

AWSL Fall Board Meeting 2018, Minutes
WLA Conference, Radisson La Crosse and La Crosse Convention Center, La Crosse, WI
October 24th, 2018

Meeting called to order

1. Introductions

Present: Carrie Doyle, Jaime Healy-Plotkin, Anne Moser, Amy O'Shea, Kris Turner, Brianna Woblers

2. Approval of 2018 Spring Business Meeting Minutes

Carrie motions to approve minutes, Anne seconds. Approved with no corrections.

3. Additions to the Agenda/Announcements

None suggested.

4. Officer Reports

a. Chair –Jaime Healy-Plotkin

Jaime thanked everyone for coming to the WLA annual conference. She shares that the scholarship was never taken up by anyone. A budget request was submitted for the 2019 scholarship and it was approved. In the March 2019 meeting the scholarship text can be edited so that it can be sent out early in hopes of more interest.

Jaime suggests that Amy and Brianna attend the WLA volunteer orientation in January if possible.

The spring business meeting at the Wisconsin State Law Library with a proposed date of Tuesday March 12, 2019 at 10am. Folks can call in if they are unable to attend in person.

b. Past Chair – Lisa Abler

Absent, nothing to report.

d. WLA Board Representative – Kris Turner

Kris reports that the budget was the main focus of the conference meeting. This year WLA is only \$14,000 in debt, versus last year's \$43,000. The Finance Committee recommended that the deficit be covered from the rainy day fund this year. This is not a sustainable option going forward. If the rainy day fund is used to cover costs every year, WLA as an organization will only last approximately 10 more years.

On the bright side, there are 170 new WLA members this year which is exciting! All of the smaller conferences earlier in the year (WAAL, WAPL, SSCS) had great attendance this past year, which is another move in the right direction. The board will have a better idea in January what the final numbers are, but most likely there will still need to be a big push to be back in the black in the coming years. A major goal for next year is to bring the budget back into balance.

This is most likely the last WLA conference in LaCrosse. The overhead is too high and the attendance too low (approximately 610 registered vs. 1000 at other locations). Next year will be at the Kalahari in The Dells, as it was last year (there was a 3 year contract). After last year's conference a lot of concerns were raised about the cultural appropriation of the Kalahari and folks said that they wouldn't attend if the conference was held there again. Unfortunately the contract is already in place, so most likely the board will issue a statement to address this issue. The problem is that there are limited convenient locations that can host a conference of WLA's size at a good price. This makes efforts to make money on the conference a challenge.

The Website Communications Group had members dwindle and then a new crop of volunteers came forward to help migrate materials to the new website. The goal is to be done by January 1, 2019. The plan is to make instructional videos for the new site. Memberclicks will have a new pricing structure that WLA needs to address.

5. Committee Reports

a. Newsletter – Anne thanks everyone for the contributions and says that she received two compliments about Jaime's writing and the newsletter in general. Spring topics and deadlines will be set at the March meeting.

b. Webmaster – Hannah helped Anne with the website.

c. Membership Committee – Carrie reports that the Membership Committee was quiet over the summer but was gearing up again. She is working on a project to compare WLA members to library directors and will contact any directors that are not currently members. The committee would like to get more academic librarians to become members but is still pondering how to do that. Maybe AWSL could do a talk at WAAL to entice new members. Anne would like to do this with Kris and Carrie if it happens this spring.

6. Old Business

a. Ideas for outreach/engaging existing members, attracting new members

2018 Updates:

- Conference seems to be going well so far. Kris and Anne have sessions at the same time as the AWSL Gundersen Health Sciences Library tour.
- Summer tour of the UW Law Library was a success with about 12 people turning up. Social afterwards was not that well attended.

- UW iSchool orientation was fine. There was a lot of interest in archives expressed but only about 10 students signed up for the AWSL info.
- Fall Social went well with about half a dozen folks in attendance.
- Scholarship amount was raised but no one applied.

B. Role for AWSL within WLA - Not discussed at this meeting.

7. New Business

a. Introduction of new officers

Jaime introduced Brianna Wolbers at AWSL 2018-2019 Secretary, and Amy O'Shea at the new Chair Elect.

b. Upcoming outreach and events for AWSL in 2019

Spring Board meeting in March, Newsletter in April, Scholarship promotion as soon as possible, plan for WLA in The Dells, Summer Tour, iSchool orientation, nominate librarians and libraries for awards (follow up with Anne).

8. Adjourn

Meeting adjourns.

Minutes submitted by

Amy O'Shea, Association of Special Librarians (AWSL) 2017-2018 Secretary

Approved without changes March 12, 2019

Appendix 1: **AWSL Leadership Information**

AWSL Dropbox Account

Executive Director Plumer Lovelace would like volunteers to submit all files to the WLA Dropbox. Kris has created folders in the Special Librarians Division folder for files like newsletters and minutes. Please feel free to create new folders and to add any and all documents of interest. This is intended to be the place where knowledge transfer occurs.

<https://www.dropbox.com/home>

Account Name: Walter Smith (First President of WLA)
Email: wla4610@gmail.com
Password: WLA4610

To access AWSL documents: WLA > Divisions > Special Librarians Division

Unit Reports

Unit Reports should be submitted by the Chair/Board Liaison to the Unit Report folder in Dropbox before each WLA Board Meeting.

WLA > WLA Board of Directors > 2017 > Board Liaisons > [Month] Board Liaison Reports

2017 Board Meeting dates are: February 10, April 14, June 16, August 11, October 17, December 1

Bylaws and Organization Manual

It is strongly recommended that all leaders, and especially the Board Liaison, familiarize themselves with the WLA [Bylaws](#) and the [Organizaton Manual](#). These documents can be found on the WLA [website](#) under the tab labeled About.

Appendix 2: **WLA/AWSL Leadership Calendar**

JANUARY

***Volunteer Orientation – required** for Vice-Chair, Chair, Board Rep (lunch)

Usually held 9:30am- 3:00pm the 2nd Friday in January at the DeForest Public Library

*** Schedule unit committee/board meetings for the year** - Chair.

It is important to get members to attend and important to build leadership within the unit. Send out agendas ahead of time to all members.

*Our job is to engage the membership and get people involved in our activities. We can hold meetings at the WLA office or use their GoToMeeting account.

*** Process archival materials dated 2013 or earlier.** See Records Management online for details or contact the WLA office. We are also encouraged to load materials to Dropbox.

FEBRUARY

***WLA Board Meeting**

***Library Legislative Day**

MARCH

***AWSL Spring Board Meeting Chair**

***WLA Conference program proposals normally due mid-March** - Vice-Chair is the Conference Representative; remember to submit proposal for AWSL Business Meeting as well as the social, the tour of special library and programs presented by AWSL members

APRIL

***Final WLA Conference program details due.** WLA Conference Committee notifies unit reps which programs are accepted, which still need sponsors. Opportunities for co-sponsorship. Encourage members to help at conference. Ask people to be room monitors or to introduce speakers. Opportunities like this give members a chance to be involved without having to run for office. Getting involved in small ways like this might lead to more involvement down the road.

***WLA Board Meeting**

***WAAL Conference**

MAY

***AWSL Spring Newsletter is published** - send email to members asking for contributions

***Final WLA Conference speaker agreements are due to WLA Conference Committee.**

***Start looking for new officers and committee members** - Past Chair finds candidates

***WAPL Conference**

***Support Staff Section One-Day Conference**

JUNE

***Summer Social**

***AWSL Summer tour of special library** – good idea to ask WLA Membership Coordinator to add AWSL meetings and events to WLA Blog to help publicize, in addition to email marketing

***WLA Awards Honors Nominations Due**

***WLA Board Meeting**

JULY

***Election ballots from units due** into the WLA office by mid-July - Past Chair. (Contact Vanessa Mauss)

AUGUST

***Send out information about AWSL scholarship to WLA Conference**

***SLIS Orientation**

***WLA Board Meeting**

SEPTEMBER

***Notify Scholarship applicants**

***Social with SLIS students**

***Send email to AWSL and SLA members** publicizing conference programming, business meeting and social hour. Ask for people to help with room monitoring, etc.

OCTOBER

***Budget requests due back to WLA Office - Chair.** (Contact Tom Klement)

***AWSL Fall Newsletter is published**

***AWSL Annual Business Meeting Chair** – coincides with WLA Conference

***2017 WLA Conference** in Wisconsin Dells October 17-20

***WLA Board Meeting**

NOVEMBER

***Submit all final bills and vouchers to the WLA Office** (Contact: Tom Klement)

DECEMBER

***WLA Board Meeting**