

AWSL Fall Board Meeting 2017, Minutes
WLA Conference, Kalahari Conference Center, The Dells, WI
October 17th, 2017

Meeting called to order

1. Introductions

Present: Lisa Abler, Carrie Doyle, Nell Fleming, Amy O'Shea, Kris Turner

2. Approval of 2017 Spring Business Meeting Minutes: Nell motions to approve minutes, Carrie seconds. Approved with no corrections.

3. Additions to the Agenda/Announcements

None suggested.

4. Officer Reports

a. Chair –Lisa Abler

Lisa reports that there were some difficulties getting the word out about the summer tour of the UW Law Library. WLA never sent the email so no one attended. Lisa got emails after the fact, from about a half a dozen people, saying they were interested and would have liked to come. Nell brings up the idea of trying to incorporate a tour at next year's WLA leadership conference in August.

Lisa is concerned that WLA does not makes divisions feel valued and suggests that we need to present ideas of value to WLA, aka a Law Library tour.

Kris and Lisa went to UW iSchool orientation and got a lot of student interest at the table. Seventeen students signed up for the email list and two attended the fall social. Someone asks what happens with the email list after the social and how can AWSL keep using it to promote member activity. Kris, who had to leave early, should know what happened to the list.

Nell brings up the idea of AWSL having a table in the WLA conference exhibit hall. The Youth Services Section does this.

There were no applicants for the AWSL scholarship. Lisa sent an announcement to the SOIS office, there was a notice posted in the UW iSchool blog, the announcement was sent to the personal email list from UW iSchool orientation and there was a MemberClicks message sent. Going forward the UW iSchool Special Interest Group (SIG) will be the best way to contact

students. MemberClicks would have been a good way but has issues after being upgraded. What is the best way to contact WLA membership in the future?

b. Vice Chair/ Chair Elect – Nell Fleming

Nell reports that tour communication with WLA was a really bad experience. Kris will address the negative experiences AWSL vice chairs have had while working with the WLA conference planning committee, at the meeting in January. The tour is set up for the Crane Foundation outside of Baraboo. The AWSL conference social was canceled this year due to lack of timing and interest.

c. Past Chair – Carrie Doyle

Carrie is acting past chair. She will soon be on the WLA membership committee and will bring up communication issues, and issues with email lists and announcements, to them. She found a chair elect, Jamie Healy-Plotkin at the Wisconsin State Law Library!

d. WLA Board Representative – Kris Turner

Kris reports that the Financial Committee approved the budget and that WLA will be \$43,000 in the hole. WLA wants to draw attention to low membership, lack of conference attendance and the lack of revenue. They want membership to be aware of the budget not being balanced.

Communication within WLA is an issue, especially with members and membership. Kris will bring the communication issues up at the January 2018 meeting. He recently learned that there is a communication committee. MemberClicks has been upgraded but is not functioning well. A committee is currently working to redevelop the WLA website.

The WLA annual conference will be in La Crosse in 2018, the most expensive location in the state at \$25,000 for the venue. This location has the worst conference attendance and is part of the reason WLA is in debt.

Attendance was way up for Library Legislative day in February.

The Leadership Institute in August was a success and actually made money.

The iSchool now has as student Special Interest Group for WLA, which is tasked with encouraging new membership.

5. Committee Reports

a. Committee on Appointments –Carrie will see if this can be dissolved and will not need to be a committee anymore.

b. Newsletter – Anne was absent.

c. Webmaster – Anne was absent.

6. Old Business

a. Outreach to students: The WLA Student Task force that Kris mentioned at previous meetings is now a Special Interest Group (SIG) made up of students from the UW iSchool and SOIS. The SIG is a good point of contact for us and Megan Adams is the main person to contact. Lisa will contact the group to drum up AWSL interest. Carrie suggests that students need an experience, perhaps AWSL needs to offer a task to students like working on the newsletter, or helping us with ideas on how to attract new members. The SIG will also be a good way to advertise the AWSL scholarship.

7. New Business

a. Upcoming for AWSL in 2018

Specific planning will happen at the Spring meeting.

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

Group agrees that this was touched on throughout the meeting and that there is a need to focus on how to really attract new members.

c. Role of AWSL in WLA

Many questions were brought up: What is WLA doing for its members? What is AWSL's value to WLA? Should AWSL be a SIG? Would it be possible to offer an AWSL tour during the Leadership Institute? How can AWSL, and WLA, increase the value of the membership for our members and get more members? Would it be useful to connect students to members? Should AWSL survey its members to see what they want? Should AWSL offer a webinar to its members? Perhaps AWSL should try one and see if it could even work.

d. Transition of chairs – Lisa officially hands Chair position over to Nell. Jamie becomes new Chair Elect.

8. Adjourn

Amy motions to adjourn, Carrie seconds.

Meeting adjourns.

Minutes submitted by

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

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**