

WAAL Board Meeting Minutes

Friday, February 9, 2018

10:00 am

Conference Call

Call to Order and Introductions

Meeting called to order by Andrew Prellwitz at 10:04am.

Present: Andrew Prellwitz (chair), Beth Kucera, Craig Thomas, Diana Shull, Jeff Brunner, Eric Jennings, Laura Briskie, Laurie Swartwout, Jill Markgraf, Plumer Lovelace

Absent: Lee Wagner

Approval of Minutes from the November 3, 2017

Andrew Prellwitz moves to approve the minutes, Jill Markgraf seconds. The motion passes unanimously.

Reports of the Officers

- 1) Chair – Andrew Prellwitz
 - a) Andrew is reviewing the WAAL section of the WLA Policies & Procedures document. Discussion with the committee to follow in the Old Business section of these minutes.
- 2) Chair Elect – Eric Jennings
 - a) This is his first meeting as chair elect. Learning role with Andrew's help.
 - b) Attended most recent WLA Leadership meeting. Was one of three academic librarians in attendance of a crowd of ~30. Speaks to larger issue that we need to increase membership.
 - i) From the membership survey; asking current members if they have suggestions for possible new members isn't effective because it is uncommon for current members to know who else is or isn't already a member.
- 3) Past Chair – Laurie Swartwout
 - a) Future tasks include choosing the location for upcoming WAAL conferences. The next two years' locations have been chosen. Will work with Brigitte when necessary to choose following locations.
 - b) New responsibility – Monitor and report on WLA legislative committee. Due to elimination of WAAL Board Legislative Liaison position, the WAAL Board still needs to interact with the WLA legislative committee.
- 4) ACRL Rep – Lee Wagner
 - a) Absent - attending the ALA Midwinter Meeting
- 5) Member at Large – Josh Hickman

Committee Updates

- 1) WAAL Conference Committee – Craig Thomas & Beth Kucera

- a) Conference planning is going well. Registration starts in two weeks. Local Arrangements is developing a walking tour of Oshkosh for an evening activity. IT is developing ahead of schedule and under budget.
 - b) New initiative – Little Big Read. During registration, attendees will choose one of four articles related to programming tracks. Committee is soliciting suggestions from speakers and presenters for articles. Articles not chosen for the four main articles will be listed as suggested outside reading for attendees. Attendees of the speaker-less lunch will sit according to their chosen article to facilitate discussion.
 - c) Robert Karels and Craig Thomas built a database to manage proposals, program scheduling, and communication. They are hoping this will be a tool the committee will be able to use year after year.
 - d) Jill has a colleague, Robin Miller, who is interested in joining the planning committee for the 2019 conference in Eau Claire. Beth Kucera will contact Robin.
- 2) Information Literacy – Diana Shull
- a) Invitations to apply for the Information Literacy Award have been sent to presenters scheduled in that track for the upcoming conference. Applications are due Friday, March 9th. Committee will meet after to determine a winner.
 - b) Committee membership has changed recently. Looking for one more person to join.
- 3) Nominations – Open
- 4) Professional Development – Jill Markgraf
- a) Sent notice of updated scholarships application to members. The first application for scholarship has been received by the committee.
 - b) Struggling with MemberClicks. Should they use MailChimp instead?
 - i) Andrew suggested she check with the WLA Office/Plumer about using MailChimp.
 - c) Following results of the membership survey, they are working on planning a professional development meet up.
 - d) Currently a three person committee and looking for suggestions for new members.
- 5) Communications – Jeff Brunner
- a) Transitioning away from a separate WAAL newsletter; will be putting WAAL information into the WLA newsletter. Working on getting the WLA newsletter timeline.
 - b) Communication is complex at this time. Improvements are needed in the structure of the WLA website Jeff's access to areas of the site is changing and he is unable to access areas he needs to access.
 - i) Example: the PDF scholarship application forms that Jill's committee generated are currently on the WiLS webpage because Jeff cannot get them onto the WLA website.
 - ii) The MemberClicks upgrade is not completely implemented at this time. Committees are using work arounds but more work needs to be done to improve.
 - (1) For future use: the MemberClicks email is now just a listserv email.
Communication can be sent to: waal@wla.memberclicks.net
- 6) Membership - *Open*
- 7) Legislative Liaison - *Open*

Old Business

- 1) Review of WAAL section of the WLA Policies & Procedures - The goal for this meeting is to review and suggest changes for the 1st section. From there, suggested changes will be sent on to go through the WLA committee on organization, the WLA Board, presented at the WAAL business meeting, and finally to members for voting.
 - a. Article IV. Section 4. Parts A & D. Remove Treasurer position language from Chair and Secretary positions. Tom is the Treasurer for WLA. In the past, there was a separate budget for each unit. WLA and subunits have transitioned away from separate budgets, thus separate treasurers are not necessary.
 - b. Article IV. Section 4 Part C. Remove serving as a member of the WLA Committee on Appointments; the committee no longer exists.
 - c. Article V: Strike this entire Article.
 - i. In the past, there was an effort to create standalone divisions in WLA; the policies and procedures reflect this effort. The focus now is to streamline the organization and subdivisions; WLA is hoping to create new units that will serve all of the subdivisions in areas like membership, leadership, website management, and nominations. The new units may further impact how old committees previously functioned.
 - ii. With these changes, WLA is hoping to increase transparency, increase visibility, transition away from paper communication, increase talent acquisition and effectively manage talent alignment in different committees.
 1. Do we need to put a written description of these new units or efforts in our bylaws to compensate for our removal of this Article?
 - a. Committee agrees we should have something here.
 - b. Plumer has some new documents we can access: one for online voting procedures, one for calls for volunteers, and another for the nomination committee charge.
 - c. a work in progress document that outlines the new process for calls for volunteers. There will be tweaks to the document, but we can look at it.
 - d. Is there a deadline for our committee to finalize this section?
 - i. No. We can set our own deadline.
 - iii. We will revisit discussion of Article V during the April meeting.
 - d. Article VI – Sections 1 & 6.
 - i. Legislative Liaison is an unfilled position. Do we need it?
 1. This role was created when divisions in WLA were more separate. Now that WLA is streamlining, having a dedicated role on each division board is not necessary.
 2. This position would report to the LD&L Committee. Currently the LD&L committee would like to see more interaction with WAAL/academic librarians. To maintain communication, we can invite a member of the LD&L Committee to our meetings as a guest or send one of our members to their meetings as a guest. Plumer is happy to help with facilitating this. The LD&L Committee meets 4-6 times a year. We should also be able to access their meeting agendas and minutes.

- a. There should be an email we receive that notifies us of other committee updates. Look into whether we are currently receiving this email.
 - ii. To maintain involvement between our WAAL Board and the LD&L Committee, the Past Chair position will monitor LD&L activities. The Past Chair will update the WAAL Board at meetings so we can decide if or when we'd like to meet with their committee or one of their committee members.
 - iii. Eliminate this position. Strike Section 6.
 - e. Article VII
 - i. Section 3. – Business Meetings
 - 1. Proposed change from two meetings to one meeting at WAAL Conference.
 - 2. Members are still encouraged to attend the Business Meeting held during the WLA Conference.
 - 3. Changed “mail” to “distributed”
 - ii. Section 4 – Program Meetings
 - 1. What are these? These are a holdover from the old separate divisions, might refer to professional development.
 - 2. Strike this section; the professional development subsection of WAAL is responsible for this type of activity.
 - f. Going forward – Review Article 5 regarding nominations at April meetings. Continue exploration of MailChimp vs. MemberClicks.
- 2) WAAL Membership Survey Results / Membership benefits – Board reactions to results
 - a. 79 people answered
 - b. Question 1 – Non-WAAL members responded which is a good sign for prospective membership.
 - c. Question 2 – Respondents in the 0-5 years categories are promising.
 - d. Question 3 - Significant number of respondents attend the conference but are not members.
 - i. Discussion regarding how much budgetary concerns affect membership vs. conference attendance. Conference attendance is more likely to be reimbursed by employers.
 - ii. Should we increase non-member registration fee?
 - iii. Should we try a new model, maybe try folding yearly membership fees into conference registration? Current membership fees are based on how much the individual is compensated. How will that work if we try bundling with conference registration? Suggestion to communicate early, alter how we communicate to minimize sticker shock.
 - 1. WLA may have an opinion about this since they run membership.
 - 2. Eric and Craig will speak with Plumer first. Then they will research how other organizations structure their membership and conference fees.
 - e. Question 4 –
 - i. Professional development was ranked a close second to the conference. This is encouraging for the professional development committee.

- ii. There may be some overlap between the conference and professional development in respondent minds because the conference is a form of professional development.
- f. Question 5 – Another example of funding/budgets affecting ability to attend conferences. Transportation, coverage at worksite, funding for registrations, etc. can be a barrier. We should make sure we focus on low cost options for our members.
- g. Question 6
 - i. Some of the highest ranked responses track nicely with the four program tracks for the upcoming WAAL Conference.
 - ii. Some member surprised “future of libraries” was ranked so high.
- h. Question 7
 - i. Some responses here contradict responses from a later question (preference for full or ½ day events)
 - ii. Webinars are top ranked; this is a low cost option we could make sure we continue to offer for those of our members who are unable to attend events out of their area.
- i. Question 11 – Neutral responses to our newsletter support our move to combining our newsletter with the WLA newsletter.
- j. Question 13 – Responses provide direction for Professional Development Committee.
- k. Any other takeaways?
 - i. Why did 74 people skip the question about recommending membership?
 - 1. Afraid to call people out?
 - 2. Respondents potentially unaware of who is a member and who isn’t.

3) Board Vacancies

- a. Legislative liaison – eliminated. See 1d in the Old Business section of these notes.
- b. Membership – See section 1c in the Old Business section of these notes.

4) New Business

- a. Membership benefits brainstorming – 10 ideas, continue brainstorming for the April meeting.
 - i. Networking, meeting colleagues in the state/region
 - ii. Professional Development (via regional meet ups)
 - iii. Conference
 - iv. Leadership opportunities
 - v. “It’s just right”
 - vi. Professional engagement for early career librarians
 - vii. Road Test ideas, which may go the distance, incubator
 - viii. Finding professional mentors. Assist with transition to leadership
 - ix. Identifying research collaborators, partners
- b. Eric is wondering if anyone has ideas for recruitment to help plan the 2019 conference?
 - i. If those on the current conference planning committee want to stay on they should let Eric know.
 - ii. Craig – membership on the conference planning committee is generally stable.

Adjourned at 11:55am