

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

**Hilton Atlanta, Forsythe Room
Atlanta, Georgia
Saturday, June 15, 2002
9:00 A.M. – 12:30 P.M.**

PRESENT: **Martha Parsons Jennifer Kutzik Alice Poffinberger**
 Dorothy Morgan Sandy Brooks Kent Slade
 Carolyn Tate Meralyn Meadows Diane Fay

ALA STAFF: **Lorelle Swader Darlena Davis**

**MEMBERS
& GUESTS:**

Marilyn Jack-Brown (Montclair State University, NJ), Heather Rivera (Newark Public Library, NJ), Cindy Ahrens (Hennepin County Library, MN), Anna Marie Kehnast (Gloucester County College, NJ)

I. CALL TO ORDER

President, Martha Parsons convened the meeting at 9:03 A.M.

II PROPOSED AGENDA CHANGES

Agenda items were added for G.9 ALA/APA and G.10. Certification and Competencies.

III. ANNOUNCEMENT

Poffinberger, Fay and Tate attended the HRDR breakfast. Swader requested any e-mail requiring her immediate attention have her name notated in the SUBJECT line.

IV. SECRETARY'S REPORT

Parsons asked for a motion to approve the Steering Committee minutes from the Mid-winter meeting held on January 19, 2002. **Morgan moved to approve the minutes as distributed. Tate seconded. There was no discussion. Motion carried, minutes approved.**

V. OLD BUSINESS

A. Term and status of vacant Member-at-Large position: Tate gave the history of the vacant Member-at-Large position. Slade proposed Tate (as incoming President) recommend a name for appointment by the Board. Tate recommended appointing Gene Kinnaly, Senior Cataloger, Library of Congress, who has been contacted and is willing to serve for one year. **Slade moved to appoint Gene Kinnaly. Poffinberger seconded. There was no discussion. Motion carried.**

B. LSSIRT banner: Poffinberger presented quotes for a cloth (\$350.00) and a vinyl (\$100.00+) banner. Discussion ensued concerning available funds, uses for the banner

and a logo. Consensus was reached to budget up to \$400.00 and use online discussion to make a decision.

C. **Library Mosaics:** We have a verbal commitment to provide one page of material per issue with extension to two pages, if needed. The upcoming schedule was discussed:

Poffinberger	Conference Review	Sept./Oct.	Deadline	June	25
Brooks	Competencies for SS	Nov./Dec.	Deadline	Aug.	15
Kutzik	Select your Topic	Jan./Feb	Deadline	Oct.	15
Tate	What's Happening in LSSIRT?	Mar./Apr.	Deadline	Dec.	15
Kehnast	LSSIRT History	May/June	Deadline	Feb.	15

Library Mosaics encourages photographs and illustrations.

D. **Proposed Constitution changes:** [document: "ALA LSSIRT Constitution and Bylaws" (no date)]

* Throughout: Change "President" to "Chair, " "Vice-President" to "Vice-Chair" and "President-Elect" to "Chair-Elect."

1. Article III. Membership:

Currently reads: Sec. 1. Members. There shall be two classes of membership, personal, institutional and organizational.

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

Reason for change: Clarifies there are two classes of members (personal and institutional/organization).

2. Article V. Officers:

Currently reads: Sec. 1. Officers. The officers of this Round Table shall be a President, a Vice-President/President Elect, and a Secretary/Treasurer all of whom shall be members in good standing of LSSIRT.

Proposed change: Sec. 1. Officers. The officers of this Round Table shall be a President, a Vice-President/President Elect, and a Secretary all of whom shall be members in good standing of LSSIRT.

Reason for change: Consensus was reached to eliminate the word "Treasurer" and the financial duties from the "Secretary/Treasurer" position and for the President to appoint a member of LSSIRT to serve as the Round Table Financial Officer.

"Secretary" will be substituted for "Secretary/Treasurer" wherever it occurs within the Constitution and Bylaws.

Currently reads: Sec. 2. Term of Office. The term of office of the President and Vice-President/President Elect shall be one year in each office, and a third year as immediate Past-President. The term of office for the Secretary/Treasurer shall be two years. All officers and members of the Steering Committee shall assume office at the close of the first Annual Conference after election, and serve until the adjournment of the Annual Conference at which time their successors are announced.

Proposed change: Sec. 2. Term of Office. The term of office of the President and Vice-President/President Elect shall be one year in each office, and a third year as immediate Past-President. The term of office for the Secretary shall be two years. All officers and members of the Steering Committee shall assume office at the close of the first Annual Conference after election, and serve until the adjournment of the Annual Conference.

Reason for change: Elimination of phrase clarifies when the term of office begins and ends.

3. Article VI. Meetings:

Currently reads: Sec. 3. Votes by Mail. Votes by mail may be authorized by the President to consider urgent issues between meetings. Mail ballots shall be conducted by the President in such manners as the Steering Committee shall determine.

Proposed change:

Reason for change: Leave wording in Sec. 3 as stated and Slade will check with ALA regarding electronic balloting/voting.

4. Article VIII. Bylaws:

Currently reads: Sec. 3. (NEW)

Proposed change: Sec. 3. The Steering Committee may make changes to the Bylaws that are grammatical or for clarification but do not change the intent of the Bylaw. Such action shall require an approval of the majority of the Steering Committee.

Reason for change: Allows The Steering Committee to make spelling, grammatical or minor changes that clarify but does not change the content or intent of the Bylaws. This is similar to what ALA proposed in 2002 election.

E. Proposed By-Laws changes: [document: "ALA LSSIRT Constitution and Bylaws" (no date)]

* Throughout: Change "President" to "Chair" and "President-Elect" to "Chair-Elect."

1. Article II. Sec. 5. Committees:

Currently reads: Sec. 5. (NEW)

Proposed change: Sec. 5. ALA Committees. The President will make the following appointments for the LSSIRT seats on the following ALA Standing Committees:

The Membership Chair will serve as the LSSIRT representative to the Membership Committee.

The President Elect and Financial Advisor will serve as the LSSIRT representatives on the Budget Analysis and Review Committee.

A member of the Round Table will serve as LSSIRT representative to the Pay Equity Committee.

Reason for change: Changes the Budget Analysis and Review Committee representative from Secretary to Financial Advisor. Adds a permanent representative to the Pay Equity Committee.

2. Article III, Sec. 2. Nominating Committee.

Currently reads: Sec. 2. Nominating Committee. The President Elect of LSSIRT, at the annual meeting, shall appoint a Nominating Committee of not fewer than three members of LSSIRT, no more than one of whom may be a member of the Steering Committee, with the Immediate Past President or designee serving as Chairperson.

Proposed change: Sec. 2. Nominating Committee. The Vice-President/President Elect of LSSIRT shall appoint a Nominating Committee of not fewer than three members of LSSIRT with the Immediate Past President or designee serving as Chairperson.

Reason for Change: This eliminates the need for the President to appoint a nominating committee at the annual meeting and clarifies the wording to allow, if needed, more than one Steering Committee Member to serve on the Committee. Also adds consistency to the position of Vice-President/President Elect.

3. Article IV. Sec. 1.3. Secretary/Treasurer.

Currently reads: Sec. 1.3 Secretary/Treasurer. The Secretary/Treasurer shall keep an accurate record of all meeting of the Round Table and Steering Committee and have these records and a financial report available at or before the next regularly called meeting; and shall serve as a member of the Program Committee; and shall perform such other duties as the Steering Committee may assign to this office.

Proposed change: Sec. 1.3 Secretary. The Secretary shall keep an accurate record of all meetings of the Round Table and Steering Committee and have these records available at or before the next regularly called meeting; and shall perform such other duties as the Steering Committee may assign to this office.

Reason for Change: Delete Treasury responsibilities from Secretary.

4. Article IV: Sec. 1.4. Duties of the officers:

Currently reads: Sec. 1.4. Immediate Past President. (NEW)

Proposed change: Sec. 1.4. Immediate Past President. The Immediate Past President shall serve as Chairperson of the Nominations Committee and shall perform such other duties as the Steering Committee may assign to this office.

Reason for Change: Repeats the duties of Immediate Past President so duties of executive officers are consistent.

5. Article IV: Sec. 2. Vacancies.

Currently reads: Sec. 2. Vacancies. In the event of the death, disability, or resignation of a member of the Steering Committee, the Committee may appoint a successor, if succession is not otherwise provided for in these Bylaws, to serve until the next regular elections.

Proposed change: Sec. 2. Vacancies. In the event of the death, disability, or resignation of a member of the Steering Committee, the Committee may appoint a successor, if succession is not otherwise provided for in these Bylaws, to serve the remainder of the of the term.

Reason for Change: Change clarifies and simplifies filling vacancies. This allows the Steering Committee to eliminate the need for possibly two elections to fill the same vacancy.

Morgan moved to recommend all Constitution and Bylaws changes proposed in Slade's report be put to a vote by the general LSSIRT membership. Brooks seconded. There was no discussion. Motion carried. [Davis requested all material be sent to her by Dec. 14.]

Following the vote, and later in the meeting, Swader expressed confusion with the proposed Constitution/Bylaws change from "President" to "Chair." Since we were changing to be more in line with others, this now seems unnecessary. Thereupon, **Morgan moved to rescind her prior motion to accept the proposed Constitution and Bylaws changes. Poffinberger seconded. Motions carried with 1 abstention.** We will come to a consensus via email on what changes need to be put to a vote by the membership.

VI. REPORTS TO THE BOARD

A. Budget: Parsons reported our fund balance is \$5800.44, including a \$100.00 donation received from David Tullanian, former Member-At-Large.

B. Membership: Brooks reported membership is booming due to the special membership initiative. She reported 365 members.

C. Annual Conference 2002 (Atlanta)

1. Sessions: Nothing to report. All Programs are ready.
2. Night Out: Tate reported 50 registrants, which will give us a profit of \$350.00.
3. Exhibit booth #3462: Brooks set up the booth & staffing is still needed.

D. Newsletter: [document: "LSSIRT Newsletter Report" dated June 15, 2002] Meadows reported we have published nine newsletters since LSSIRT was formed at a total cost of \$628.34. Burlington County Public Library (Westampton, NJ) and Stanly County Public Library (Albemarle, NC) were recognized for their support. Meadows did not receive sufficient responses to determine the future format of the newsletter; this will be discussed in Philadelphia. Meadows will continue publishing two newsletters per year.

E. National Directory: [document: "Report on National Directory of Paraprofessional Organizations" dated June 15, 2002] Meadows reported the updates are complete except for nine states. Meadows and Kutzik proposed moving the National Directory to the LSSIRT web site.

Morgan moved to load the updated National Directory to the LSSIRT web site. Brooks seconded. Discussion ensued. Motion carried. It was recommended a message be sent to the LSSIRT members list serve when the move is accomplished.

E. **Web site:** Kutzik reported new content is easily added with the direct FTP. She will add the second-current newsletter to the web site, and update the Steering Committee.

F. **Report of Support Staff Congress:** Parsons reported Julie Huiskamp chairs the Steering Committee. Parsons is our LSSIRT representative. The Congress will be held May 16-17, 2003 at the College of DuPage, Glen Ellyn, IL. There will be an on-site planning meeting this fall. There was a lively discussion on the proposed delegate selection process. Parsons will attend another planning meeting on Sunday and post a report to the SSIRTBOARD email list server.

G. **ALA/APA report:** [Documents: “ALA/Allied Professional Association Transition Recommendations...” (dated May 15, 2002) and “Frequently Asked Questions, ALA/Allied Professional Association, June 2002.”] Several steering committee members attended the Budget Analysis and Review Committee meeting at which these documents were discussed. Kehnast provided historical background on the certification of Library Technical Assistants, written in 1996.

H. **ALA Better Salaries & Pay Equity Task Force:** Gene Kinnaly submitted his report in absentia. The Task Force has developed a toolkit and is presenting programs at Annual.

Slade moved to accept all Reports to the Board. Morgan seconded. There was no discussion. Motion carried.

VII. NEW BUSINESS:

A. **Election Results:** Parsons reported Diane Fay, Vice-President/President Elect, Kathleen Murphy, Ali Poffinberger, Members-At-Large, and Jennifer Kutzik, Secretary, were elected to the Steering Committee.

B. **Outgoing Members -At-Large:** Parsons thanked David Tulanian and Linda Porter for their service to the Steering Committee and would send letters of appreciation to each of them.

C. **Annual Conference 2003 (Toronto):** Fay is the lead on our programming for Toronto. A recommendation to hold a Friday night work session was vetoed. We plan to sponsor two programs (at least one of which will be on education) and hold a Membership meeting. Discussion ensued concerning the pros and cons of partnering with Canadian counterparts for programming. No consensus was reached. Fay mentioned several possibilities for the Saturday Evening Out event. Swader will make the initial contacts.

D. **Nominating Committee:** Parsons, as Immediate Past-President, will chair this committee. Meadows has agreed to serve. Tate will contact the membership for additional members.

E. **Review of Action Items from 3 Task Force Reports:** [document: “Compilation of the ALA Support Staff Interests Round Table (SSIRT) Task Force Report Recommendations” dated September, 2000] Morgan spoke to a compilation of the action items from the three Task Force Reports. These action items should guide us as we proceed with future programming.

F. **ALA/APA formation:** Swader addressed the ALA/APA formation. HRDR will serve as the APA staff, with extra latitude for projects related to salary, etc. LSSIRT will remain in ALA, but extended services will be offered under APA.

G. **ALA web site:** Swader announced a new proposed design for the ALA web site. Kutzik will check with Jack Briody about continued use of Server Side Include files.

H. **LSSIRT ALA Committee Appointments:** [document: "ALA LSSIRT 2002-2003 Committees" (no date)] Tate announced several committee chair appointments have been completed: Nominating: Martha Parsons; Membership: Sandy Brooks; Publications/Communications: Jennifer Kutzik; Marketing: Gene Kinnaly; Fund Raising: Cindy Aherns; Program: Diane Fay; Parliamentarian: Kent Slade; Strategic Plan: Dorothy Morgan; Continuing Education: Alice Poffinberger. Tate requested quarterly reports from each committee chair. Tate will draft a letter to Carla Hayden, ALA Vice-President, President Elect, for open ALA committee appointments. Discussion ensued concerning a possible LSSIRT seat on the Pay Equity committee. Tate solicited a volunteer for the Task Force on Insurance Working Group. There were no immediate volunteers.

I. **Appreciation:** Tate presented a plaque to Parsons as outgoing President which read: **"Presented to Martha Parsons. In appreciation for her ongoing commitment and dedication to support staff and in recognition of her leadership of LSSIRT during 2002."**

J. **Evening Out at Midwinter:** After some discussion, it was agreed to pursue an Evening Out event in Philadelphia. Swader will make the initial contacts.

K. **Certification and Competencies:** Since APA will soon handle the certification aspect; Brooks spoke to what LSSIRT can do next. Kutzik agreed to provide links to state certification programs from the LSSIRT web site.

L. **Training opportunities:** [document: "Ohio Support Staff Institute" printed 6/11/02 from <http://ossi.library.kent.edu/>] Parsons reported on the summer Ohio Support Staff Institute coordinated by Doug Morrison. We've been invited to support. Also, ALA has discussed onsite training software to be hosted at Southern Illinois University and served through a course-ware software like Web CT or BlackBoard.

VIII. ADJOURNMENT

Poffinberger moved to adjourn the meeting. Tate seconded. No discussion. Motion carried. Meeting was adjourned at 12:35 P.M.

Respectfully submitted,
Jennifer S. Kutzik, LSSIRT Secretary