

## **2016 November Executive Board Meeting Agenda Teleconference**

Wednesday, November 16th, 6 pm EST

Dial-in info is as follows:

Toll Free Number: 866-801-5789

Participant Passcode: 78965432

### **1. Call to Order**

Action: None

Item Facilitator: Deb Sica

Vote: No

6:00 (5m)

Minutes: Called to order 6:03 PM EST. Board members present: Deb Sica, Paul Kelly, Jennifer Maguire-Wright, Elizabeth DeCoster, Matthew Cizek, Ana Elisa De Campos Salles, David Isaak, Sherry Machones, Ann Symons, Jody Gray, Kristin Lahurd. Also, Gina Persichini.

### **2. Approval of Agenda and Minutes**

Action: Approve agenda for the October 2016 Executive Board meeting. Approval of minutes from the September 2016 Executive Board meeting. (Link: <http://connect.ala.org/node/260052>)

Item Facilitator: Deb Sica

Vote: No

6:05 (5m)

Minutes: Changes to agenda: add bylaws discussion, remove items 7 and 8, and put Gina and Megan's segments at the start of the meeting. Liz DeCoster moved that we approve the minutes. Ana Elisa De Campos Salles seconded, and motion passed. Ann Symons suggested that we post the agenda out to the member listserv in future with a note that anybody can call in and participate.

### **3. Treasurer's Report and Budget**

Action: Update from the Treasurer

Item Facilitator: Liz DeCoster

Vote: No

Supporting Information: Liz will provide her monthly update on the Round Table's finances.

6:10 (5m)

Minutes: No updated financial information from last time (two calls ago). The main update between August and now is that we have paid some money towards the Midwinter social. Gale has been invoiced for the reimbursement. Kirstin, who sent Gale the invoice, will get back to us on that. Ann Symons asked when we receive the fiscal year reports? Liz DeCoster said that no strict timeline has been given as yet. Peter Coyl noted that it is concerning that two months have passed and we have no financials from ALA. Also, it is financially irresponsible for us not to get numbers every month. Ann Symons said that they usually get to the round tables last, so we should exercise patience, but inquire.

#### **4. Revised By-Laws**

Action: Discussion

Item Facilitator: Gina Persichini

Vote: No

Supporting Information: The Board will discuss the latest potential revisions to our current by-laws in preparation for a vote next Spring.

Minutes: Gina Persichini said that when we last spoke, we had isolated three issues with the bylaws document. Formatting; confirmation of standing committees under section B - is that statement contrary to ALA policy? We're still waiting on an answer. Adding to bylaws in the award committee section (political activism award) - that's in there now. We also confirmed that after these changes go to the membership for a vote, they will be active (upon approval vote) immediately. In terms of the format of whatever gets submitted to a vote, it is confirmed that both a clean version of the bylaws as they exist now and a new version with markup of what is being added, deleted, amended are necessary. Those documents are attached to the agenda as comments in Connect. David Isaak read and liked the document, but noticed a typo (an extra "and"). Deb Sica asked, regarding one year appointments (with option to extend) for volunteers in Stonewall and Rainbow, can we clarify that and make it mirror the other language from the other awards? Yes, Gina will make those edits. Ann Symons noted that it used to be if you were appointed to Stonewall, you had to take a year break before you could serve again. That is not that case any more. David Isaak asked Gina to look at what ALSC has for the Newbery award. Perhaps we could appropriate some of that language and change it for our purposes. Liz DeCoster noted that the document footer reads "ALA Midwinter 2016" and needs to be updated. Ann Symons asked - when we refer to book committees are we only referring to Stonewall or Stonewall and Rainbow? Ana Elisa De Campos Salles noted that the way this is written it means both. We need to spell it out clearer than that. Identify each one (Stonewall Book Awards Committee, Stonewall Book List and Rainbow Book List). Finally, Gina Persichini said that

we still have time to make these changes. The last day to submit is in January. We can have this completed next month, and build in staff liaison time before the vote.

## **5. Updating the GLBTRT Web Pages**

Action: Discussion

Item Facilitator: Ana Elisa De Campos Salles

Vote: No

Supporting Information: The Board will discuss potential updates to the GLBTRT web pages Ana Elisa's suggestions are below:

Some pages contain outdated contact information for the chair, for example. Another example is the Representatives page, which also contains outdated information. We should probably also clean up the Committees page and update information about some of those. For example, the Stonewall Book Awards Celebration Planning Committee has been defunct now since we stopped doing the brunch in Las Vegas and made it a free event. We could come up with some examples for the Web committee to work on beginning now. I don't mind doing this to send them. Then they can hopefully continue on their own and contact the board with any questions. I would also like to suggest they incorporate updating our pages on a regular basis every year, including once election results are final.

6:20 (10m)

Minutes: Deb Sica raised that we need to review our web page for the sake of consistency. She's been working with Ana Elisa De Campos Salles on this. Ana Elisa noted that, going forward, the pages must be updated for simple accuracy, as sometimes the pages are outdated. On the representatives page, for example, Dale McNeill is listed as Treasurer, and Ann Symons as Chair. These details are clearly out of date, and so are others. Peter Coyl noted that he submitted requests to ALA for the Stonewall book awards celebration page and representative pages to be removed and nothing ever happened. A lot of these details are pulled automatically from ALA pages. We can ask the Web Committee to update those details. We need to make sure that every new Web Committee knows that they need to consistently update these details so the correct information populates. Ana Elisa De Campos Salles noted that we have a new liaison, Kristin Lahurd, we should ask if we should contact her about these problems or just the Web Committee. She should know the answers to these questions. The News Committee needs login credentials for the news blog, Over the Rainbow needs the password for the Over the Rainbow blog. We need to tell them that when you become chair of a committee, you need to contact us to find out which credentials

you need. Put the onus on the Chair. We'll tell them that we have a procedure manual and that it is their responsibility to read it. Peter Coyl noted that all of the passwords are kept in Connect in the Web Committee space in a protected file. Kristin Lahurd should be able to access it. Ana Elisa De Campos Salles asked - what are the next steps here? What about the pages that don't auto populate? Peter Coyl stressed that this should be the responsibility of the chairs. What's going on with the Web Committee? Matt Ciszek said that after numerous attempts to contact the Web Committee Chair, they have two people stepping up as Co-Chairs to help get them back on track and post the news digests once again. Deb Sica asked - do the new committees need an orientation? Should we have a meeting exclusively around this issue before Midwinter? Peter Coyl said that we should email the people on the Web Committee to see if they're going to be at Midwinter (as well as the Chairs) and try to casually meet and discuss at the conference in an informal work session. Add this as a discussion item to the agenda for next month.

## **6. Updating the GLBTRT Manual (Google site)**

Action: Discussion

Item Facilitators: Ana Elisa De Campos Salles

Vote: No

Supporting Information: The Board will discuss potential updates to the GLBTRT Manual. Ana Elisa's suggestions are below:

This is also in serious need of updating. I won't have time to look through it before sending this to you both, but my initial suggestion is for the board to take the time to read through it, take notes on what needs updating, divvy up the responsibility, and get to it. Again, I would recommend we incorporate a regular review/update schedule for this.

6:30 (10m)

Minutes: Ann Symons asked if we could divide up the work of updating the Google site at Midwinter and give people assignments? Liz DeCoster said that we should contact the Chairs and board liaisons and have them update/review their pages. Ana Elisa De Campos Salles will send the link to the Google site to the Executive Board so we can all bookmark it. Deb Sica summarized that we need the site, we want to retain it, and we want to update it. We should have the Chairs and board liaisons review their pages by Midwinter.

## **7. EDI Task Force Recommendations**

Action: Discussion

Item Facilitator: Deb Sica, Megan Drake

Vote: No

Supporting Information: ODLOS has requested that the EDI Task Force recommendations for the office be ranked according to each member's group priorities. Link: <https://docs.google.com/spreadsheets/d/11psKIPXYCf48MChuGtCsABMfe612PWpzu5P-0jSejM/edit?usp=sharing>

6:40 (10m)

Minutes: Megan Drake said that ODLOS created a set of task force recommendations and the office is now asking members of the advisory committee to review and rank these in order of preference (in terms of what ODLOS should focus on first). Megan is reaching out to us so we can let her know what our recommendations are. Ann Symons asked Megan if she has entered her own rankings in the chart. She has not, because she wanted input from the Executive Board first. Board members listed their preferences during the call. Megan said that a lot of people said 4.7 was their top item. She's going to put it in the middle because there are a lot of people on either side. Deb sees danger in creating a top ten diversity issues list. Perhaps we could focus instead top ten ways to be inclusive. Liz DeCoster said that 1.13 should be the reverse of what it's suggesting. It's more needed in the places where we wonder why we don't have diversity. It's just oddly worded.

## **8. Announcements and Adjournment**

Action: Information

Item Facilitator: Deb Sica

Vote: No

Minutes: Meeting adjourned at 7:07 PM EST