MINUTES
ALA Executive Board Meeting
2017 Midwinter Meeting

January 20-24, 2017
Atlanta, GA
American Library Association

Volume 31
The ALA Executive Board met in the Executive Boardroom at the Georgia World Congress Center in Atlanta from January 20 – 24, 2017.

PRESENT: President, Julie B. Todaro; President-elect, James G. Neal; Treasurer, Susan Hildreth; Immediate Past President, Sari Feldman; Executive Director, Keith Michael Fiels; Executive Board members: John DeSantis, Karen Downing, Loida A. Garcia-Febo, Peter Hepburn, Julius C. Jefferson Jr., Mike L. Marlin, Andrew K. Pace and Gina Persichini.

The Agenda (2017 EBD 9.2.1) is attached as Exhibit 1.

Session One

The Board met in executive session on Friday, January 20 (7:30 – 9:30 AM) with President Julie Todaro presiding.

The Board convened at 9:30 AM on the same day (Friday, January 20), with President Julie Todaro presiding.

Agenda Approval

By consent, the Executive Board approved the agenda for the 2017 ALA Midwinter Executive Board Meeting (2016-2017 EBD #9.2.1, Exhibit 1)

Procedural/Consent Items

The Executive Board approved the following items:

By consent, accepted the following reports: President’s Report (EBD #7.3, Exhibit 2); President-elect’s Report (2016-17 EBD #7.4.1, Exhibit 3); Executive Director’s Report (2016-17 EBD #12.18, Exhibit 4); Center for the Future of Libraries Report (2016-17 #EBD 12.22, Exhibit 5); Council Standing Committee Appointments (2016-17 CBD #14, Exhibit 6).

By consent, approved the 2016 ALA Fall Meeting Minutes and Vote Tally (2016-17 EBD #2.2 and EBD #1.5, Exhibits 7 and 8).

By consent, approved the Confirmation of Conference Call Vote, November 15, 2016 in which Latino Literacy Now’s application for affiliate status was approved (2016-17 EBD #1.6, Exhibit 9).

By consent, approved the Confirmation of Conference Call Vote, December 20, 2016 in which the Board approved the revised MW skeleton schedule to accommodate attendee participation in the Atlanta March for Social Justice and Women (2016-17 EBD #1.7.1 Exhibit 10).
By consent, approved the Confirmation of Online Vote, January 6, 2017 in which they approved submission of four nominees for consideration for appointment to the Depository Library Council to the Public Printer of the U.S. Government Printing office, on the recommendation of the ALA Government Documents Round Table. (2016-17 EBD #1.8, Exhibit 11)

Report out of Executive Session
President Julie Todaro reported on the Executive Session meeting (7:30 – 9:30 AM) in which the board discussed current HR openings including positions in the Washington office and Publishing. They also discussed Executive Board communications roles and responsibilities.

Task Force on Context of Future Accreditation Report (2016-17 EBD #5.7, Exhibit 12)
By Consent, approved to extend the deadline of the Task Force report until the Spring Executive Board meeting in Chicago, April 7-9, 2017.

Committee on Accreditation (COA) Response to the Report of the Task Force on Accreditation Process and Communications (2016-17 EBD #10.2, Exhibit 13)
By Consent, approved to extend the deadline of the Committee on Accreditation Response to the report of the Task Force until December 2017

ALA Strategic Direction: Equity, Diversity & Inclusion (2016-17 EBD #12.19, Exhibit 14)
Jim Neal, President-elect, reported that both the final report of the Task Force on Equity, Diversity and Inclusion (EDI) and the events of the past year have made it clear that a more focused approach to EDI is essential. The ALA Executive Board is therefore recommending to the ALA Council the amendment of the ALA Strategic Plan to include a Strategic Direction or Focus on Equity, Diversity and Inclusion. He noted that this recommendation was forwarded to several groups within the Association including the Task Force on Equity, Diversity and Inclusion, the Office of Diversity, Literacy and Outreach Services (ODLOS) advisory Committee, and the ASCLA Accessibility Assembly for review and input. No substantive or strategic changes were proposed and it will be introduced as a Resolution to Council with the expectation for a vote. He also noted that the Budget Analysis and Review Committee (BARC) has already been informed and involved in this process since the resolution will impact the budget.

Washington Office Report (2016-17 EBD 12.17, Exhibit 15)
Emily Sheketoff, Executive Director of the Washington Office, reported on recent activities taking place in Washington. They are as follows:

- Congress was unable to pass any appropriations bills in 2017, but there is a continuing resolution that ends April 28, 2017. This resolution has locked in funding for the Library Services and Technology Act (LSTA).
• There is no funding for Every Student Succeeds Act (ESSA) because there was no bill in 2016 and there is concern about future funding.

• It is uncertain if there will be an omnibus or appropriations bill in 2017

• The Washington office has been working with the Libraries Ready to Code program which involves libraries and library schools helping entrepreneurs and supporting business development.

• The Register of Copyrights has resigned and ALA has had meetings with the Library of Congress regarding a replacement.

• The Marrakesh Treaty is at a standstill.

• There is a great deal of uncertainty with the new administration. President Trump’s transition chief has been fired, and the “landing teams” that would work with the various government agencies during the transition are inexperienced.

Emily gave a brief explanation of how the Washington office uses coalition building to further ALA values, by reaching out to organizations such as La Raza and ACLU on issues dealing with immigration, for example.

The Board adjourned at 11:15 am.
The ALA Executive Board met in the Executive Boardroom at the Georgia World Congress Center in Atlanta from January 20 – 24, 2017.

PRESENT: President, Julie B. Todaro; President-elect, James G. Neal; Treasurer, Susan Hildreth; Immediate Past President, Sari Feldman; Executive Director, Keith Michael Fiels; Executive Board members: John DeSantis, Karen Downing, Loida A. Garcia-Febo, Peter Hepburn, Julius C. Jefferson Jr., Mike L. Marlin, Andrew K. Pace and Gina Persichini.

The Agenda (2017 EBD 9.2.1) is attached as Exhibit 1.

Session Two

FY 2016 Audit Report (2016-17 EBD #4.7, 4.8 Exhibit 16 & 17)
Mark Leon, Chief Financial Officer, introduced the Board to the auditors Jeffrey Delheimer and John Fedus, with the audit firm Mueller & Company. John Fedus began the discussion by stating that the auditors would be providing a succinct review of the financial statements. There are two reports and one letter that went to the F&A Committee. These reports contain basic financial statements and other financial information. The first financial statement is the Consolidated Financial Statements and Report of Certified Public Accountants (EBD 4.7). This statement records the management’s responsibilities, the auditors’ responsibilities and the auditors’ opinion. He noted the following information on this report:

- The Consolidated Financial statements present fairly in all material respects the financial position of the American Library Association as of August 31, 2016, and 2015 and this is the highest level of assurance that can be given when reviewing the audited financial statements.
- The financial statements were consistent and there were minimal fluctuations.
- The highlighted changes from this year to last year had to do with the payment timing issues in Accounts payable.
- Grants accounts receivable was down due to a decrease in the total number of grant expenditures from this year to last year.
- There was a decrease in net assets of $1.1 million vs the last year (2015) decrease of $7.1 million.
- Total revenues were $52,600,000 last year vs $51,000,000 this year. The biggest contributor to the change in revenue was due to grants.
- The post-retirement employee benefit credit had a positive effect on the financial statements. Because of the new life expectancy table calculations, the liability in assets decreased compared to last year.
- The nonoperating section of the statement of activities shows a million dollar increase in short-term and long-term realized and unrealized gain for investments this year.

The second report reviewed by John Fedus was the single audit report (EBD 4.8). During his review of the single audit report J. Fedus detailed the following information:
AMERICAN LIBRARY ASSOCIATION

Executive Board Meeting
2017 Midwinter Meeting
Atlanta, GA

- This was the first year for the ALA that the audit had to be done under the new Uniform Guidance rule.
- This year the total expenditure of federal awards is about $1.5 million compared to prior years when it was $2.5 – $3 million.
- The organization is working to get a new overhead rate for all federal grants.
- ALA has been a low risk auditee for the past two years; it has not had any significant audit findings or material misstatements with any of its major programs that have been tested.

J. Fedus also briefly explained the annual required communication letter to the Executive Board.

On the recommendation of the Finance and Audit Committee, the Executive Board

Voted to approve the FY2016 Audit Report (EBD 4.7 & 4.8) as presented by Mueller & Company.

Task Force on Equity, Diversity, and Inclusion Recommendations (2016-17 EBD #5.8, Exhibit 18)

Jody Gray, the Director of the Office for Diversity, Literacy and Outreach Services (ODLOS), and Martin Garner, Co-Chair of the Equity, Diversity, and Inclusion (EDI) Implementation Working Group introduced themselves. Jody Gray started the discussion by stating that the department has been reviewing the 61 EDI recommendations since the 2016 annual conference in Orlando, FL. They have divided the recommendations into categories based on their feasibility within the recommended 3-year timeline. The issues have also been spread out amongst various departments of ALA, Divisions, roundtables, ethnic affiliates, and the Joint Council of Libraries of Color (JCLC). Keith Fiels expressed that the recommendations will also align with the three strategic directions during implementation. Julie Todaro referenced the discussions she and Jim Neal had with affiliates the previous night and stated that they would be gathering information regarding which states have tribal-friendly legislators. Also, she suggested that the group (ODLOS) consider transforming “because” statements and translating messages or presentations into different languages which resonates strongly in the international community.

Executive Session
The Board went into an executive session to receive a legal update from ALA’s attorney, Paula Goedert, and to discuss the Executive Director search. They then reconvened in open session to hear the Development office report.
Development Office Report (2016-17 EBD #6.2, Exhibit 18)
On the recommendation of the Director of Development, Sheila O’Donnell, the Executive Board

Voted to approve the full list of companies as listed on December 31, 2016 from the Domini and TIAA-CREF portfolios of socially responsible companies from which ALA units can use to prospect for corporate partners, sponsors and donors.

Sheila O’Donnell also highlighted the following information from the report:
- At the conclusion of ALA’s first giving campaign in December, there was a 68% increase in the number of donors over the last year.
- There was an overall increase in fundraising across the board in ALA units.
- There are plans in place to do a development audit and the Development task force is soliciting proposals and identifying consulting firms.

The Board adjourned at 4:15 pm and reconvened for the ALA-APA Board of Director’s meeting.
The ALA Executive Board met in the Executive Boardroom at the Georgia World Congress Center in Atlanta from January 20 – 24, 2017.

PRESENT: President, Julie B. Todaro; President-elect, James G. Neal; Treasurer, Susan Hildreth; Immediate Past President, Sari Feldman; Executive Director, Keith Michael Fiels; Executive Board members: John DeSantis, Karen Downing, Loida A. Garcia-Febo, Peter Hepburn, Julius C. Jefferson Jr., Mike L. Marlin, Andrew K. Pace and Gina Persichini.

The Agenda (2017 EBD 9.2.1) is attached as Exhibit 1.

*Session Three*

**Executive Session**

Julie Todaro, President, gave a brief overview of the Executive Committee session. She stated that the committee met with the ALA Attorney Paula Goedert to discuss human resource issues including the Executive Director search, guidelines for the Committee, and standards and practices for hiring. They also discussed the Washington office Executive Director search and hiring standards and practices for that committee.

**Budget Analysis and Review Committee (BARC) and Finance & Audit Committee (F&A) Report (2016-17 EBD #3.2 and EBD #4.11)**

Susan Hildreth, Treasurer, reported for the BARC, F&A and Endowment Trustees. The BARC and F&A Committee had a joint meeting on Friday, January 20th. During the meeting the committees reviewed the FY 16 and FY17 results which were presented to Council. The following were some highlights of the FY16 Final Executive summary:

- Total ALA revenues were $50.8 million compared to the budget of $51.2 million
- Revenues were lower primarily in the General Fund ($2.2 million) related to Publishing and was offset by high revenue from Grants & Awards ($1.5 million)
- Also contributing was higher than budgeted revenue from the Divisions at $15.8 million
- Total ALA expenses were $50.9 million compared to the budget of $51.5 million
- Expenses were lower than budget in the Divisions ($1.4 million) and the General Fund ($1.2 million). This was offset by higher expenses in Grants & Awards ($1.5 million)
- The result was net operating expenses of ($40,159), which compares to the budgeted net operating expense of ($285,745)
- General Fund revenues were $27.3 million compared to the budget of $29.5 million
- Lower revenue from Publishing Services related to fewer titles, personnel and production issues in ALA Editions
- Publishing produced net revenue of $840,926 and contributed overhead of $3.0 million
- Conferences produced net revenue of $45,871 and contributed overhead of $2.2 million
- General Fund expenses were $28 million compared to the budget of $29.2 million, primarily in Publishing ($602,000) and the annual conference ($500,000)
The result was net operating expenses of ($667,230) compared to the budgeted net revenue of $368,856

The following were highlights of the FY17 1st quarter financial report:

- Total ALA revenues of $8.3 million compared to budget of $9.4 million
- Total ALA expenses of $9.7 million compared to budget of $11.2 million
- Net operating expenses were ($1.4 million) compared to budget of ($1.7 million)
- Typical results for this time of year, partly due to timing issues in the General Fund and the Divisions
- General Fund revenues were $4.5 million compared to the budget of $4.9 million
- General Fund expenses were $5.6 million compared to the budget of $6.0 million
- General Fund net expenses were ($1.1 million) compared to the budget of ($1.1 million)
- Overall, the General Fund is on budget with revenues expected to pick up in Jan/Feb and rest of the year in Publishing and should meet budget
- While Neal Schuman is still addressing some hurdles, ALA Editions is showing signs of solid improvement with a robust frontlist, an improved production cycle and critical personnel in place

Other major discussions included Jim Neal’s Presidential Initiative budget, the FY18 budget instructions and assumptions, the indirect cost study, publishing, and the membership update. Membership numbers declined by nearly a thousand and staff will be reviewing those numbers to determine if it was a timing issue with dues payments or an actual decrease. BARC received a referral from Council for a resolution to create a working group for library services to refugees and displaced persons and was asked to determine if this would have any fiscal impact. The referral will be discussed at the BARC Spring meeting in April. There was a brief discussion about continuing to hold the BARC and F&A meetings jointly if scheduling conflicts could be worked out for the attendees. Susan Hildreth also expounded on the Division Leader meeting. She stated Mary Ghikas and Clara Bohrer were present to discuss the new strategy for the ALA conference remodel and explain the new ALA Connect. Also, in attendance was Sheila O’Donnell, Director of Development, who explained the ALA annual fund strategy and how that was working with the Divisions.

**Endowment Trustees’ Report (2016-17 EBD #13.2)**

Susan Hildreth, Treasurer, discussed the Endowment Trustees report on behalf of Sr. Endowment Trustee Rodney Hersberger. The market is doing well and the Endowment has contributed a good amount of money towards our revenue from investments. She also explained that as Treasurer she had the opportunity to attend virtual meetings with our fund manager Merrill Lynch. She highlighted the fact that ALA now has 20% of its investments in Clearbridge, our socially responsible investment group, and they are performing quite well.

**Conference Redesign (2016-17 EBD #10.3)**

Clara Bohrer began the presentation by reviewing the reason for the conference redesign. She explained that after receiving feedback from members during various general conference
evaluation and kitchen table discussions, it was determined that the conference was difficult to navigate and the campus size was too large. The proposed conference redesign has received input from the Conference Committee, ALA internal staff and membership. They have also received feedback and included concerns from the roundtables, divisions and affiliate groups. The new rubric, similar to ACRL and PLA’s model, will be a juried process that assigns time slots based on the programs and topics for discussion. The jury will also look at how the programs align with ALA values and strategic initiatives. The redesign will include a method to gather more information and feedback, and will provide an evaluation of sessions after people attend. There was concern from the Divisions about wi-fi expense since many Division business meetings are held in hotels. The Conference Committee along with Mary Ghikas will be looking at those concerns and investigating options. There was also concern about being able to receive a guaranteed slot or having enough slots available for all programs. The conference redesign is still a work in progress and the Conference Committee will continue to receive and review feedback and provide updates in the coming months.

**Conference Services Report**

Paul Graller, Director of Conference Services, provided an update on the Atlanta MW meeting. He referenced the registration numbers on the report distributed at the meeting. He stated there were a lot of security concerns and general dissatisfaction with the lack of responsiveness of the staff at the Convention Bureau regarding those issues. There were also complaints about accessibility and service. It was decided that the ALA conference will not be returning to Atlanta anytime in the near future.

**ALA Town Hall: Library Advocacy and Core Values in Uncertain Times**

Keith Michael Fiels began with an opening proposal to listen to the meeting audio/video recording, detail out the questions and prepare answers as appropriate. The consensus was that the meeting was very informative, well attended and member participation was high. Sari Feldman cautioned that the Board be very careful about how we share feedback to avoid alienating our members. There was also some discussion about providing more opportunities like the town hall, but in different settings such as smaller meetings or social media for members who are not so comfortable speaking publicly or to large crowds. It was determined that the ALA would restate its core values in response to this meeting. There was also in-depth discussion about crisis communication regarding government issues and which departments, groups and divisions would need to be involved in disseminating information about funding strategies.

**Conference Accessibility Task Force Report (2016-17 EBD #12.21)**

Mike Marlin reported to the Board on the Conference Accessibility Task Force report. He noted that the committee will have a report available by the Annual conference and they will be meeting semi-monthly to focus on finishing up the survey, mobility or signage and wayfinding
issues, accessible housing or hotel rooms, and training. Mary Ghikas stated that Conference services will be working with the ALA attorney Paula Goedert to modify the language in our hotels contracts regarding the lack of accessible hotel rooms. The conference app has gotten accessibility approval and the committee is close to finding an accessible virtual meeting conferencing package. Marlin also reported on the kitchen table discussions which sparked a lot of anticipated member involvement in the Task Force. Training issues are complicated, but members are working with roundtable coordinators regarding both the physical and technological aspects of meetings. The EDI group will also be working with the Task Force to formulate an updated draft of the Code of Conduct which will include an accessibility, equity, diversity and inclusion statement.

**Liaison Reports**
The Board members reported on their liaison visits.

**Board Effectiveness**
Immediate Past President Sari Feldman commented on the Board’s effectiveness during this meeting.

The meeting was adjourned at 4:30 pm.