policy:

Tennessee Library Association Conflict of Interest Policy

Individuals holding key positions of authority in the Tennessee Library Association (TLA)- including, but not necessarily limited to, members of the Executive Committee, other elected officials, committee and task force chairpersons or co-chairpersons, and all members of the Conference Committee- must not use these positions for their own direct or indirect personal gain or to unduly benefit a particular library, business, or other organization with which they are associated. All such individuals who become aware of an actual or potential conflict of interest with respect to any matter they are to consider by virtue of their position of authority in the Association shall immediately disclose this conflict and shall neither vote on the matter nor attempt to influence the votes of others. Such points shall be recorded in the minutes of any meeting during which they arise.

All individuals elected or appointed to, or already holding, any of the key positions enumerated above shall be required annually to complete, sign, and submit an Agreement Covering Disclosure of Potential Conflicts of Interest in order to assume or remain in these positions.

Tennessee Library Association Agreement Covering Disclosure of Potential Conflicts of Interest

I have reviewed, understand, and agree to observe TLA's Conflict of Interest Policy. In accordance with this policy, I agree to disclose any relationships or potential relationships that could be construed as posing a conflict of interest relating to my service to the Association. Both paid and unpaid affiliations will be disclosed.

Sources of potential conflict:

I agree to bring these interests, as well as other interests which might arise or of which I might subsequently become aware, to the attention of the Executive Committee and/or the appropriate committee, task force, or forum when any such interest is germane to a topic under discussion. In addition to disclosing this potential conflict of interest, I shall neither vote on any matter related to this topic nor attempt to influence the votes of others. I further agree that I will update this statement whenever necessary during my term of service, and I further understand that this statement shall be considered public information within the Association.

Discussion Item #3: TLA Whistleblower Protection Policy:

Whistleblower Protection Policy

The Tennessee Library Association (TLA) is committed to preventing reprisals against employees and members who report activity undertaken by TLA employees and/or members in connection with: (i) the performance of official TLA activity that may be in violation of any state or federal law or related regulations; or (ii) questionable corporate accounting practices, internal controls, or audit ((i) and (ii) collectively referred to as "Protected Disclosure").

TLA, and any individual associated with TLA, will not:

- Take any retaliatory action against an employee or member who has made a Protected Disclosure or who has refused to obey an illegal or unethical request, including interference with their lawful employment or livelihood; or

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TLA, and any individual associated with TLA, will not:

- Take any retaliatory action against an employee or member who has made a Protected Disclosure or who has refused to obey an illegal or unethical request, including interference with their lawful employment or livelihood; or
- Directly or indirectly use or attempt to use the official authority or influence of their position for the purpose of interfering with the right of an employee or member to make a Protected Disclosure to TLA's leadership.

Reporting Violations

TLA has an open door policy and suggests that employees and members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, that person would be the Executive Director. The Executive Director is required to report suspected violations to TLA's Compliance Officer, who has the responsibility to investigate all reported suspected violations in accordance with this policy. However, individuals (employees and members) should always feel free to contact TLA's Compliance Officer directly, if they so choose. Suspected violations concerning the Executive Director must be reported to TLA's Compliance Officer. Suspected violations concerning the TLA's Compliance Officer must be reported to the Executive Director and/or the Executive Committee.

Compliance Officer

The TLA's Compliance Officer is the Parliamentarian. The Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning Protected Disclosures and, depending on the nature of the complaint (as set forth below), shall advise the Executive Director and/or the Executive Committee.

The Compliance Officer shall immediately notify the Finance Committee of all reported concerns or complaints concerning Protected Disclosures regarding financial wrongdoing, corporate accounting practices, internal controls, or auditing. The Compliance Officer shall refer all other issues to the Executive Director or the Executive Committee, as the Compliance Officer determines to be appropriate.

Accounting and Auditing Matters

The Finance Committee is responsible for addressing all reported concerns or complaints regarding financial wrongdoing, corporate accounting practices, internal controls, or auditing. The Compliance Officer shall work with the Finance Committee until such matters are resolved.

Confidentiality

Protected Disclosures may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will promptly notify the sender and acknowledge receipt of a Protected Disclosure (unless such report was submitted anonymously). All reports will be investigated promptly and appropriate corrective action will be taken (if warranted by the investigation). Reports and copies of Protected Disclosures will be retained by the TLA in accordance with its record retention policy.

Discussion Item #4: TLA Apparent Authority Policy:

Apparent Authority Policy

This policy statement provides guidance concerning who is authorized to make public statements on behalf of or as a representative of the Tennessee Library Association (TLA), and the manner in which such public statements should be handled procedurally.

It is the policy of the TLA that any communication on behalf of the TLA may only be made at the direction of the president, executive director, or Executive Committee. No public statements may be made, either verbal or written, that conflict with the official position or policy of the TLA. Leadership should understand that, by virtue of their position, their statements may be perceived by the public as official and made on behalf of the TLA. Accordingly, when making public statements, a TLA volunteer leader should clearly state whether s/he is speaking on behalf of the Association (if authorized to do so) and when s/he is speaking in his or her personal capacity. To control official communications, stationery should be solely for the use of the president, president-elect, secretary and executive director. Other officers and members of the Board of Directors or committees may use stationery as long as the purpose of the letter is made known and approved by the Executive Committee in advance. If the exception is approved, a copy of the correspondence will be provided to staff within 24 hours of dissemination for permanent file retention.

Discussion Item #5: TLA Record Retention Policy:

It is the policy of the Tennessee Library Association (TLA) that its records be retained only so long as they are (1) necessary to the current conduct of the Association's business; (2) required to be retained by statute or government regulation; or (3) relevant to pending or foreseeable investigations or litigation. In furtherance of this policy, the Association has adopted the attached Record Retention Schedule and the following principles and procedures, which shall be strictly observed by the Association, its officers, Board of Directors, staff, and committee members.

1. The responsibility for administering the Association's Record Retention Policy is designated to the Executive Director. In addition, the Executive Director, with the assistance of legal counsel, shall be responsible for an annual audit of the program.
2. Destruction of specific records shall be carried out only in accordance with the authority of the Executive Director.
3. All records, including those maintained on electronic data processing storage media, shall be covered by this policy.
4. Despite any retention periods specified in the attached Record Retention Schedule, all records shall be retained for at least the minimum period as stated in applicable state or federal laws or regulations. Once the period for office retention of records has passed, a determination will need to be made whether the records should be transferred to the Archives.
5. The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation, whether government or private. In addition, upon such notice, all of the Association's records shall be secured immediately in order to prevent deliberate destruction of documents. No such suspension of the Association's Record Retention Policy shall be lifted except upon the written authorization of legal counsel.
6. Requests for exemptions from the Policy should be submitted to the Executive Director. Exemptions will be given only in accordance with the basic objectives of this Policy Statement.
7. The Executive Director, with the assistance of legal counsel, shall be responsible for interpreting this Policy Statement for application to specific situations.

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6. Requests for exemptions from the Policy should be submitted to the Executive Director. Exemptions will be given only in accordance with the basic objectives of this Policy Statement.

7. The Executive Director, with the assistance of legal counsel, shall be responsible for interpreting this Policy Statement for application to specific situations.

RECORD RETENTION SCHEDULE

<u>Type of Record</u>	<u>Retention Period *</u>
<u>ACCOUNTING</u>	
Auditor's reports/work papers	Permanent
Bank deposit slips	3 years
Bank statements, reconciliations	7 years
Budgets	2 years
Canceled checks, generally	7 years
Cash disbursements journal	Permanent
Cash receipts journal	Permanent
Depreciation records	3 years*
Dues and assessment schedules	2 years*
Employee expense reports	3 years
Employee payroll records (W-2, W-4, annual earnings records, etc.)	6 years*
Employee pension records, including service, eligibility, personal information, pensions paid	6 years*
Employee time cards/sheets	4 years
Financial statements (annual)	Permanent
Financial statements (interim/internal)	3 years
General journal or ledger	Permanent
Inventory lists	3 years
Invoices	3 years
Payroll journal	4 years
Petty cash vouchers	3 years

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Petty cash vouchers	3 years

CORPORATE RECORDS

Annual reports	Permanent
Articles of Incorporation	Permanent
Bylaws	Permanent
Application for Recognition of Exemption (Form 1024 or 1023), including related correspondence and determination letter	Permanent
Qualifications to do business	Permanent
Minutes and resolutions (Board and Committees with Board authority)	Permanent
Minutes (Committees without Board authority)	3 years
Authorizations and appropriations for expenditures	3 years
Policies and procedures, generally	For life of policy/procedure
Policies and procedures, employment practices	10 years*
Conflict of Interest Forms	2 years

CONTRACTS

Contracts, generally	10 years*
Contracts, government	4 years*
Contracts, sales (UCC)	4 years*

INSURANCE

Accident Reports	6 years
Insurance Claims	6 years*
Insurance Policies	6 years*

Accident reports	6 years
Insurance Claims	6 years*
Insurance Policies	6 years*

INTELLECTUAL PROPERTY

Copyright registrations and unregistered copyrightable materials	Permanent
Trademark registrations	Permanent
Patent	Permanent
Domain name registration	For life of domain name

PERSONNEL

Applications	1 year
Employee files	6 years*
Employment contracts	10 years*
Garnishments	5 years
Medical or exposure to toxic substances records	30 years*
Pension, profit sharing plans	Permanent
Government reports	6 years
Time cards/sheets	4 years

REAL ESTATE

Leases	10 years*
Purchases, including title abstracts, opinions, insurance policies, sales agreements, mortgages, deeds	20 years after sale

RESEARCH MATERIALS

Research reports and data analysis	Permanent (final report only)
Underlying data, documentation, coding and analysis	Indefinite (review every 2 years); retain only portions necessary to document

RESEARCH MATERIALS

Research reports and data analysis	Permanent (final report only)
Underlying data, documentation, coding and analysis	Indefinite (review every 2 years); retain only portions necessary to document validation of the report
Data confidentiality, vendor and other research contracts	10 years*
Survey forms	
Blank	Indefinite(review every 2 years)
Completed	Until publication of final report to which it relates

STATEMENTS OF POLICY/POSITION

Policy statements	For the life of the document
Testimony and final comments on rulemakings and legislation	Permanent
Press releases	1 year, except if retained for historical archive purposes
Drafts, comments, etc. prepared in the policy or comment development process	Until publication of the document to which it relates

MEMBERSHIP

Admissions application files	
Approved	Until date of admission
Denied	1 year*
Terminations and resignations	1 year*
Ethics and disciplinary action files	
Files in which action was taken	1 year*
Files closed without action	30 days*
Member surveys	For the life of the document

TAXES

Member surveys For the life of the document

TAXES

Annual information and/or income tax returns and canceled checks (federal, state and local) Permanent

Payroll tax returns 4 years

Property tax returns Permanent

Sales and use tax returns 4 years

GENERAL

Supporting correspondence and notes regarding patents, copyrights, licenses, agreements, bills of sale, permits, contracts, liabilities, etc. For life of principal document which it supports

Correspondence not relating to other categories 1 year

Marketing and promotional materials, including brochures, Web site content For the life of the materials to which it relates

Consents and "opt-out" request for facsimile and email solicitation For life of consent or request

Historical archives (e.g., presidential speeches) Permanent

STANDARDS MATERIALS

Adopted standards Permanent

Proposed standards, ballots, comments, etc. For life of standard to which it relates

LEGAL

Claims and litigation files where Association is a party 10 years*

Documents related to third-party subpoenas 30 days after final resolution of underlying action

* An asterisk ("*") following a number signifies that the retention period begins after final determination, payment, settlement, expiration, termination, decision, etc.

Respectfully submitted,

Perveen Rustomfram and Kevin Reynolds

payment, settlement, expiration, termination, decision, etc.

Respectfully submitted,

Perveen Rustomfram and Kevin Reynolds

Kevin Reynolds and Perveen Rustomfram

05: Conference Planning

The Conference Planning Committee is hard at work. Currently underway:

Processing and selecting program proposals

Readying on-line conference registration

Soliciting vendors for exhibits area and securing sponsors for conference. The Exhibits and Sponsorship sub-committees have decided to work together in order not to duplicate their solicitations.

Things we are ready to announce:

Our General Session speaker will be Rick Bragg, Pulitzer Prize winner, author of several books including *All Over But the Shoutin'*, and author of a monthly column in *Southern Living* magazine.

The logo for the conference has been created by the graphic designer.

Stay tuned for more details!

Valarie Adams and Corrine Hill

Conference Co-Chairs

Valarie Adams

06: Finance

TLA has received a notice from the United State Bankruptcy Court, Eastern District of New York regarding Cengage Learning. According to that notice Cengage Learning had an outstanding debt to TLA in the amount of \$6,000. This was a promised donation in support of the reception at the 2013 Annual Conference. TLA also received a notice from Fair Harbor Capital asking if we would take \$695.00 for that \$6,000 debt. Just two days after the receipt of these two letters, TLA received a check from Cengage Learning in the amount of \$6,000. Thus, no reply was made to either the Bankruptcy Court nor the request to purchase our debt.

Due to the length of the spreadsheet for the Quarterly Financial Report, that will be sent directly via tboard listserv.

As always, should you have questions / concerns, please do not hesitate to ask.

Annelle R. Huggins
Charles Sherrill

Annelle R. Huggins

07: Honors and Awards

The Honors and Awards Committee is meeting directly after the December 7 board meeting to determine the winners. Winners, and thier nominators, will be notified in early December and images collected. Information will then be submitted to the conference committee for inclusion in the conference booklet.

In the coming months, the Honors & Awards Committee will be reviewing current guidelines for TLA awards.

Respectfully submitted,

Amanda Damaschun

Wendy Cornelisen

Chairs

Wendy Cornelisen

10: Intellectual Freedom

- Banned Books Week Display contest continues to be a popular success. This year we received 23 entries total. For the first year ever, winner Mikaela Minihan of East Tennessee State University, received a handmade certificate designed by IF committee member Annie Herlocker. A photo of Mikaela Minihan was circulated via ALA's Office of Intellectual Freedom's social media. We plan to ride this momentum into the spring with our Choose Privacy Week Display contest. Huge thanks to co-chair Anthony Prince for making all this happen.

- IF committee member Emily Ellis completed the bios of of previous Intellectual Freedom Award Winners on our webpage. The name change of from "Freedom of Information Award" to "Intellectual Freedom Award" seems to have

the first year ever, winner Mikaela Minihan of East Tennessee State University, received a handmade certificate designed by IF committee member Annie Herlocker. A photo of Mikaela Minihan was circulated via ALA's Office of Intellectual Freedom's social media. We plan to ride this momentum into the spring with our Choose Privacy Week Display contest. Huge thanks to co-chair Anthony Prince for making all this happen.

- IF committee member Emily Ellis completed the bios of previous Intellectual Freedom Award Winners on our webpage. The name change of from "Freedom of Information Award" to "Intellectual Freedom Award" seems to have been painless. At the time of writing, we have at least two nominees for this year's award. The committee continues to brainstorm for a new corporate sponsor for the award.

- Besides our normal business roundtable, IF committee members have submitted two proposals for conference: one about TOR (online anonymity software) and one about ways for libraries to avoid copyright violations on their social media platforms.

Bryan Jones & Anthony Price, MLS
Co-Chairs, Intellectual Freedom Committee

Bryan Jones

11: Legislation

Committee members met and identified some focus areas for our legislative season. We're interested in setting up a Legislator of the Year award, and have begun investigating how other state organizations handle this type of award. Increased NLLD participation is important for our upcoming delegation to DC, so we are brainstorming ways to accomplish that. Finally, Tennessee Library Legislative Day is scheduled for March 5, 2014, and we have discussed possible ways to improve satisfaction with the advocacy experience on that day, as well as throughout the year.

12. Legislation Monitor - Attended the one-hour ALA webinar on Capwiz/CQ Roll Call; other committee members joined the webinar as well.

13. FLAN - Registration for National Library Legislative Day (May 5 & 6 2014) opens in late January. Please send registration info to Vivian Wynn (vwynn91@bellsouth.net) for TLA to cover registration fees.

Cara Huwieler

14: Membership

1. The Membership committee met on November 6th via GotoMeeting.
2. Along with the NMRT, the Membership Committee completed a proposal for the 2014 TLA Annual Conference.
3. Reorganizing the Institutional Membership benefits has been one of our top priorities. We feel if we can make a few changes to this type of membership, we could then grow the overall membership of TLA. We hope to be able to present our ideas to the TLA Board of Directors at the December Board meeting. Our first suggestion is as follows:

(This is open for discussion; it is just a starting point)

Institutional (Based on Operation Budget)

- Up to \$50,000 – Dues \$35 – benefit – send two employees to conference at the conference rate
- \$50,001 - \$250,000 – Dues \$ 75 – benefit –send three employees to the conference at the conference rate
- \$250,001 - \$400,000 – Dues \$ 100 – benefit – one free registration for the TLA Annual Conference
- \$400,001 – \$750,000 – Dues \$150 – benefit – two free registrations for the TLA Annual Conference
- \$750,001 - and above – Dues \$200 – benefit – three free registrations for the TLA Annual Conference

(Previously all categories received the following benefit):

a. Institutional membership shall allow that institution to name two persons as the institution's representatives. These representatives shall have the same privileges as individual members, including member registration rate at each Annual Conference.

4. Our membership letter is being revised and will go out to members in the next few weeks.
5. We are working on a list of TLA liaisons within Institutions throughout the state to act as key people in passing on TLA communications. We are focusing on Library Directors and Deans. This will help us if we pass any changes to the Institutional Memberships but also it will help us in communicating to individuals within organizations that might not be members.

4. 4. Our membership letter is being revised and will go out to members in the next few weeks.
5. 5. We are working on a list of TLA liaisons within Institutions throughout the state to act as key people in passing on TLA communications. We are focusing on Library Directors and Deans. This will help us if we pass any changes to the Institutional Memberships but also it will help us in communicating to individuals within organizations that might not be members.

Respectfully submitted:

Jamie Osborn and Jennifer Schnabel, co chairs

Jamie Osborn

15: Nominating

The Nominating Committee has received 2 nominations for Recording Secretary and 1 for Vice President/President Elect. There is still time for more nominations but the window is closing soon. Thank you to those willing to serve.

Janet Walker

16: Public Relations

No updates to report.

Athalia Taylor

17: Publications Advisory Board

TLA Newsletter

Anthony Prince, newsletter editor, has prepared two excellent issues of the TLA Newsletter. Vol. 19, no. 4 will be published in November.

Tennessee Libraries

Editor Amy York announced that issue 63(3) of *Tennessee Libraries* was available at <http://tnla.org/displaycommon.cfm?an=1&subarticlenbr=553>. The PAB has begun assisting with preparation of the journal by proofreading articles after they have been accepted.

No definite plans are in place, but the PAB is in discussion with the editor about moving *TL* from the TLA's Affiniscape website to some other host that will allow more flexibility in formatting and perhaps improve search engine retrieval; this will be related to the move of the entire TLA website. More information will be forthcoming in 2014.

Tennessee Libraries is now included in the Directory of Open Access Journals, a selective internet portal for open-access scholarly journals. This is a signal honor that recognizes the quality of the content and the rigor of our review process.

Social Media

Managers Jodie Gambill and Jeffie Nicholson continue to promote TLA/TN/library events and news. Jeffie updates the TLA Facebook page, [scoop.it](#) (local library news), Pinterest, and LinkedIn (check out the new professional opportunities!). Jodie updates Twitter and Google+.

Web Site

Historically TLA has used Affiniscape's Premier Mail service to for a small number of email accounts and a Government Documents Round Table listserv. This service is no longer available due to our migration from Affiniscape to YourMembership.com. YourMembership provided TLA with 10 free email accounts hosted on GoDaddy (but still using @tnla.org) for one year. After this year, we will need to consider if these email accounts are still needed. Unfortunately, the GoDaddy hosted mail does not provide us with a replacement for the Government Documents listserv, but GODORT has agreed to use an email distribution list until a better solution can be found. Jeanine will be discussing better options for member-to-member communication with YourMembership.com.

The TLA website has been updated with links to the newest Staff Development videos, which are hosted on Vimeo

Respectfully submitted,

Martha Earl and Steve Knowlton, Co-Chairs

Cara Huweiler

Alison DePollo

Sharon Holderman

Amy York, Editor, TL

Kristen West, Assistant Editor, TL

Kathy Campbell, Book Review Editor, TL

Anthony Prince, Editor, TLAN

David Ratledge, List Owner

Jeanine Akers, TLA Web Site Administrator

Annelle Huggins, TLA Assistant Web Site Administrator

Jodie Gambill and Jeffie Nicholson, Social Media Managers

Steven Knowlton

18: Scholarship

Scholarship Committee Co-chairs, Susan Earl and Karen White are working to disseminate Gleaves Scholarship information to students working on an MLIS or MLS. This year, our goal is to attract students who are residents of Tennessee, but are attending out-of-state programs. Given that most universities offering an MLIS or MLS have online-degree programs, there may be many students residing in Tennessee who are currently working on these degrees out-of-state. These students are worthy candidates for the Gleaves Scholarship, as well as those attending UT Knoxville's library school.

The Gleaves Scholarship packet has been posted to the TLA Web site. We will begin external promotions of the Gleaves Scholarship this week.

The Conference Internship Program (CIP) packet has been updated. It will be posted to the TLA Web site shortly after the December board meeting. We will begin promoting the CIP shortly thereafter.

Plans have been made to continue with the successful Basket-Auction Fundraiser for the 2014 TLA Conference. We are currently actively seeking volunteers to help with the auction and book sale during the annual conference.

The Gleaves Scholarship packet has been posted to the TLA Web site. We will begin external promotions of the Gleaves Scholarship this week.

The Conference Internship Program (CIP) packet has been updated. It will be posted to the TLA Web site shortly after the December board meeting. We will begin promoting the CIP shortly thereafter.

Plans have been made to continue with the successful Basket-Auction Fundraiser for the 2014 TLA Conference. We are currently actively seeking volunteers to help with the auction and book sale during the annual conference.

Scholarship Co-Chairs:

Karen White kwhite55@utm.edu

Susan Earl EarlS@brentwood-tn.org

Karen L. White

19: Staff Development

Members of the Staff Development Committee met for their first meeting online on Friday, August 16. A tentative schedule of Brown Bag Lunches was laid out. Since that time, we have held three webinars and met again online on October 9 to discuss proposing a Leadership Workshop as a pre-conference to the 2014 TLA annual conference in Murfreesboro on April 30. That proposal was submitted in October, and we await the decision of the selection committee.

Attendees of the first webinar requested a certificate of attendance. After consultation with various members of the Executive Committee, we developed a certificate that is sent to all attendees who request it on their webinar attendance registration form.

The webinars for the 2013-2014 year are as follows (webinars may or may not be held in February and March):

August 28 – Wendy Cornelisen, TEL Coordinator, Tennessee State Library & Archives – “The Latest and Greatest in TEL”

October 16 – Delores Greenwald, Library Director, Williamson County Public Library – “Everyone is a Leader”

November 6 – Jim Cook, Arizona State University, and Michael Beck, Scottsdale Public Library – Eureka!

December 4 – Jean Cook, Instructor Librarian, University of West Georgia – “Wake Me Up Before You Go-Go: Using Unlikely Examples to Engage Students in Information Literacy”

January 22 – Rebecca James, Library Manager, Technology Integrationist and Content Specialist, Greater Nashville Area – “Educator Tech Tools: Free Databases and Web Resources”

February – TBA

March - TBA

April 9 – Lauren Cantwell, Instructional Services Librarian, University of Memphis - "Presentation Software"

May 7 – Library Director, Finney County Public Library - "Nature Explore Center"

Pam Dennis, Co-Chair, Staff Development Committee

20: Strategic Planning

No report.

Jodie Gambill

21: College and University Libraries

A proposal was submitted to host the annual CULS pre-conference at the 2014 TLA Annual Conference in Murfreesboro on April 30 as follows:

The annual CULS pre-conference will be held on Wednesday morning (9:00-12:00) and will include two panels, both comprised of faculty, staff, and professional/non-faculty librarians from throughout the state.

The first panel will discuss academic library relationships with digital repositories on campus and beyond, and how those repositories fit into the world of scholarly communications.

The second panel will focus on academic library liaison responsibilities: best practices, the broad range of responsibilities liaison work can involve, and the impact of non-standardized liaison responsibilities. We await final approval of that submission from the conference committee.

Once approved, we will work with the PR Committee on publicity to attract new members and promote the event.

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Pam Dennis, Chair, and Laureen Cantwell, Chair-Elect

22: Public Libraries

Public Library Sector Chair Board Report

November 26, 2013

Applications for the Tennesco PLS Scholarship for the 2014 TLA Conference have been posted on the TLA Listserve. Tennesco has graciously agreed to fund this scholarship again for the upcoming conference in Murfreesboro. All applications must be submitted by December 20, 2013 and the recipient will be announced on January 17, 2014.

Janet Walker, Director South Cheatham Public Library

Public Library Sector Chair

Janet Walker

24: Special Libraries

Special Libraries Section: Dec. 7, 2013 Board Report

It appeared from the results of the Special Libraries survey that was reported in the last board report that members would like to see the special library section take a more active role in TLA in general and the TLA conference. Keeping that in mind, the following are the steps that we have taken thus far to make that happen:

- Submitted a proposal for the conference that would feature a panel of special librarians
- Sponsored a proposal that was submitted for the conference by special librarian Meredith Goins
- A meet and greet for special librarians is still being considered for the conference
- Posts have been made to the special libraries forum on the TLA site. While it looks as though several people have viewed the posts, no one seems to be commenting. Please use this forum. If the topics posted don't interest you then feel free to post a topic of your own (related to special libraries).

Respectfully submitted,

Kayce Butler

Special Libraries Chair

Kayce Butler

26: Children/Young Adults

CYA Roundtable

The CYA roundtable Teen Read Week committee planned and held a webinar to help prepare participants for Teen Read Week. Those who signed up for the program from Tennessee Public libraries and public school received a Teen Read Week Kit. Participation numbers are still being collected.

CYA is accepting applications for the Daniel Taylor Award until November 30th.

Selection of the speaker for the CYA luncheon at the TLA conference is in process.

Cynthia Julian

27: Electronic Resources

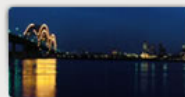
TLA ERM Roundtable Report

Kevin Merriman has stepped down as Chair of the ERM Roundtable to begin another career at Yale University. Cody Behles was appointed as ERM Chair as of November 1st, 2013. He assumes the duties and responsibilities of the position of chair. Of particular note, he hopes to grow the committee significantly over the next year by defining the ERM Roundtable more broadly to include websites and interfaces with electronic resources. One goal of this revision is to provide communication opportunities and support for libraries of all sizes across the state with a broader range of services. Providing education opportunities on a wider range of topics will assist more librarians in our state and help to strengthen Tennessee libraries collectively.

Cody Behles

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Cody Behles



Sort by:

Below are the reports from the TLA Board Meeting held December 7, 2013. The reports can be read in the following order by choosing to Sort by Number Ascending on the top right of this page. Scroll down to see the reports.

- | | | |
|---|--|--|
| 01: Executive Director | 18: Scholarship | 35: East Tennessee Library Association |
| 02: Advisory Committee on State Documents | 19: Staff Development | 36: Friends of Tennessee Libraries |
| 03: Archives and History | 20: Strategic Planning | 37: Memphis Area Library Council |
| 04: ByLaws and Procedures | 21: College and University Libraries | 38: Mid-State Library Association |
| 05: Conference Planning | 22: Public Libraries | 39: ALA/TLA Student Chapter |
| 06: Finance | 23: School Libraries | 40: UTSIS Alumni Chapter |
| 07: Honors and Awards | 24: Special Libraries | 41: Tennessee Association of School Librarians |
| 08: TN History Book Award | 25: Trustee/Friends | 42: TENN-SHARE |
| 09: Volunteer State Book Award | 26: Children/Young Adults | 43: TN Health Sciences Library Association |
| 10: Intellectual Freedom | 27: Electronic Resources | 44: West TN Academic Library Consortia |
| 11: Legislation | 28: Government Documents | 45: ALA |
| 12: Legislation Monitor | 29: Library Instruction | 46: SELA |
| 13: Federal LAN | 30: New Members | 47: State Library |
| 14: Membership | 31: Reference/Information Services | 48: Ad-Hoc Committee on Fundraising |
| 15: Nominating | 32: Technical Services | 49: Ad-Hoc Committee on Leadership Development |
| 16: Public Relations | 33: Chattanooga Area Library Association | 50: Ad-Hoc Committee on TLA/TASL Cooperation |
| 17: Publications Advisory Board | 34: Boone Tree Library Association | |

28: Government Documents

Because of the Government Shutdown and subsequent cancellation of the DLC Meeting and FDL Conference, TLA GODORT has postponed its usual Fall Meeting. We plan, instead, to hold a Spring Meeting to be announced when the plans for the next DLC meeting are finalized. Hopefully next year we will return to our regular meeting schedule.

Anne Whitver

30: New Members

The New Members Roundtable sent out an email to the Roundtable's membership list to let them know about the purpose of the Roundtable and invite input via a survey link on determining what activities and direction will best serve the membership. Upcoming activities include the roll-out of a Facebook page for members to share resources and network, and a joint reception at the TLA Conference with the ALA/TLA-UTK Student Chapter.

Matthew Jordan

31: Reference/Information Services

Reference Roundtable members recently started a Google Group and have had discussions about reference and weeding.

Holly Hebert

32: Technical Services

The Tech Services Round Table submitted two proposals for the TLA Conference--one for the business meeting, and one for a panel discussion, "RDA in the Real World," to discuss how various kinds of libraries are actually implementing RDA.

Margaret Brown, Chair
34: Boone Tree Library Association

Boone Tree Library Association's (BTLA) Fall meeting was held on Thursday, September 26, 2013, at Johnson City Public Library. A tour of the library preceded the meeting. Dr. Keith Young from Northeast State Community College presented a storytelling program. The business meeting followed Dr. Young's presentation. Members were reminded to "Like" BTLA's Facebook page.

BTLA's Spring meeting will be held on Tuesday, March 11, 2014, at 6 PM. The program will be a panel discussion about online publishing by local authors and publishers. Plans are being made for the annual May/June picnic.

Brenda Moriarty
35: East Tennessee Library Association

The East Tennessee Library Association (ETLA) held its Fall Picnic on Sunday, October 27 at Fort Loudoun State Historic Park on Tellico Lake in Vonore, Tennessee. Built in 1756, this 1,200-acre site is the location of one of the earliest British fortifications on the western frontier. Fifteen attendees enjoyed grilled hot dogs and side dishes, and then took a tour of the museum and reconstructed Fort.

Our next event is our annual Holiday Book Brag, to be held on Saturday, December 14, at 11:00am at Puleo's Grille on Merchants Drive in Knoxville. Spring activities will include a Career Panel program for UTK SIS students in collaboration with the UTK SIS Alumni Society and the ALA/TLA-UTK Student Chapter, as well as the 43rd annual Mary Utopia Rothrock Dinner and Lecture.

Matthew Jordan
36: Friends of Tennessee Libraries

Report of Friends of Tennessee Libraries to TLA Board
December 2013
By Susie Webb Ries

FOTL Newsletter. The September-October edition of the newsletter has been published since the August TLA meeting. In this edition, the Declaration for the Right to Libraries was published as was the governor's proclamation of Friends of Libraries Week (October 20-16). The last call was made for the FOTL annual grants and nominations for the 2014 Friend of the Year. In addition, news was reported from Friends groups of Humboldt, Cheatham, Crockett, Putnam, Sevier, Morgan Stewart, and Knox Counties as well as the Fairview Library Friends. That edition and all previous editions of the newsletter are available on the FOTL website <friendstnlibraries.org>.

FOTL Board Meeting. FOTL's board has met twice, once in the Mt. Juliet Public Library on Friday, September 20 and in a virtual meeting Friday, December 6. Imagination Libraries/Governor's Books From Birth director, Theresa Carl gave a presentation at the September meeting and an update on plans for the Annual Meeting in Chattanooga were given at both meetings. The next board meeting will be Friday, March 21, 2014 in the Mt. Juliet Library.

FOTL 2014 Annual Meeting. The Annual Meeting will be Saturday, April 26, 2014 at the Chattanooga Public Library. Speakers and caterers are now being contacted and booked.

Susie Webb Ries
41: Tennessee Association of School Librarians

The Tennessee Association of School Librarians held their annual conference October 3 - 5. The focus was on Common Core standards. Next year's conference is scheduled for October 23-25, 2014 and the theme is "MVPs at your school: Librarians building more valuable programs."

TASL has been working with the TN Dept of Ed to update the rules governing the minimum requirements for

school libraries. The proposed standards have had their first reading before the State Board of Education and will have a second reading at their next meeting.

TASL held its first bookmark contest with the theme of Picture This @ Your Library. Lots of fun was had by all and we have decided to run one again in 2014; however, the timeline will change to coincide with School Library Month in April.

TASL officer terms follow the calendar year. 2014 president is Mona Batchelor. Lora Black is the president-elect. Nancy Dickinson will continue as treasurer and Tracy Parker is the secretary.

Beth Frerking

42: TENN-SHARE

Memberships

As of November 18, we had 511 members, 52 of which were either new or had not been members in 2012-2013.

Nominations

Tenn-Share is looking for a few good board members. Are you interested in serving on the Board? We are looking for public, academic, school and special reps to serve two year terms. We need candidates from across the state to help continue making Tennessee libraries better through resource sharing activities such as expanding the Tennessee Electronic Library, promoting the statewide courier service and engaging in advocacy for libraries.

If you are interested in serving, nominate yourself. If you have a good candidate in mind, nominate the person. Check it all out at <http://www.tenn-share.org/nomform>.

DataFest/Fall Conference wrap-up

There were 189 registered attendees at DataFest on Thursday, September 19 and 103 for Fall Conference, along with walk-ins. The attendee evaluation of the 41 programs at DataFest and Fall Conference were very positive, with most rating the programs as at least useful, if not very useful.

Sixteen DataFest and School Library Collection Fair vendors completed evaluations. Overall the registration, communication and billing processes were adequate, and most felt welcomed by volunteers. The majority (13) plan to attend in 2014.

Firefly

Several libraries added days and a few joined Firefly.

New Firefly members

- University of Memphis Lambuth campus
- Winfield Public Library

Added days

- Knox County went to 5 days a week in August.
- University of Tennessee-Knoxville, School of Social Work from 2 to 3 in September
- University of Tennessee-Knoxville from 3 to 5 in October
- These TSLA libraries went from 2 to 3 days in October with the addition of a dedicated driver in the Knoxville region, housed at the Bristol Public Library.
- Bristol Public Library
- Elizabethton – Carter County Public Library
- Greeneville – Greene County Public Library
- Johnson City Public Library
- Johnson County Public Library
- Kingsport Public Library
- Sullivan County Public Library
- Unicoi County Public Library
- Washington County Jonesborough Library

Renewals

Wiley is the biggest renewal for Tenn-Share this season as we had to negotiate a new agreement for the next three years.

The other renewals this season are for:

- MathSciNet
- Oxford University Press
- Project MUSE via LYRASIS.
- EBSCO America: History and Life, Historical Abstracts and CINAHL

- EBSCO Testing and Education Reference Center
- Movie Licensing USA for public and school libraries continues to be our most popular offer. Public libraries save 45% and school 50%. Libraries are added throughout the year.
- EBSCO Points of View

Fall offers

- Thirty-one libraries responded to our fall offers.
 - o ARTstor
 - o CONTENTdm (OCLC)
 - o EasyBib Library Edition
 - o EasyBib School Edition
 - o EBSCO Discovery Service (EDS)
 - o Oxford English Dictionary
 - o Oxford Chinese Language Dictionary
 - o Oxford French Language Dictionary
 - o Oxford German Language Dictionary
 - o Oxford Italian Language Dictionary
 - o Oxford Russian Language Dictionary
 - o Oxford Spanish Language Dictionary
 - o African American Studies Online
 - o American National Biography Online
 - o Dictionary of National Biography
 - o Grove Art Online
 - o Grove Music Online
 - o Oxford Biblical Studies Online
 - o Oxford Islamic Studies Online
 - o Oxford Reference Online
 - o Sage e-books (Sage Knowledge, Sage Journals, Research Methods)
 - o Sage CQ Press (CQ Researcher, CQ Press e-books, Congress Collection, Supreme Court Collection, State Stats, U.S Political Stats, etc.)
 - o Sage Adam Matthew Historical Archives (for genealogy)
 - o EBSCO DynaMed (only for non-medical academic libraries)
 - o Wiley Full Collection (full or STM)

In November, we will be sharing an offer for a discount on Capstone and PebbleGo products with school librarians.

Jenifer Grady

43: TN Health Sciences Library Association

TLA Board Report

Tennessee Health Sciences Library Association (TheSLA)

Newly elected officers for TheSLA are as follows:

Jan Haley, President

Fatima Barnes, Vice-President/Program Chair

Jenny Mills/Secretary

Michael Lindsay/Treasurer

Cynthia Vaughn/Membership Chair

The Fall meeting is being held Friday, November 15th at Meharry Medical College Library in Nashville. Judy Burnham, Director of the Biomedical Library at the University of South Alabama in Mobile will be our class lecturer for "Introduction to Bibliometrics".

Respectfully submitted,

Jan Haley

Jan Haley

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Email: arhuggins1@comcast.net

44: West TN Academic Library Consortia

The West Tennessee Academic Library Consortium met on October 12, 2013 at the Paul Meek Library at the University of Tennessee at Martin.

Refreshments were served, as well as lunch. There were breakout sessions, including a Director's meeting, Public Service library staff and Technical Services library staff.

UTM Library Director, Dr. Charles A. "Chuck" Julian gave a presentation on "Don't Make Me Think...Adopting a Student-Centric Library Philosophy" which explored the ways academic libraries interact with students. Old modalities and new suggestions for more effective ways to interact with students were discussed. A panel of Consortium members served as a panel:

- Darlene Brooks, Library Director at Rhodes College
- Scott Cohen, Library Director at Jackson State Community College
- Dr. Pam Dennis, Learning Commons Coordinator at the University of Memphis
- Lin Wu, Associate Professor and Reference Librarian at the UTHSC Health Sciences Library

Scott Cohen

45: ALA

ALA has announced a "Statement of Appropriate Conduct at Conferences". (<http://alamw14.ala.org/statement-of-appropriate-conduct>) There is a growing movement for conferences and other meetings to have a statement like this in order to help prevent harassment of all types as well as provide some guidance on reporting any issues that happen.

ALA's Midwinter conference will take place in Philadelphia, PA on January 24-28.

I have nothing else to report until after that conference.

Respectfully submitted,

Courtney Fuson

ALA Councilor for TLA

Courtney F.

46: SELA

I attended the SCLA/SELA joint conference held in Greenville, South Carolina Nov. 13-15, 2013 at the Westin Poinsett Hotel. At the SELA board meeting there was a discussion regarding The Southeastern Librarian publication. It was approved this publication will no longer be available in print format mailed to members; but delivered electronically only-- starting with the first issue in 2014. This will be more economical, efficient, faster publication times, also with increased postage rates plus the convenience factor were just a few reasons cited for this change. All future issues of this peer reviewed journal will be posted to the website; but, restricted to members only through a password system. The editions will continue to be archived and current issues to one year will be available to members through the password system; however, journal access for anyone visiting the SELA website will be limited to view issues posted in the archives section dated one year or older from the last issue published.

The SELA membership committee reported there are currently 17 members from Tennessee. Total membership in SELA is 240 members; of which 84 new members were reported this year, 7 students, 8 friends/trustees/retired and the remainder on the regular sliding scale.

A proposed budget was submitted for FY2014, indicating SELA is fiscally and financially sound at this time.

Estimated attendance was over 275+ attendees from South Carolina and 53 from various SELA states. A total of 92 breakout/program sessions (45 minutes each); 3 general sessions with speakers (1.5 hours each); 35 booths total in the exhibit area, of which SELA, SC state library, SCLA, SLIS schools, ALA were included among the vendors. Inga Filippo, from Austin Peay State University, presented a session with enthusiastic people attending her excellent presentation of an interesting topic and well researched information. The hotel is an old historic structure with some upgrades to its original elegance; but, very confusing to find which levels one needed to go and a lot of programs were conducted at the public or county libraries off site which may have been a factor in those sessions not being well attended.

One session stood out for me with a "licensed brain gym instructor", this individual lives in New Orleans, and originally from England. I never knew there was a holistic skill for adults or children to using fun, movement exercises, or how the water we drink affects stress, heart & brain connections and other mind-body energy techniques and exercises -- nobody wanted to leave when it was time. I felt 100% relaxed when leaving the room and learned a lot with handouts if anyone is interested I can send copies by mail. Perhaps this would be a good general session at one of our TLA conferences as she indicated there are many of these instructors around the country perhaps we have someone in TN.

The next joint conference will be partnering again with Georgia or COMO/SELA in Augusta, Georgia -- October 1-3, 2014. The call for program proposals will be spring 2014.

Sue Knoche, TLA/SELA Representative

48: Ad-Hoc Committee on Fundraising

Awaiting the results from the TLA membership's vote on the founding of the Fundraising committee. No further report.

Meredith P. Goins

49: Ad-Hoc Committee on Leadership Development

The Leadership Development Committee has applied to conduct a preconference next year, but have not yet received a response.

Dolores Greenwald

50: Ad-Hoc Committee on TLA/TASL Cooperation

49: Ad-Hoc Committee on Leadership Development

The Leadership Development Committee has applied to conduct a preconference next year, but have not yet received a response.

Dolores Greenwald

50: Ad-Hoc Committee on TLA/TASL Cooperation

TLA representative Wendy Cornelisen and TASL representative Judy Bivens both attended the TASL Board meeting in October 2013.

The Cooperative Efforts committee met and discussed several topics:

- Session on partnering with school libraries at the 2014 Summer Reading Conference
- Facilitating discussions among the coordinators of the state's 6 library programs.
- Coordinating a TASL booth at the TLA conference in April 2014
- Creating and sharing a list of the myriad of education-related conferences that occur across the state
- The [Yall Fest](#) in Charleston is an interesting model to consider for future cooperative efforts.

Respectfully submitted,

Judy Bivens & Wendy Cornelisen