

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

**Hilton Toronto, Johnston I/II  
Toronto, Ontario, Canada  
Saturday, June 21, 2003  
9:30 a.m.-12:30 p.m.**

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**STEERING COMMITTEE MEMBERS PRESENT:**

Martha Parsons	Jennifer Kutzik	Alice Poffinberger
Kent Slade	Kathleen Murphy	Diane Fay

**LSSIRT MEMBERS AND GUESTS:**

Julie Huiskamp (Calmar, IA), Carol Brey-Casiano (El Paso, TX),  
Nina Manning (Bronx, NY), Carol Thomas (NY, NY), Cindy Ahrens  
(Annandale, MN), Hsiao-Hung Lee (Rockford, IL), Leslie Monsalve  
Jones (Santa Fe, NM), Kerry Ransel (Auburn, AL), Jack Fitzpatrick  
(Auburn, AL)

**I. CALL TO ORDER**

President-Elect Diane Fay convened the meeting at 9:33 a.m. Steering Committee members, LSSIRT members and guests in attendance introduced themselves.

**II. CONSENT AGENDA**

Since a quorum of the Steering Committee was not in attendance at this point in the meeting, so votes could not be taken.

**III. BUDGET REPORT**

Diane distributed Unit 818 2003 Budget worksheet and Fund 13/Unit 618: Support Staff Interest R/T All Projects. Diane stated the budget reflects our planning for Oct. 2003 through Sept. 2004.

**IV. ANNOUNCEMENTS**

A. Diane announced the resolution to include support staff in the ALA salary survey will be presented to ALA Council during this conference. The recommendations from COPE-3 have increased interest and awareness in our issues. Diane reported the money stream for APA will include a 4-piece membership package: an MLS/MLIS salary survey, a support staff salary survey, a packet of job descriptions, and the Better Salaries & Pay Equity Tool Kit. Packets of the 4 reports will sell at \$200 set, or \$65 individually. Library Personnel News will be moved from an ALA publication to an APA publication. The funding for APA will also include a consulting service with training for libraries.

B. All tickets have been sold for the Night Out dinner cruise. Some individuals on the waiting list were accommodated from cancellations. The total revenue is \$5,320 and our profit will be around \$665.

C. Program Planning for ALA/Orlando: Vice-President/Chair-Elect Jim Hill is coordinating the Orlando programs. LSSIRT will sponsor one program on COPE-3 and co-sponsor one program with LAMA entitled "Building career development opportunities for support staff." Jim Hill will serve on the panel. Discussion ensued concerning the methodology for suggesting and ratifying LSSIRT-sponsored programs. It has proven problematic to assign this responsibility to the Vice-President/Chair-Elect. We have provisions for a Programming Committee in the By-Laws. There was consensus among the Steering Committee members in attendance to activate this committee to insure better continuity and a more cohesive strategic plan.

## V. COMMITTEE REPORTS

A. Constitution and ByLaws: [document: Constitution and Bylaws Committee Report, Kent Slade, Chair] Kent reported changes were approved and the Secretary and Treasurer positions have been split. Kent recommended that Diane, as incoming Chair, appoint a Treasurer. Kent reported other minor changes in grammar. "Financial advisor" is still referenced and that wording should be changed to "Treasurer." As a point of order, Ali asked if we had a quorum to do business. Diane clarified there are two quorums: one for Steering Committee meetings and one for membership meetings. All Steering Committee meetings must be open per ALA conference rules and LSSIRT does not have a separate membership meeting at this time. It was noted that at this point in the Steering Committee meeting, we do not have a quorum to do business.

B. Better Salaries and Pay Equity: Gene Kinnaly was unable to attend. Diane reported the movement to include support staff in the ALA salary survey is gaining support.

C. Education: [document: "LSSIRT Education Committee Report, Alice "Ali" Poffinberger (chair)"] Ali asked for input/comments on the Committee on Education's final draft of their document entitled "Criteria for Programs to Prepare Library Technical Assistants." This document is also linked from the COPE-3 Web page. Since the committee will not have a quorum in Toronto, it is unclear if the timeline to present to Council will be impacted. Also, Ali has a running list of Divisions and Committees who have expressed an interest in co-sponsoring programs with us.

D. Membership: Sandy Brooks was unable to attend. Diane reported via Lorelle that we have gained 230 new members from the membership initiative for a total of 493 members.

E. Pay Equity: Report was postponed pending Kathleen's arrival at the meeting.

F. Fund Raising: [document: "Fundraising Report, June 2003 – Toronto"] Cindy requested action to move the Night Out event to the Fund Raising Committee. This will enable us to project 2-4 years out on our activities.

G. Insurance Task Force: [document: "ALA Insurance Task Force Report to LSSIRT, June 2003 – Toronto"] Cindy reported on the insurance program proposal which will be presented to Council. Near North Insurance Brokerage is the company and Premiere Benefits is the plan. ALA cannot offer health insurance because that is regulated on a state-wide basis. The program will offer selected discounts in conjunction with a member's existing health care coverage. The program will offer two or three tiers of discounts and the costs will range from \$12.95/month/person to \$39.95 month/family. ALA will market this benefit within their membership efforts. Cindy reported the Membership Committee will meet on Saturday afternoon and their recommendation will be to investigate additional medical programs for purchase by ALA members.

H. Marketing: No report.

I. President's Report: [document: "American Library Association Library Support Staff Interests Round Table President's Report, Jan. 24, 2003 – June 29, 2003"] Carolyn Tate was unable to attend. Martha outlined the most recent appointees to ALA Committees:

Awards; AnnaMarie Kehnast, Standards Review Committee; Jim Hill, Orientation/Training/Leadership; Martha Parsons, COE and Education Assembly; Ali Poffinberger, Pay Equity; Meralyn Meadows, HRDR; Carol Thomas, Meralyn Meadows, Carolyn Tate, ALA/APA Standing Committee on Salaries: Carol Thomas; Better Salaries and Pay Equity Union Working Subcommittee: Diane Fay; Better Salaries and Pay Equity Committee Support Staff working group: Carol Thomas, Better Salaries and Pay Equity Committee National Library Workers Day subcommittee: Nina Manning.

**VI. ALA VICE-PRESIDENT/PRESIDENT-ELECT, CAROL BREY-CASIANO**

A. Carol Brey-Casiano joined our meeting and thanked LSSIRT for our support and votes. Carol was heartened at the ALA Executive Board response to the COPE-3 report and looks forward to the implementation plan. Carol feels strongly that if the culture of ALA towards inclusion of support staff is to be changed, it will take all of us working together. We discussed ways to allow more support staff participation by using teleconferencing for those who can't attend in person.

B. Carol encouraged LSSIRT members to apply for ALA committees before the October 3-4 Executive Board meeting in Chicago.

**VII. RETURN TO BUSINESS WITH A QUORUM OF THE BOARD PRESENT:**

With the arrival of Kathleen, a quorum of the Board was now present. Items needing action were revisited.

A. Secretary's Report: Diane called for approval of the minutes from Philadelphia: **Alice Poffinberger moved to approved the minutes from ALA/Midwinter in Philadelphia (Jan. 24-25, 2003) as distributed. Martha Parsons seconded. Minutes were approved.**

B. Constitution and ByLaws:

Kent explained a grammatical change is needed in Bylaws Article II, Sec. 5 (ALA Committees) which currently reads "The President-elect and Financial Advisor, will serve as the LSSIRT representatives on the Budget Analysis and Review Committee." **Kent Slade moved to change "Financial Advisor" to "Treasurer" in keeping with the other title changes. Alice Poffinberger seconded. Motion carried.**

C. Committee Report: Pay Equity Committee

Kathleen's report will be posted to the LSSIRT member e-mail list. Several types of pay equity committees are competing for resources. Living wage is a larger issue than pay equity, so we will put more effort into that and the National Library Workers Day.

**VIII. ITEMS FOR DISCUSSION AND ACTION**

A. Certification Task Force: [document: "ALA Library Support Staff Interests Round Table 2003-2004 Certification Task Force" dated June 10, 2003] Diane noted the term "accreditation" was omitted from the title of the committee and the charge. This change was voted upon at the Philadelphia Mid-Winter meeting. The consensus of the Steering Committee was to clarify and reword the charge based on COPE-3 recommendations. Time lines were agreed to. Work on the statement and actions will be included in the strategic planning process.

B. LSSIRT Nominating Committee: Carolyn will head the Nominating Committee for the next election. Other members are yet to be chosen. We need a new Membership Chair and Martha has suggested changing the listserv responsibilities to the Membership Chair. Diane will summarize the need for committee members on the SSIRTmem e-mail list.

C. It was agreed that moving the Night Out to the Fundraising Committee was a good idea

D. Dues increase: Discussion ensued concerning raising LSSIRT dues. **Alice Poffinberger moved to place on the ballot a proposal to increase the LSSIRT membership dues from \$7 to \$10. Kathleen Murphy seconded.** Discussion ensued. **Motion carried Alice will draft the wording for the ballot and distribute to the Steering Committee via e-mail.**

#### **IX. CONFERENCE ACTIVITIES:**

A. Guest Kerry Ransell, representing LAMA: Kerry initiated contact with LSSIRT at ALA/Midwinter about co-sponsoring a program. The LAMA Human Resource Section Economic Status and Welfare Committee voted to offer a program with the working title "Creation and promotion of support staff opportunities." She has invited four panelists: Linda Dobb, Executive Vice-President at Bowling Green and incoming LAMA president, Susan Hinds, Auburn University Libraries; Diane Smith, Emory Libraries; Jim Hill, Auraria Libraries (retired). We discussed co-sponsoring more programs with LAMA and bringing new LAMA members in on the reduced membership initiative. No further action was taken at this time.

B. LSSIRT booth: Several folks have volunteered hours, but due to reduced attendance at this conference, the booth will not be staffed during all exhibit hours.

C. IMLS: LSSIRT has been approached about cosponsoring an IMLS program at Midwinter in San Diego. Ali will secure more information and distribute information via e-mail Listserv.

#### **X. NEW BUSINESS**

A. Ali proposed the Steering Committee initiate revisions to each Committee's charges in light of COPE-3 directives. The point was stressed again that LSSIRT members need not be on the Steering Committee to serve on an LSSIRT committee. No formal action was taken.

B. Annual Conference 2004 in Orlando: This topic was previously discussed:

C. COPE-3 report: Martha distributed the recommendations, which are also available on the ALA web site. Diane said the report was well received by the ALA Executive Board. Diane reiterated we can begin now to initiate action items. The inclusive language directive is being spread among all Divisions and Round Tables. There is a proposal for LSSIRT to move from a Round Table to a Division. An Ad Hoc advisory committee consisting of Julie Huiskamp and David Dowell was formed. After discussion, the Steering Committee consensus was that the Strategic Planning Committee should look at the pros and cons of becoming a larger Round Table with counsel representation versus becoming a Division. More discussion of COPE-3 recommendations, including increased visibility for support staff in ALA, ensued.

**ACTION:** Jennifer will prepare a proposal to American Libraries for a quarterly column written by support staff. If accepted, Jennifer will coordinate the submissions and editing.

#### **XI. ANNOUNCEMENTS**

A. The Library Journal reception for Support Staff and Supporter of Support Staff of the year award has been cancelled due to SARS.

B. Diane Fay will serve as the ticket master for the Night Out cruise. She will be available at the dock beginning at 6:30 p.m..

#### **XII. ADJOURNMENT**

**Kent Slade moved to adjourn. Martha Parsons seconded. Motion carried.** Meeting was adjourned at 12:45 p.m.

Respectfully submitted,  
Jennifer S. Kutzik, LSSIRT Secretary