

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

**Rosen Plaza Hotel, Salon 13  
Orlando, Florida  
Saturday, June 26, 2004  
9:00 a.m. - 12:00 p.m.**

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**LSSIRT STEERING COMMITTEE MEMBERS PRESENT**

Cindy Ahrens	Diane Fay	Paula Greer
Jim Hill	Sue Knoche	Jennifer S. Kutzik
Meralyn Meadows	Dorothy Morgan	Martha Parsons
Alice Poffinberger	Kent Slade	Carol Thomas

**ALA, ALA-APA STAFF PRESENT**

John Chrastka	Darlana Davis	Jenifer Grady
Gerald Hodges	Deirdre Ross	Lorelle Swader

**I. CALL TO ORDER**

President-Elect Jim Hill convened the meeting at 9:09 a.m. Introductions were made.

**II. GERALD HODGES, SPECIAL DUES CATEGORY**

Gerald Hodges, ALA Associate Executive Director of Communications and Marketing, led a cheer for the recent ALA membership vote to approve a separate library support staff dues classification. John Chrastka, Membership Marketing Manager, was introduced. Gerald recommended forming a joint LSSIRT/ALA Membership Task Force to develop a marketing plan. Diane will make the appointments and charge them with decision-making authority so the campaign can move quickly. Gerald confirmed this is a special task force and will not count toward the maximum. Our National Directory of Paraprofessional Associations will provide valuable contacts. Discussion ensued about revenue from the membership initiatives. The special \$59 offer with ALCTS/RUSA nets our round table \$7 per member. We passed a dues increase to \$10 and we are concerned about the missing \$3 if this special package is extended. Gerald reported ALCTS and RUSA do want to extend the special membership offer and ALA could absorb the missing \$3. Gerald and John will discuss with ALCTS and RUSA, and then report to the ALA Executive Board on Wednesday about extending the special membership offer.

**ACTION: LSSIRT Steering Committee gave approval to Gerald and the Membership Office to pursue extending the 3-year special membership offer.**

Gerald returned to the topic of marketing the new \$35 member category. Presentations at state, regional and local conferences were encouraged. Gerald asked for a Task Force of no more than 8-10 people, with 4 coming from LSSIRT.

**ACTION: Jim Hill will make these appointments as incoming LSSIRT President.**

**III. APPROVAL OF MINUTES**

Draft minutes from the ALA Midwinter meeting in San Diego were published on the LSSIRT web site: <http://www.ala.org/ala/lssirt/>

**ACTION: Jim Hill moved to accept the minutes as published. Carolyn Tate seconded. Motion carried.**

Jennifer will post the approved minutes on the LSSIRT Web site.

**IV. MOMENT OF TRIBUTE (Jim Hill)**

Jim paid tribute to Coloradoan Lucy Schweers who died on June 7, 2004. Lucy was the first Paralibrarian to head the Colorado Library Association (CLA) and was the founder of the CLA Paralibrarian Division. In her honor, this division established the Lucy Schweers Award for Excellence in Paralibrarianship.

**V. APPROVAL OF AGENDA**

Diane asked for additions to the agenda. Ali asked for COPE 3 discussion in addition to a vote on the report.

**VI. BARC (Patty Wong)**

Diane announced Patty was unable to attend our meeting. ALA Treasurer Teri Switzer has called a meeting on Monday for Division and Round Table Treasurers. Meralyn is unable to attend, but Ali will be attending in her place, and possibly Jennifer.

**VII. TREASURER'S REPORT AND BUDGET REVIEW FOR 2005 (Martha Parsons)**

*(Documents: "LSSIRT Treasurer's Report, ALA Annual Conference June 2004, Orlando, FL," "Fund 13/Unit 618. Support Staff Interest [sic] R/T All Projects" and "Exh 1-618-Budget Notes(2).xls")* Martha asked for discussion on her reports.

**ACTION: Jim moved to accept the Treasurer's report. Carolyn Tate seconded.** Discussion ensued. Our membership and revenue numbers have increased significantly. Martha has projected a very conservative budget. Martha reminded the Steering Committee that ALA charges a 10% overhead based on membership for requests for labels and reports. Meralyn (incoming Treasurer) and Jim (incoming President) should be copied on any of these requests. Martha reported on the 5500 fund which allocates \$400 for the new Certification committee. Diane also noted a budget request for \$500 to order LSSIRT flags to be worn on ALA registration badges during conference.

**ACTION: Martha Parsons moved to order 500 LSSIRT flags for conference badges. Ali Poffinberger seconded. Motion carried.**

The newsletter budget assumes an increase in members and a quarterly newsletter publication schedule. There was agreement that an increase in this area was needed.

A vote on the motion to accept the Treasurer's report was called for.

**ACTION: Motion carried.**

**VIII. ALA 2010 FOCUS SESSION (Lorelle Swader)**

Since Lorelle had not yet arrived, Diane introduced the topic. Diane sent a letter to ALA President Carla Hayden with copy to Carol Brey-Casiano asking that LSSIRT be given a seat on the 2010 Focus Committee. This was not accomplished. However, the ALA Executive Board determined that two seats on the Strategic Planning Task Force should come from the Round Tables. Diane and Jim attended a meeting held on Friday to make the case for support staff representation. LSSIRT and GODORT were awarded the seats. As incoming President, Jim will attend the meetings to be held in Chicago in September. Dorothy was nominated to serve on the Marketing Task Force for the Focus Groups.

## IX. LOCAL, STATE AND REGIONAL AFFILIATES

Reference was made to our Constitution:

*Article III. Membership:*

*Sec. 1. Members. There shall be two classes of membership: personal and institutional/organizational.*

(...)

*Sec. 1.2. Institutional/Organizational members. Institutions/Organizations may be granted membership in LSSIRT in accordance with ALA policy and procedure.*

Discussion ensued.

**ACTION: It was agreed by consensus that library associations and affiliated organizations who are Institutional/Organizational members of ALA may affiliate with LSSIRT upon payment of our \$10 dues.**

## X. ALA CONFERENCE PLANNING (Deirdre Ross)

Deirdre Ross, ALA Conference Services, discussed Chicago conference plans. The "Conference within a Conference" (CWAC) for support staff will debut with a two-day event during ALA Annual Conference 2005. The CWAC registration reduced fee will include an exhibits pass and attendance at the Opening General Session. There will also be price breaks for multiple attendees from the same institution; this will be heavily marketed to library directors. Barbara Rittinger, Chair of the CLENE Round Table, will be our liaison to the CWAC Planning Committee. Carolyn asked for more support staff participation on the Planning Committee. Deirdre confirmed the CWAC sessions would be held at the McCormack Center, and attendance at the Scholarship Bash and LSSIRT Night Out would be made available to CWAC attendees upon payment of the additional fees. Dorothy and Ali voiced concerns about separating support staff based on their registration status (Full or CWAC-reduced) rather than instituting a Support Staff programming track. Deirdre said the CWAC is a way for support staff to get a taste of ALA conference for a reduced fee and a reduced time commitment. Carolyn agreed that good programming would attract support staff and librarians. Kent welcomed better advertising for the support staff opportunities that already exist and challenged LSSIRT to do a better job of adding support staff-related programs to other Division and Round Table programs. Paula expressed concern that CWAC might affect COLT attendance, but she favors COLT and LSSIRT working together on the CWAC. Jennifer spoke to partnering programs with other Divisions so that CWAC could be taken on the road to their regional conferences. Cindy applauded ALA for taking a step in the right direction. Early publicity will be needed so attendees can plan accordingly. Lorelle asked LSSIRT to brainstorm programming for the support staff who do not normally attend ALA conference. Linda asked that the ALA membership brochure/Web site give more information on relevant Round Tables, Divisions and Committees so new support staff members can become more active. Deirdre thanked LSSIRT for providing her with many ideas to aid her committee. She asked for 2-3 volunteers from LSSIRT and 2-3 from COLT, with the total Task Force membership to consist of 10-12.

**ACTION: Jim Hill, incoming LSSIRT President, will make the LSSIRT appointments.**

## XI. COMMITTEE REPORTS

A. Certification Task Force: (*Document: "LSSIRT 2003-2004 Certification Task Force DRAFT preliminary Report"*) Dorothy will forward the proposed survey questions to

LSSIRT for discussion prior to posting the final survey on the LSSIRT web site. Jenifer Grady and Keith Michael Fiels have been contacted regarding publicity.

**ACTION: Carol Thomas moved to accept the Task Force report. Paula Greer seconded.**

Martha asked for an approximate cost for ALA staff and computer time. Lorelle estimated the cost was minimal, and there should be adequate LSSIRT funds. She recommended contacting APA if additional funding was needed.

**ACTION: Motion carried.**

B. Strategic Plan, Membership, ALA Membership Initiative, National Directory, Publication/Newsletter Report: (*Documents: "Strategic Plan 2004-2008, ALA Library Support Staff Interests Round Table (LSSIRT) Working Plan," "Library Support Staff Information [sic] Roundtable 2004 Report," "ALA Membership Committee, June 2004," "Directory In Excel-2.xls"*) Diane asked for a motion to accept these reports.

**ACTION: Ali Poffinberger moved to accept these reports. Jim Hill seconded.**

**Motion carried.**

C. COPE 3: (*Document: "COPE\_III\_Update\_Report\_Orlando.xls"*) Our Strategic Plan has been linked to COPE 3 Recommendation numbers for easier referencing. For Number 4.2.3. "*Networks and consortia for continuing professional development for library workers should be established and funding support should be sought from appropriate sources,*" ASCLA has created a task force to address this recommendation and Ali is the LSSIRT liaison.

**ACTION: Ali Poffinberger moved to accept the report. Martha Parsons seconded.**

**Motion carried.**

**XII. ALA 2010 FOCUS SESSION (Lorelle Swader)**

Lorelle conducted an information gathering exercise for the ALA 2010 initiative.

**XIII. ADJOURNMENT**

**ACTION: By consensus, meeting was adjourned at 12:15 p.m.**

Respectfully submitted,  
Jennifer S. Kutzik, LSSIRT Secretary