

ALA LIBRARY SUPPORT STAFF INTERESTS ROUND TABLE  
STEERING COMMITTEE MEETING  
Minutes from the Annual, Conference 2008  
Anaheim Convention Center – Anaheim, CA  
Monday, June 30, 2008; 8:00 a.m. - 12:00 p.m.

LSSIRT STEERING COMMITTEE MEMBERS PRESENT: Dorothy Morgan, President, Liverpool Public Library; Nina Manning, Treasurer, New York Public Library, North District; Karen Turner, Secretary, University of Arkansas; Kerrie Stramler, Member-at-large, University of Arizona; Mary Nation, Member-at-large, Alexandrian Public Library; Anita Kosinski, Member-at-large, Somerset County-Bridgewater Library; Trish Polluck, Member-at-large, Wyoming State Library; Jennifer Kutzik, ALA Councilor, Colorado State University; Leslie Monsalve-Jones, Member-at-large, Southwestern College; and Sue Knoche, Past President, Quillen College of Medicine Library.

Incoming members present: JP Pendleton, Member-at-large, Auburn University; Julie Kent, Vice-President, Cleveland Public Library;  
Absent: Sarah McQueeney, Member-at-large, Kansas University Medical Center.

MEMBERS & GUESTS: Barbara Ward, Seton Hall University; Jackie Lakatos, Lemont Public Library; Carol Thomas, New York Public Library; Julian Clark, Georgetown Law Library; Anna Marie Kehnast, Gloucester Community College; Curley C. Jones, Univ. of Utah; Elaine Contant, University of Arkansas; Debra Cosby, Rice University; Kevin Dudeney, Sydney, Australia; and Marsha Arrighi, Louisiana State University; Nancy Bolt, Library Support Staff Certification Project (LSSCP) Task Force; and, Denise Zielinski, current Empowerment Conference.

ALA STAFF: Darlena Davis, ALA Liaison, ex-officio; John Chrastka, ALA Membership; and Kimberly Sanders, chairman for Empowerment Conference, 2009.

**A. Call to Order (Dorothy Morgan) and Introduction of Board Members and Guests**

Meeting was called to order by President Dorothy Morgan at 8:00 AM. Board introduced themselves and then we had the guests introduce themselves.

**B. Correspondence/Communications (Dorothy Morgan)**

Cards and emails concerning the birthday or anniversary wishes for LSSIRT's 15<sup>th</sup> were read and circulated among the membership. Other correspondence was also passed around the board members. Dorothy gave a big thank you to Jennifer for Mini 101 info session on Sunday, along with thanks to Darlena for the birthday cake and celebration festivities. An announcement was made that the ALA was considering shortening conference length and amount of programs to get more involvement and cut costs.

### **C. Agenda changes**

John Chrastka will be here at 8:30-9:00; Mary's report will Nancy Bolt will be here at 10:30 and wishes us to review competencies for the Library Support Staff Certification Project (LSSCP) Task Force and hopes we endorse these competencies before we adjourn. Other items may shift according to various people's schedule. (Jennifer, Mary, etc.)

Sue Knoche made the motion to accept the agenda changes and Kareen seconded. Motion was passed.

### **D. Consent Agenda**

Minutes were sent out electronically to be review. Nina made the motion to accept the minutes, Sue seconded. Minutes were approved.

### **E. Reports to the Board:**

#### **1. Treasurer's Report: Nina Manning.**

We have a very healthy balance that is tracked by the ALA staff and overall our treasury is doing well, but we still need to increase our membership. The last of the 2007 outstanding expenses and the 2008 Mid Winter expenses have all been paid. Some of the Annual 2008 expenses were covered under our miscellaneous fund. Cake and the Dining Out are still outstanding bills. Tribute was made to Nina for the outstanding job she has done as Treasurer for the past two years.

Mary made the motion to accept the Treasurer's report, Leslie seconded. Discussion followed, with Nina making a motion to present a plaque to Darlena Davis and Lorelle Swader, ALA Liaison, for special recognition to be given at the Mid-Winter 2009, with Mary seconding. Lorelle was given a plaque a few years ago so Nina amended the motion to say we wanted to give special recognition to Lorelle and a plaque to Darlena for their outstanding work to promote LSSIRT. Mary seconded this amended motion. Motion was approved.

#### **2. ALA Roundtable Councilor Representative: Jennifer Kutzik**

She welcomes everyone to Denver for Mid-Winter, 2009 and passed out Denver stamped mints, as it's the home of the Denver Mint. She sent out an invitation from LSSIRT and past board member, Jim Hill, has invited us to his place for a Saturday night reception on Jan. 24, 2009. Jennifer submitted a tribute to LSSIRT that will be presented during the business meeting. Mary made a motion to accept the tribute with Sue seconding. Motion was passed.

Another item was reported that the ALA-APA who has a draft resolution "**Living Wage Resolution,**" which can be seen in more detail at <http://www.ala-apa.org/salaries/AC2008LivingWageResolution.pdf>

Discussion followed. Sue made the motion that Jennifer endorses this resolution when it comes to vote. Kareen seconded. Jennifer left to go attend another meeting.

### 3. Membership report: Mary Nation, with report from John Chrastka

John discussed the marketing plan to promote LSSIRT membership. To help promote membership, he suggested that we contact the Conference planning committee to add a LSSIRT session, calling it "LSSIRT issues around the world" Adding it to the program as a discussion group, would give LSSIRT a searchable tool in the program. It was also suggested to use 101 and have it Monday afternoon/evening. He reminded us that to keep the ALA Councilor we have to have equal or greater than 1% total personal membership. As of July 1<sup>st</sup>, ALA had 64,190 memberships at the end of May 30<sup>th</sup>, with LSSIRT having 702, compared to 853 on May 31, 2007. (Figures are from WHAT'S HAPPENING: A PRE-CONFERENCE UPDATE (6/23/2008) that Darlena sent me.)

Discussion followed; Nina made the motion that we promote the marketing plan to promote membership. Leslie seconded. Motion was approved.

### 4. Past President report: Sue Knoche (Chair of Nominating Committee)

She listed the new members: Vice President/President Elect (3 year rotation) Julie A. Kent; Secretary (2 year term) Kareen Turner; Treasurer (2 year term) Kerrie Ann Stramler; Member at large (3 year term) Sarah L. McQueeny and Anthony (JP) Pendleton. Adoption of the proposed by-laws was approved with 97.1% vote. Congratulations to Jennifer Kutzik in becoming the new member of the roundtable. She also gave Dorothy the LSSIRT gavel to recognize that Dorothy moved up to the President's position.

Anita made the motion to accept her report, Kerrie seconded. Motion was passed.

5. Newsletter/Website Coordinator's report: Jennifer Kutzik and Kerrie Stramler

Due to Jennifer's commitments to another meeting, this report was moved up. Newsletter is published quarterly by mandate, with the upcoming one coming out the end of August. It will feature pictures of LSSIRT activities. Electronically delivered has helped keep the cost down. The newsletter list is the actual roster from ALA of LSSIRT members. Kerrie takes that roster and post the newsletter to everyone on it. The LSSIRT listserv is an email list of only those members who wanted to be on it for email discussion and alerts. Website is being integrated into the new ALA website. Discussion followed with input

Anita made the motion to approve this report, Sue seconded. Motion was passed.

6. ALA Diversity Council (COD Sub-Committee): Leslie Monsalve-Jones

As chair of this committee, Leslie would like to see LSSIRT more involved and will be presenting programs as the Mid-Winter and Annual for 2009. This is through the Office of Diversity. This announcement created some discussion, but no vote was necessary.

**F. Items for Discussion:**

1. Big Thank you to Darlena for all the coordinating for the birthday cake and LSSIRT Dining Out. Both were considered huge successes.

2. Certification-competencies need to be reviewed. Nancy Bolt needs us to approve them so the Task Force can go forward. Nancy Bolt, Project Director for the Library Support Staff Certification Project (LSSCP) Task Force, gave an updated report on the Library Support Staff Certification Task Force and their three year plan. You can see their power point presentation on their website:

<http://www.ala-apa.org/certification/supportstafffaq.html>

Click on Power point presentation on the left side. Dorothy Morgan, current President of LSSIRT, and AnnaMarie Kehnast, a founding member of LSSIRT, are serving as members of this task force. The schedule is as follows: Finalize competencies: 2007-08; Assessment program: 2008-09; Policies and procedures: 2008-09; Field tests: 2009-10, with implantation June 2010. Policies and Procedures will be the next topic to be worked on this fall. Competencies were reviewed by the steering committee. Leslie

made a motion to accept the competencies and Nina seconded. Discussion followed, with the steering committee approving the motion so the Task Force could proceed to the next level.

3. LSSIRT – Strategic Plan, 2005-5008; Identification needs to be expanded. What do we stand for? Who can join? What do we call ourselves? Support Staff Interests include everything—Empowerment Conference includes all library workers-directors, support staff, etc. A Strategic Plan for LSSIRT was started over 5 years ago; a committee met, and as a result, sent a survey out to all support staff identifying 3 top issues-career matters, education and salaries. The [L]SSIRT Support Staff Issues Survey (1997) identified three top issues: career ladders, compensation, and access to continuing education opportunities. A Steering Committee was appointed, chaired by Julie Huiskamp. The history of COPE III shows that in April 2001, the ALA Executive Board approved a recommendation from LSSIRT to support and fund a 3<sup>rd</sup> Congress on Professional Education with a focus on support staff issues. The Certification issues were defined and COPE III made a decision for implementation for a certification program for Support Staff. Dorothy passed around the documentation from COPE III. Are we done with the Strategic Plan? We now have to create a new strategic working plan for 2009-2012. It will be Julie's responsibility to make sure we keep a strategic plan in progress. Brochures will need to be worked on and kept current. Strategic plan should be simple, include a mission statement, vision and image for the organization. It has roles and financial strategies. (Copy of LAMA's plan was presented.) Plan should include using the membership, marketing, financial issues, training and continued education. Dorothy asked for committee volunteers to start the strategic plan for two or three years in the future. Trish Palluck will be chair; with committee members being Kareen Turner, JP Pendleton, Elaine Contant and Julie Kent. Possibly adding scholarships to our plan might promote more membership. ALA has information on scholarships stating:

Listed below is a table of the ALA scholarships and eligibility requirements for library support staff currently working in a library. Applicants who have applied for admission to a formal program of library and information studies leading to a master's degree may apply for these scholarships. Factors considered in making the awards include:

- academic excellence,
- leadership, and
- evidence of commitment to a career in librarianship.

4. Appointments: Motions are needed to approve the following position

a. Denita Hampton: ALCTS Education Committee second term

Anita made the motion, Trish seconded; motion was passed.

b. Mary Nation: Chair for Nominating Committee for candidates for the Vice President and two Members at Large position. Nina Manning and Leslie Monsalve-Jones will complete the committee. Discussion followed about standing vs. working committees. ALA has standing, special, interdivisional, joint and ad hoc committees. Standing committees are designated as committees of the Association or committees of Council. Each division and round table also may create committees and other working groups to carry out the work of the division or round table.

5. Programming: Darlena Davis

ALA is considering shortening conference period but that won't take effect until 2010. Reorganization of the program is being considered. We want to contact the Programmer Coordinators for the Division and Round Tables to co-sponsor sessions. Julie will be meeting Darlena later at this conference to submit suggestions and sponsorship. Ideas can be submitted, with ALA finding speakers, etc. Suggestions were taken; Julie will be presenting several suggestions to Darlena. We really stressed that we want LSSIRT forum session - "LSSIRT 2.1-Hot Topics" Discussion was held to have a discussion group session at both Mid-Winter and Annual conferences for LSSIRT so LSSIRT would show up in searching the programs for significant functions.

6. Empowerment Conference: Kimberly Sanders

Kimberly reported on the 2008 Empowerment Conference. We had 17 programs, downsizing one track, using all but one suggestion from LSSIRT, with 172 attendees. Recommendations for programs are always needed and need to be sent to HR Table. (Darlena Davis's table in the ALA office.) The evaluation is going out after the conference to attendees. She asked for feedback about the conference and volunteers to help out with programming, structure, etc. Please contact her at <[ksanders@ala.org](mailto:ksanders@ala.org)>

ANNOUNCEMENTS:

1. The LSSIRT Steering Committee meeting at ALA Mid Winter, Denver will be scheduled for Saturday morning, for Jan. 24, 2009 from 8 A.M. to 12:00 Noon.

Kerrie made the motion to adjourn. Mary seconded. Motion was passed. Dorothy adjourned the meeting at 11: 48 am.