

**ALA LIBRARY SUPPORT STAFF INTERESTS ROUND TABLE
STEERING COMMITTEE/MEMBERSHIP MEETING**

**Pennsylvania Convention Center, Room 107-A
Philadelphia, Pennsylvania
Friday, January 24, 2003**

STEERING COMMITTEE MEMBERS PRESENT:

Martha Parsons	Jennifer Kutzik	Alice Poffinberger
Sandy Brooks	Kent Slade	Carolyn Tate
Kathleen Murphy	Diane Fay	Gene Kinnaly

ALA STAFF MEMBERS PRESENT: Lorelle Swader Darlena Davis

LSSIRT MEMBERS AND GUESTS:

Linda Reynolds (Nacogdoches, TX), Robyn Huff-Eibl (Tucson, AZ), Carol Brey (El Paso, TX), Jim Hill (Denver, CO), Carol Thomas (New York, NY), Dorothy Morgan (Liverpool, NY), Susan Hinds (Auburn, AL), AnnaMarie Kehnast (Sewell, NJ), Cindy Ahrens (Minnetonka, MN).

I. CALL TO ORDER

President Carolyn Tate convened the meeting at 3:30 p.m. Steering Committee members and LSSIRT members in attendance introduced themselves.

II. CAROL BREY, CANDIDATE FOR VICE-PRESIDENT/ PRESIDENT-ELECT

Carolyn introduced Carol Brey from El Paso County Public Library, El Paso, Texas. Carol gave prepared remarks and answered questions previously prepared and submitted by Steering Committee members.

III. CONSENT AGENDA

Draft minutes of the June 15, 2002 meeting were previously posted to the LSSIRT web site and reviewed by Steering Committee members. **Alice Poffinberger moved to approve the minutes as posted. Gene Kinnaly seconded. Motion carried**

IV. BUDGET REPORT

Budget Report: Dorothy Morgan asked to defer discussion on her report until the Saturday session.

V. ITEMS FOR DISCUSSION AND ACTION

A. Certification Committee Proposal (Jim Hill): Discussion centered on waiting to begin the survey until after COPE III in May. We will focus on what is politically possible within ALA; if accrediting programs is politically possible, we will move forward with that. **Cindy Ahrens moved that the LSSIRT Steering Committee appoint a task force to look into the certification issue, with membership to be determined as outlined in the report, and said task force to report back to the LSSIRT Steering Committee at the 2004 ALA Mid-winter conference (Orlando, Florida). Alice Poffinberger seconded.** Discussion ensued. **Sandy Brooks made a friendly**

amendment to insert “accreditation/certification” in place of “certification.” Cindy accepted the amendment. Motion carried on the amended motion. Alice Poffinberger moved to replace the Certification statement on our web page with the wording of the motion just passed. Sandy Brooks seconded. Motion carried.

B. Nominating Committee Report and Proposal (Martha Parsons): Martha presented the following slate of nominees: Vice-President/President Elect; Jim Hill, Members at Large; Carol Thomas, Heather Rivera, and Paula Greer. Martha discussed the problem of recruiting nominees and offered three suggestions to ease this problem. **Martha Parsons moved that the Nominating Committee continue to discuss available resources to ease the financial burdens on candidates and present a report at the 2003 ALA Annual meeting (Toronto, Ontario). Carol Thomas seconded. Motion carried.**

C. COPE III Sponsorship (Martha Parsons): Martha reported the focus of the conference will center on the 3 survey points plus the newly added topic of support staff occupying positions formerly held by MLS-degreed librarians. So far, 118 delegates have registered. The goal is for 150 delegates. Martha reported 5 ALA division directors, 8 division presidents, and 5 ALA Executive Board members would be attending. The attendance goals are 50% support staff and 50% supporters of support staff. Carolyn asked for discussion on the proposal to provide support for COPE III in the form of subsidizing bus transportation to and from the hotel and the Congress site or providing scholarships. Lorelle endorsed expenditures up to \$700. Further discussion was delayed until the Saturday session.

D. LSSIRT Banner (Alice Poffinberger): Alice presented information at the Atlanta meeting and e-mail discussion followed. **Alice Poffinberger moved to use the \$400 previously budgeted for the banner for the publication of our newsletter. Cindy Ahrens seconded.** There was no discussion. **Motion carried.**

E. Publications/Communication Committee (Jennifer Kutzik): Jennifer outlined recent updates she has made to our web site. Jennifer will be attending training at the conference on the new Webserver Management Interface. Meralyn Meadows is awaiting information from 6 states for the Paraprofessional Directory. Meralyn will prepare and send the next newsletter by the end of February.

F. Strategic Planning Committee (Dorothy Morgan): Dorothy reported the Committee met Thursday afternoon to discuss short and long-term goals. Discussion centered on lobbying ALA to continue the trial membership program. Future areas for discussion include COPE III and APA.

G. Committee Appointments: Carolyn invited members in attendance to volunteer for LSSIRT committees. Most of the work on these committees is done electronic ally.

V. ANNOUNCEMENTS

- A. Exhibits open at 5:30 p.m. with prize drawings at 7 p.m.
- B. An open reception for Carol Brey will be held from 8-10 p.m. in Marriott Salon C/D.
- C. The Better Salaries Task Force will meet in Mitch Freedman’s suite, Marriott #2147 from 9-11 a.m. on Saturday.
- D. Alice will be attending Committee on Education meetings during the conference.
- E. Sandy has the Connecticut salary survey for support staff.
- F. Lisa Lewis offered to take up to 6 people on a tour of nearby Longwood Gardens.

VI. MOTION TO RECESS

Gene Kinnaly moved to recess until Saturday at 9:30 a.m. Alice Poffinberger seconded. Motion carried. Meeting was adjourned at 5:55 p.m.

**ALA LIBRARY SUPPORT STAFF INTERESTS ROUND TABLE
STEERING COMMITTEE/MEMBERSHIP MEETING**

**Pennsylvania Convention Center, Room 307-A/B
Philadelphia, Pennsylvania
Saturday, January 25, 2003**

STEERING COMMITTEE MEMBERS PRESENT:

Martha Parsons	Jennifer Kutzik	Alice Poffinberger
Sandy Brooks	Kent Slade	Carolyn Tate
Diane Fay	Gene Kinnaly	Kathleen Murphy

ALA STAFF MEMBERS PRESENT: Lorelle Swader Darlena Davis

LSSIRT MEMBERS AND GUESTS:

Robyn Huff-Eibl (Tucson, AZ), Jim Hill (Denver, CO), Carol Thomas (New York, NY), Dorothy Morgan (Liverpool, NY), Susan Hinds (Auburn, AL), AnnaMarie Kehnast (Sewell, NJ), Susan Mannan (Indianapolis, IN), Robert Logsdon (Indianapolis, IN), Cindy Ahrens (Minnetonka, MN), Mary Chute (Washington, DC), Marilyn Jack-Brown (Newark, NJ).

VII. RECONVENE

President Carolyn Tate reconvened the meeting at 9:30 a.m. Steering Committee members and LSSIRT members in attendance introduced themselves.

VIII. HERMAN TOTTEN, CANDIDATE FOR VICE-PRES./ PRESIDENT-ELECT

Carolyn introduced Herman Totten from the University of North Texas in Denton, TX. Herman gave prepared remarks and answered questions previously prepared and submitted by Steering Committee members.

IX. COMMITTEE REPORTS

A. By-Laws and Constitution (Kent Slade): Kent reported the recommended changes will be included on the upcoming ALA LSSIRT ballot. Carolyn thanked Kent for the numerous drafts and changes.

B. Better Salaries Task Force and Support Staff Working Group (Gene Kinnaly): Gene reported on the discussion at Friday's Support Staff Working Group meeting concerning the continued omission of support staff information from the ALA salary survey. Mary Jo Lynch, ALA statistician, coordinates the survey. The Better Salaries Task Force recommended presenting a resolution to ALA Council to include support staff salary information. Gene read a recently-prepared draft resolution and asked for LSSIRT endorsement. **Martha Parsons moved to support *in principal* the resolution being proposed to include support staff salaries in the annual ALA salary survey. Alice Poffinberger seconded. Motion carried.**

C. Membership (Sandy Brooks): Lorelle provided current numbers for 230 new members from the membership initiative for a total of 493 members.

- D. Insurance Task Force (Cindy Ahrens): Cindy reported the committee will meet on Saturday afternoon and their recommendation will be to investigate additional medical programs for purchase by ALA members.
- E. Marketing (Gene Kinnaly): Gene reported the committee will be advertising the LSSIRT programs for Toronto via e-mail listservers and in the May/June issue of *Library Mosaics*. Other venues for marketing were discussed. It was noted that ALCTS is considering a fall membership push.
- F. COPE III (Martha Parsons): Further discussion ensued concerning financial support of this event. Lorelle recommended a limit of \$700. **Cindy Ahrens moved LSSIRT contribute \$500 towards buses and sponsor two \$100 scholarships to help defray costs for support staff attending COPE III. Gene seconded. Motion carried.**
- G. Fund Raising (Cindy Ahrens): Cindy reported that she obtained fund raising ideas from a recent development session, including how to contact corporate sponsors.
- H. Annual Conference/Toronto (Diane Fay and Kent Slade):
- a. Programs: June 21, Saturday, our program is entitled "Everyone Should Be an Advocate for Library Services" planned by the Canadian Library Association (CLA) Library Technicians Interest Group (LTIG) and cosponsored by LSSIRT. June 22, Sunday, our program is "An MLS Is One, But Are There Other Options to Consider?" planned by LSSIRT and cosponsored by the CLA LTIG. Martha Parsons will serve on the panel for the second program. Diane asked for topical questions for the second program panel to be sent to her and the Continuing Education committee will formulate questions and circulate to the LSSIRT listserv.
 - b. Night Out: The River Showboat Jubilee Queen dinner cruise on June 21 departs at 6:30 p.m. Cost is \$40. Diane asked for door prize contributions.
 - c. Booth: Sandy will not attend ALA/Toronto and needs a volunteer to coordinate our booth. Kathleen Murphy volunteered to set up and tear down booth. Sandy will schedule volunteers to staff the booth. Carolyn will call Maggie Weaver.
- I. President's Report (Carolyn Tate): Carolyn had nothing additional to report. Several commented on the professional and colorful appearance of the documents packet.

X. OTHER COMMUNICATIONS:

A. Mary Chute representing the Institute of Museum and Library Services (IMLS) announced that a \$10 million grant spearheaded by Laura Bush will be administered by IMLS if/when the money is appropriated by Congress. IMLS is surveying what professional development opportunities currently exist for support staff and they plan to have results by May. The upcoming priorities for IMLS are 1) research the current environment, 2) provide an on-ramp for para-professionals and pre-professionals, focusing on support staff currently working in libraries. Diane approached Mary about serving as a panelist on the Toronto continuing education program. Mary will check her calendar to see if she is available. Lorelle said an invitation would be issued to her for COPE III.

B. Carla Hayden, Vice-President/President-Elect of ALA, joined the meeting. Her presidential focus will be equity of access to information. This theme has run through the ALA culture for many years but is the last to be fully developed. Carla asked how equity of access issues would be framed by LSSIRT interests. Discussion ensued concerning LSSIRT's revised action on certification and accreditation. Carla will announce her committee appointments soon.

XI. RETURN TO COMMITTEE REPORTS:

Lorelle Swader, ALA HRDR liaison, presented the following reports:

- A. APA: A council information session will be held in Ballroom B on Sunday at 9:30 a.m. Tuesday will be the first meeting of ALA/APA from 8:30-10 a.m., Ballroom B.
- B. Budget: Lorelle mails quarterly statements. The November reports were distributed prior to conference. Diane discussed the BARC symposium and how our proposed change to an appointed Financial Director seems out of line. BARC strongly advised we keep the position of Treasurer. **Kent Slade moved to change the ballot wording from Financial Director to Treasurer and from appointed to elected for a term of 2 years. Diane Fay seconded.** Discussion ensued. **Motion carried.** The Nominating Committee was charged with finding candidates qualified to handle fiscal matters.
- C. COPE III: Lorelle commended Martha for representing LSSIRT on the COPE III planning committee.
- D. Special Membership Initiative: 230 new members have joined through the initiative. Renewal notices were sent out with incorrect amounts. Carolyn contacted ALA immediately and corrections were mailed. Questions were asked concerning proposed corporate sponsorships to assist with marketing efforts. Lorelle has focused her recent efforts on other priorities, such as COPE III. Lorelle will follow-up with Charles Wilt, ALCTS chair.

XII. UNFINISHED BUSINESS:

Planning for Fiscal Year 2004: Lorelle suggested earmarking \$500 for marketing efforts. Committees need to forward ideas to Dorothy and Diane and they will email Lorelle with figures.

XIII. NEW BUSINESS

There was no new business to come before the group.

XIV. ANNOUNCEMENTS

LSSIRT meeting time in Toronto will stay the same for Saturday, 9:30 a.m.-12:30 p.m.

XV. ADJOURNMENT

Kent Slade moved to adjourn the meeting. Kathleen seconded. Motion carried.

Meeting was adjourned at 12:50 p.m.

Respectfully submitted,
Jennifer S. Kutzik, LSSIRT Secretary