

PNC/MLA Board Meeting

October 16, 2009

- I. Meeting called to order at 1:15pm
- II. Introductions
- III. Review Minutes of Board meeting from March 12, 2009 (deferred until later in meeting)
- IV. Additions to the Agenda (none)
- V. Executive Board reports and related issues
 - a. Treasurer's Report – Judith Hayes – copies provided
 - i. Judith shared a Tax Filing form that was submitted to MLA
 - ii. Budget is estimated due to income and expenses still in flux from the Annual Meeting.
 - iii. Judith investigated the possibility of earning interest on some of PNCs treasury dollars, but because we are a non-profit organization, the banks and credit union she approached said we cannot do this (invest in CDs, etc)
 - b. Membership Report – Susan Barnes – copies provided
 - i. Overall membership up by 2!
 - ii. We will announce two new Lifetime Members (Maryanne Blake and Marcy Horner) at the Business Meeting
 - iii. Susan posed a question about whether or not the Membership Secretary should update the pdf version of the membership application or whether to go fully online via RegOnline. The Board agreed that the paper form will not be updated and linked from the website, but we will provide a link to RegOnline for membership. Judith, as Treasurer, will also have paper forms on hand, just in case, as some members may need an invoice, etc.
 - iv. There was also a question about Institutional Membership/Group Purchasing – need “marketing” information about the benefits of Institutional membership, etc. Would like to charge the Group Purchasing Committee to provide this kind of information to be posted to the Chapter web site. Things to include in this report could be:
 1. Cost, Definition and Rights of Institutional Members, How to participate in Group Purchasing, What's included in Group Purchasing? How much does the Group Purchasing cost? How much of a “deal” am I getting by being a group member vs. institutional? List of packages – currently available and closed (but don't include pricing), information from the vendors describing their products and deals
 - v. Definition of Lifetime Member – this issue has been resolved as a past Membership Secretary had a report that was agreed upon by the Membership in October 2005. Susan B will pull relevant information from that report to be posted to the chapter Web Site. We reviewed the document that was provided and agreed that:

1. Current PNC member recommendation AND approved by majority of Board members
2. Retired
3. PNC member, 10 years minimum
4. Served on the PNC Board

Susan moved that we approve the qualifications for Lifetime membership listed above – Board voted unanimously for this.

c. Chapter Council – Kim Granath

- i. Kim brought a report from MLA about Chapter recruitment activities. Report includes all MLA chapters. Kim will make sure Dolores as Mentoring and Recruitment designee will get a copy. Kim also has an electronic version of the report.
- ii. Numbers from Hawaii meeting: 730 members registered for conference (does not include vendors); 156 registered for Chapter Sharing Round tables
- iii. New Emerging Leaders Task Force is a new MLA initiative
- iv. Pittsburgh Chapter merged with Mid-Atlantic Chapter and has been dissolved. MLA now has 13 Chapters.
- v. There will be time set aside for new members to visit with MLA leadership at this year's PNC annual meeting
- vi. Benchmarking summary information will be available in the Members Only section on MLANET
- vii. MLA is investigating new online management system. Will be completed by the end of 2010. One nice feature will be that you can create mailing lists for Chapters.
- viii. MLA Board meets only at Annual Meeting and otherwise meets virtually via Mega Meeting. Chapters can approach Kate Corcoran about getting a discount. Kathy Murray has approached Kate, but the cost is high and the system doesn't accommodate very many people.
- ix. PNC sponsorship of CC Roundtable at MLA Annual Meeting. PNC/MLA will sponsor 3 seats at the Roundtables for our members and will revisit the decision to sponsor seats annually – need to come up with a mechanism for how to do this. Kim and Rose will work together to put together application criteria for the three seats, email out to the Board for approval, and post to the Chapter web site.

d. Responsibility Manual – Kathy Murray

- i. Needs to be updated to reflect Technology Committee and Group Purchasing Committee charges. Other Board members need to review and get updates to Leilani to post to the web site.
- e. Next year's Spring meeting should be a 2-day meeting, to accommodate a serious review of the MAP. Also should consider developing a Procedure manual.

VI. Committee Reports (in-person or written)

- a. Archives – Janet Schnall

- b. AHIP Credentialing – Chris Shaffer
 - i. Chris has sent out relevant messages on the HLIB-NW list and plans to do a STAT talk at the Annual Meeting about AHIP.
- c. Bylaws – Jan Schueller – copy of report provided
 - i. No significant changes reported
- d. Conference Planning – Kathy Murray
 - i. Conference Planning manual needs updating. Susan B and Gail K can review it and make suggestions to Kathy Murray. Kathy is interested in seeing hotel contracts for the conference hotels so she can make recommendations.
- e. Governmental Relations – Bob Richart
 - i. No report yet – business as usual. Updated his section of the web site
- f. Group Purchasing- Pam Spickelmier
 - i. Committee met on August 26th
 - ii. Meeting has been difficult for this committee and several obstacles such as a transition from one Coordinator to another have slowed their work
 - iii. Questions arose about whether or not to have PNC continue to “broker” group purchasing for members. Robin Braun’s contract expires December 31, 2009. Kathy M will approach Pam S to find out whether or not Robin plans to continue as our contractor. If not, we are in a position to re-evaluate group purchasing activities for the Chapter.
- g. Mentoring and Recruitment – Dolores Judkins
 - i. There will be a panel presentation about mentoring at the Annual Meeting composed of two experienced librarians, one newer librarian, and two students. Heidi Sue was offered dahlia seed packets to hand out to meeting attendees. Seeds are certified by the American Dahlia Society. The committee plans to update the PNC web site with a list of folks who are willing to serve as mentors and also a list of area library schools. Susan B suggested that when we get new student members, a connection could be made between the potential members and the students.
- h. Nominations & Elections
 - i. 147 members were entered into Survey Monkey to facilitate the annual Fall online election. Officers elected were:
- i. Professional Development – Maryanne Blake – copies of report provided.
 - i. 20 plus people registered for each of the 3 CE classes that are being offered at this year’s Annual Meeting
 - ii. Chris Shaffer has agreed to step in as the Professional Development committee chair. Nikki Dettmar will join the committee and can administer the CE survey that had previously been done by Maryanne Blake
- j. Publications – Leilani St. Anna
 - i. Keeps web site up-to-date. Needs to update some of the cascading style sheets for the committee pages, as the old logo is still displaying on some of them

- ii. Blog – There’s a snag in that people have to be listed as authors in order to post to the blog. Also, people tend to forget their passwords, etc. Board members and Committee Chairs should all be authors – Kathy will make this happen. Members will not be made authors except in certain circumstances; however, all will be able to read posts and post comments without logging in. Noelle would like to keep it and ponder how we might better use the blog for communication. We will approach the Membership at the Business Meeting to see if there is someone who would like to serve as the blog editor.
- k. Technology Committee – Hope Leman
 - i. This committee has been very active. Rose Campbell is on the committee and gave an update: The committee evaluated various web conferencing software packages and did free trials. They developed a “script” to try out while on a mock conference call, etc. Adobe Connect was deemed way too expensive. Mega Meeting was discussed but not tried because the price via MLA was not any better than some of the other packages. GoToMeeting was not considered because they required a credit card number, even for a “free trial.” The committee has not reached the point to be able to make a recommendation for the Chapter yet, as no one package, of the ones that were tried, stood above the rest.

VII. Old Business – Reviewed the minutes from the March 2009 Board meeting. Judith wanted to especially discuss the Treasurer’s section. Board members need to find the Treasurer’s report from the March 2009 meeting.

VIII. New Business

- a. PNC Scholarship Funds
 - i. Clarify purpose of
 - 1. Question: Who is responsible for these scholarships? The Professional Development Committee? The Program Committee? The Board agreed that the responsibility for publicizing the scholarships and updating the information about it should fall on the Program Committee for the Annual Meetings since almost all PNC-sponsored CE events are tied to annual meetings. The alternate group responsible would be the Professional Development Committee when there are years when there is no Annual Meeting. Need to add to the information about the funding that “Applicants are encouraged to attend the entire Annual Meeting. Partial scholarships may be awarded for CE attendance only.”
 - 2. Need to add to the Responsibility Manual for the Treasurer to change the contact information on the form itself every 3 years when a new Treasurer is elected.
 - ii. Discuss timing of announcement – Need to make sure the announcements go out earlier than they have in years past. Scholarships should be publicized as soon as registration for the Annual Meeting opens. Deadline for applications should be two weeks from early bird registration for the Annual Meeting.

- b. Annual Meetings Update
 - i. 2009 – Gail Kouame and Susan Barnes and Kim Granath. 102 registrations total. 23 people for EBP class, 20 people for Copyright class, Screencasting 20 people. 80 total people for Banquet.
 - ii. Portland 2010 Dolores Judkins – PNC Annual Meeting in Portland – October 8th – 12th, 2010 at the Hotel Monaco, which is a green, pet-friendly hotel. Most Program Committee chairs are in place.
 - iii. 2011 – Boise – Liisa Rogers
 - iv. 2012 – MLA in Seattle – probably CE only in the Fall
 - v. 2013 – Montana – Kim Granath probably in Missoula

- c. Spring Board meeting. Rose Campbell is getting married on March 20th so not available for the weeks before or after. We can tentatively plan for February, since this seems to work for the majority. Prefer Monday/Tuesday or Thursday/Friday. Should avoid President's Day. Noelle should pick a couple dates in February and email incoming Board members about what will work best.