

WAAL Board Meeting Minutes
Monday, January 7, 2019
10:30am
Conference Call

Call to Order and Introductions

Meeting called to order by Eric Jennings at 10:33am.

Present: Eric Jennings, Andrew Prellwitz, Michael, Doylen, Josh Hickman, Diana Shull, Beth Kucera, Robin Miller, Jill Markgraf, and Laura Briskie

Absent: Lee Wagner

Committee Updates

1. WAAL Conference Committee –Beth Kucera / Robin Miller
 - a. Acceptance letters sent to presenters
 - i. 25 sessions in five tracks (more room is available this year)
 - ii. Waiting to hear back on one confirmation.
 - b. Sponsorships are up from last year, around \$3100
 - c. Polling the conference planning committee about Little Big Read on whether to keep it, change it, etc.
 - i. Could the “read” be a TED Talk, podcast?
 - d. Posters moved up from the last session on Thursday to after the Little Big Read as a dessert reception. This made sense for budget and now the luncheon on Thursday does not include dessert.
 - e. Lightening talks are still the last thing on Friday. Snacks to-go will be provided.
 - f. Breakfast is included for everybody on Thursday paired with a 15-20min session about how to get the full experience from the WAAL conference. The WLA business meeting will also take place at this time.
 - i. Hoping this will increase participation in the business meeting, increase recruitment if they aren’t members, if they aren’t volunteers, etc.
 - g. Conference Scholarships – Jill is ready to announce they are available
 - i. Where do we get these posted on the websites? David Kwasny, WAAL website person.
 - ii. Andrew and Laura will help Jill’s committee review applications for scholarships.
 - iii. Where does Jill send the scholarship announcement to be sent to all WAAL members? Send to WLA office. Eric will get info to Jill.
 - h. Volunteer Opportunity
 - i. This is 100% new. On Friday, there will be a service project. Conferences like ALA, IFLA, FAA, will do projects where people attending can help. Sometimes it is related to libraries and sometimes it isn’t. Since this is new, we are doing a library related project.

- ii. It is a transcription project with the archives department at UWEC. The Archivist is setting it up and is hoping 10-20 people will take time from the conference to go to a special computer lab to help transcribe a collection.
- iii. This is a fun pre-professional opportunity for students and could be fun for any librarian to contribute and to spend time with others in a way that is different than past conferences.
- iv. Hoping this will happen in the future, doesn't necessarily need to be archives related.
- i. Please reach out to MN or IA librarians to let them know about the conference in EC.
 - i. Good opportunity to build a broader audience/attendees.
 - ii. Make a list of academic libraries in the cities and send an announcement to distribute among staff?
 - iii. Shauna Edson is involved in the email part.
 - 1. Metronet and other MN listserv.
 - 2. Shauna and Laura will work on this.

New Business

1. Communications Liaison
 - a. This position is vacant.
 - b. Duties
 - i. Update WLA website.
 - ii. Keep list of members up-to-date.
 - iii. Contributes to WLA newsletter.
 - iv. Other duties outlined in procedure manual, but former liaison thinks these are out of date.
 - c. This position would be a good idea for a recent graduate.
 - d. Any ideas for recruits?
 - i. David Kwasny @Marquette?
 - ii. Issue of vacancy and outdated duties is similar to what Jill has been experiencing with her professional development committee.
 - iii. Contact WLA office to get data on anyone who has marked they are interested in volunteering.
 - 1. Can we receive this information in an automatic report any time someone marks they are interested?
 - 2. Josh will contact Plumer about this and will let Eric know.
 - e. Side conversation related to membership: it is very hard to renew membership online.
 - i. Three committee members have been unable to renew.
 - ii. Eric will check into this.
2. WLA Newsletter
 - a. Should we submit something? Feb 1 deadline

- i. Short write up of previous meetings
 - ii. Jeff suggested maybe new state of WAAL board and composition of positions and position holders?
 - iii. Advertise for conference
 - 1. Beth will compose something
 - iv. Might be able to plant ideas that we are looking at changing the conference time of year and/or location in the future
 - 1. Eric will do this, potentially with a link to a survey
- 3. Survey of Academic Librarians – Conference Options
 - a. Seeking feedback and finalization so the survey can be sent out
 - b. Dormitories, is it a plus or minus?
 - i. Cheap cost is a positive for sure and should be played up. Include if people would be sharing a room or not.
 - ii. Dorms are walking distance, cheaper, no need to worry about parking, etc.
 - iii. Rephrase the plus/minus question. Insert in that question the reasons we are considering this change.
 - iv. Option to place additional contextual information in the intro to the questionnaire.
 - 1. We are doing this to save money for attendees and also for the organization.
 - 2. Registration fees would decrease if we went this route.
 - c. Josh created a list of WI librarians by hand that is now a bit out of date. This list can be used to send this survey out.
- 4. Procedures Manual
 - a. Creating a clean & working version
 - i. Need to accept changes and move forward
 - ii. 100 section changes were passed at the previous meeting.
 - iii. 200 and later sections changes need to be passed at July meeting.
- 5. Refreshing the list of non-members & members
 - a. Who did this in the past and how can we make this a routine procedure?
 - i. Can the WLA Office do this?
 - b. Are CUWL and WAICU good enough? Do our messages get through to everyone?
 - c. The list Josh made is a google doc. This doc includes the staff listing webpages for 81 higher education institutions in the state.
 - i. Could Craig Thomas help us create way to automatically pull info from those pages to auto update? Eric will talk to Craig.
 - ii. Josh will share google document with Eric.
 - d. Barb, from WLA, is also an option. She is on retainer.
 - i. Plumer agrees that she is a resource we can use.
 - ii. Can we give her that list of members and nonmembers to see if the list is up-to-date with librarians across the state?
 - iii. Hannah at WLA may be the best person to remove current members on the list.

- iv. Do we want to have different messages to send to members vs. nonmembers? Like for sending out the conference survey...
 - 1. Same message for all. Include that as a member you get discounted registration fees for the conference.
- 6. Mentoring new members in the state
 - a. Should we develop a procedure to reach out to new librarians and offer a mentor that is not at their institution?
 - b. How to identify and reach out to new members?
 - c. Do we need a “welcome packet”?
 - i. WAPL is also considering this for 2019.
 - ii. Plumer is open to our ideas for what we may want to include in welcome communication.
 - iii. Can we create an infographic?
 - iv. Postcards are easy.
 - d. If you were new, how would you like to be welcomed?
 - i. Email from Chair of WAAL.
 - ii. Include members of the board contact info and invite new members to reach out to anyone.
 - 1. Instead of having a specific mentor assigned. This gives options.
 - iii. Former mentor program was associated with the We Lead program. It was not intended to be an ongoing thing.

Next Meeting – At the WAAL Conference in April on Wednesday, April 17th at 6pm. It will be at the Lismore Hotel in a room that will be determined at a later date.

Action Items

1. WLA Newsletter – Eric and Beth.
2. Josh contact Plumer about getting WLA data.
3. Eric reach out to Plumer about difficulties re-upping membership online.
4. Andrew and Laura help Jill review scholarship applications.
5. Eric get WLA office info for Jill so she can send WAAL conference scholarship announcements to WAAL members.
6. Eric talk to Plumer to update list @WLA.
7. Eric talk to Plumer about creating the bot/spider that Craig had talked about.
8. Josh send google doc to Eric.
9. Procedures Manual 200 and up is set for review in the July meeting. Eric will do this.

Adjourned at 11:50am