

**Arizona Library Association
Executive Board Meeting
October 16, 2015
Wheeler Taft Abbett Sr Library
Tucson, AZ**

Minutes

I. Welcome – Dan

A. Call to order

1. In attendance: Dan Stanton, Denise Keller, Debbie Tripp, Sandy Edwards, Joan Clark, Steven Stillwell, Amber Mathewson, Dale Savage, Aimee Fifarek, Rich DiRusso, Jasper Halt, Ann Leonard, Amber Kent, Jen Lopez, Andrew See, Becky Brendel, Lauren Reganheart, Christine Tuttle
2. Minutes Ann Leonard (Stepping in for Secretary Joyce Martin)

B. Approval of Agenda

1. Not enough for a quorum

C. Approval of July 2015 Minutes

1. Not enough for a quorum

D. Various and sundry

1. MPLA Leadership Institute Reminder
 - a) Deadline Oct 31st
 - b) State Continuing Education Scholarships can be used for registration costs
2. AzLA Literary Award Committee
 - a) Needs a Charge for the Handbook

II. Denise Keller Treasure - Financial Report

A. Balance going down

B. 30k Used last fiscal year to pay necessary bills

C. Budget in April - 46k over, we need to reevaluate budget and look for sources of revenue

D. Conference registration 19k in the past 15 days

III. State Librarian's Report – Joan Clark

- A. Joan announced retirement - March 31st 2016
 - 1. Holly Henley will become State Librarian
 - 2. Ted Hale will serve as Records Management Officer
- B. Federal Documents in AZ - AZ state serves as only regional federal depository
 - 1. Clark exploring Regional Depository survival in a digital world with less staff
 - 2. Developing new "Arizona Model" - partner with University and Community Colleges - Shared Responsibility model - will request national approval
 - 3. Oregon has a similar model
 - 4. Already working with and meeting with the state universities
 - 5. Davita Vance-Cooks of GPO to launch new discard government documents policy at National level
 - 6. Janet Fisher of the Talking Book Library works with US Depository Council
 - 7. AZ will be new pilot library for discard policy
- C. AZ Community Colleges Directors of Libraries association First Conference - MCC - accdol.org - Dec 10-11 2015
- D. Domestic Violence Awareness Month resource - AZ Address Confidentiality Program - azsos.gov
 - 1. Provides anonymous addresses for those in danger
- E. Marketing, Branding, & Awareness Team (AZ Library Leaders Summit) - will meet to discuss Libraries Transform campaign by AzLA
 - 1. ALA Oct 29 official launch
 - 2. Meet with pivotal stakeholders (key organizations) to communicate importance of libraries

IV. Action Items

A. Surveys – Stephen and Sandy

- 1. Governance Survey

- a) Exploring ways to use tables in Survey Monkey to make survey more efficient
- b) Steven stepping down as Chair - will send Dan recommendations for new Chair
- 2. Membership survey
 - a) Ready - Debbie will send email blast - Ann will get it on SM

B. AzLA Engage Site – Volunteers - Dan

- 1. AzLA Engage site <http://cqrcengage.com/alaaz/home>
- 2. Dan looking for people to contribute to this site
- 3. Steven advises: Multiple people from different committees contribute
- 4. Will be posted once it gets content
- 5. Dale advises: Use this site to discuss AZ state legislative matters - letters to legislature, etc

C. Libraries Transform AZ - Christine

- 1. Marketing & Advocacy plan to visit with state libraries
- 2. Use the ALA Toolkit
- 3. Alexis will be hosting conference happy hour in her Suite - providing campaign takeaways
- 4. Posting SM challenge to AzLA members in November
- 5. Post flyers to public community boards, such as Starbucks
- 6. Committee also planning for Tucson Festival of Books
- 7. Dan recommends AzLA logo on posters
- 8. Next MAC committee meeting on the 22nd 3:30 - 5:00pm at Scottsdale Public Library, Civic Center Branch
- 9. Steven recommends: Use both County/State and AzLA logos

D. Regional Forum Planning/Regional Conference Meetings - Dan

- 1. Amber holding session at conference to discuss regional forum planning
- 2. Dan recommending session prior to conference as well
- 3. Denise recommends to be conscious of Regional Forum expenses - break even if possible
- 4. Align with County or State meeting, a greater incentive for members to get together

5. RF was falling upon the shoulders of County Librarians, AzLA needs to develop a structure, schedule, and order to these meetings
 6. There are worries that this is a financial burden - who covers the cost? County Librarians? AzLA?
 7. Dale asks: Could AzLA cover lunch?
 8. Joan: Suggests we have selected sponsors that host lunch or event - State created criteria to limit the "sales pitch", i.e. 20 min limit
 - a) Reach out to local vendors
 9. Debbie notes: AzLA has debit card - use to cover expenses in advance
 10. Amber will ask which counties are interested in hosting at the County Librarians meeting
 11. Cindy of Mohave County is interested in hosting
 12. Add outline of Regional Forum responsibilities to AzLA Handbook
 13. Create a list of suggested list of "themes" for the hosts to choose from
 14. Ann suggested: AzLA Regional Forum dedicated webpage - link to responsibilities, topics, archives of previous forums, vendors, etc
 15. Next steps: Dan will have meeting with regional reps
 16. Denise suggests: Avoid scheduling during PLA in April
- E. Updated AzLA IFC Handbook/Interest Group Member Lists - Rich**
1. Intellectual Freedom Handbook
 - a) Not updated since 2010
 - b) Wishes to update tone and structure of handbook
 - c) Rich will rewrite and email to board
 - d) Joan suggests: Add real life examples of Library Directors being quoted in the press
 2. Finding Member lists - Dan - Log into the back in of YM to see who is a member of a specific group.
 - a) Divisions & Interests Groups people self-select.
 - b) Committee members must be invited by their Chair
 - c) Andrew See of the Web Committee - an upcoming guide on the side will have tutorials on how to use group functions

- d) Committees are populated by Division chairs, etc.
Steven is creating a chart to display these roles
- e) there is an archive of historical chairs in the appendix of the handbook
- f) Denise proposes: Doing an orientation for new members
- g) Amber asks: Should we have one large meeting in January to orient everyone, or should new people have a one and one with the previous member?
 - (1) Rich answers: He would appreciate both, but likes the idea of a large group so everyone is on the same page
 - (2) Aimee recommends: Each committee have it's own handoff meeting after conference

F. Conference Update (Board Duties?) – Ann & Jasper

- 1. Call for volunteers
- 2. We're going to increase marketing
- 3. Toby Smitt wants press coverage for author awards
- 4. Jasper looking for 2016 Co-Chair
- 5. Membership Committee looking for Resume Clinic 1 - 2:30 Friday afternoon
- 6. Ann will add 2nd slot of volunteer roles for sign-up sheet for Membership Booth
- 7. Will develop Reciprocal Arrangement description to be added to Handbook

G. The Next Great Event – Contract Renewal - Dan

- 1. Kerrell's contract is up in November
- 2. Dan recommends her for negotiating contracts with venues
- 3. Jasper recommends her for negotiating with sponsors
- 4. She's already taken the steps for next year's venue in Tucson

V. Coming Soon to an Association Near You (Amber)

- A. Libraries Transform as potential theme for 2016 conference
- B. Wants a focus on strategic planning for her tenure - What goals and plans can we have for coming years?
- C. Group exercise with in-house members - What needs to be improved within AzLA?

1. Various answers including recruiting members, continuity, and communication

VI. Adjournment