



Board Meeting Summary
Wednesday, July 12, 2018
Hershey Lodge and Convention Center

Attendance:

Allison Mackley- President	Mary Schwander- Board member
Cathi Fuhrman- President-Elect	Ann Schmidt- Board member
Robin Burns- Vice-President	Craig McFeely- Board member
Jennifer Bates- Immediate Past President	Aimee Emerson- Board member (absent)
Shannon Resh- Treasurer	
Allison Burrell- Secretary	

-
- I. The meeting was called to order by PSLA President Allison Mackley at 8:00 AM.
 - II. Introductions of new Board members (Ann Schmidt and officers)
 - III. President's Report: verbal report by President Allison Mackley (written submitted to files)
 - IV. Minutes from the May 3, 2018, Board meeting at Conference and the June 10, 2018 Zoom conference call were approved by consensus.
 - V. Treasurer's Report: Treasurer Shannon Resh shared the Cumulative Budget, Fiscal Report and 4th Quarter Report with the Board and answered questions that were raised. The Board also answered questions Shannon raised about renewals of subscriptions to Buffer, Basecamp and SurveyMonkey. All financial reports are subject to audit. The Beginning Budget for 2018-19 was also shared and placed into Board documents for future reference.
 - VI. AASL Report: Cathi Fuhrman and Allison Mackley, PSLA's AASL Affiliate Representatives for Region 2 shared their report from AASL meetings at ALA Annual. PSLA's 2017 concern about protecting libraries from challenges about LGBTQ+ materials was accepted by ALA and resulted in a resource entitled "Building and Safeguarding Your School's LGBTQ+ Collection." They asked the Board to consider possibilities for AASL commendations and concerns to discuss at the October 2018.
 - VII. Committee Reports: Each committee liaison shared his/ her committee's 4th Quarter Report and Summit Report. All committees were tasked to create a list of procedures and protocols specific to their committees throughout the coming year.
 - A. Awards (Craig McFeely): Changes to several awards were suggested, to be discussed later in the meeting.
 - B. Communications (Mary Schwander):

- Photos of 2017-18 award winners will be posted on individual award webpages
 - Discussion of new methods of communicating with members
- C. Conference (Robin Burns):
- Discussed conference proposal review policy and how reviewers will be chosen
 - Cathi Fuhrman reported on the 2017-18 Conference Budget Report and will ask Connie Burlingame and Natalie Hawley (Conference Treasurers) for a Budget Report updated to June 30, 2018.
- D. Operations (Aimee Emerson- absent; report from Jennifer Bates and Allison Burrell)
- Nominations task group is working on new slate of candidates for 2018-19.
 - The Board discussed possible membership drive ideas that were suggested by the Operations committee and decided to move ahead with creating a coupon code that could be used to receive a \$5 discount on membership. This ** will be shared with attendees at PSLA trainings sessions and affiliate meetings as well as with university library programs to share with their future librarians.
- E. Teaching and Learning (Ann Schmidt)
- From a suggestion made by this committee at Summit meetings, the Board decided to investigate placing a use counter on our web pages. This was completed shortly after the Board meeting with several pages that are known to receive high traffic and will be added to additional pages in the coming months.
 - The committee discussed ways to make the annual Professional Development Survey easier to aggregate. The results of this survey will be shared with the Conference Committee to help guide session selection for the following Conference.

VIII. Old Business

A. LSTA Grant Update

- Mini Regional Leaders Academy (MRLA)
 - a) MRLA first met in June and will continue virtual meetings and projects.
- What I Need to Know Now (WINKN)
- Communicator's Network
 - a) The Communicators Network continues to be revised and will assist with the Staffing Survey this year.

B. Conflict of Interest Statement and Acknowledgement

- Required of all PSLA representatives to be signed annually.
- All Board members signed at the meeting.
- Secretary Allison Burrell sent policy and signature page to all PSLA representatives following the meeting.

- C. Conference Policy- The Board voted to allow PSLA members actively enrolled in graduate programs in the library field to be given the student rate for the PSLA Annual Conference
- D. Membership Policy- Share student membership policy with representatives from Kutztown University, Clarion University, and University of Pittsburgh so that they can share with their students.
- E. Communications- The Board voted to approve changes to the Communications Policy.
- F. MemberClicks- The Board continues to investigate available tools and best practices with our new management software.
- G. Board Member Protocol Manual- Each Board member will create a list of his/her protocols during the coming year.
- H. Strategic Communications- Kevin Harley from Quantum Communications attended a portion of the Board meeting to share an update of Quantum’s activities for PSLA and current legislation status
 - HB-740 update
 - a) Since new session will be starting, it is important for all members to contact representatives to co-sponsor the bill
 - (1) Be sure to personalize!
 - b) Library visits by legislators, school board members, superintendents can have a huge impact- encourage all to do this
 - c) Look for stories for op-eds-- Quantum will help develop the message to get articles published
 - d) Looking for short video clips, especially with students, to share
 - e) Consider updated terminology to replace “21st Century Librarian”
 - Staffing Issue- Officers have met with Quantum and PDE representatives to educate PDE on PSLA’s efforts. Progress is being made and PSLA now has a better understanding of PDE bureaucracy.
 - If grass roots support is needed, contact Quantum and EveryLibrary for help
- I. Executive Director of Conference application: Sarah DeMaria was approved as Executive Director of Conference beginning July 1, 2019. Sarah will shadow Caitlin Linsenmann, current Executive Director, for 2018-2019 Conference season.
- J. AASL National School Library Standards Implementation Committee plan was shared
- K. CSPG 48 Position Paper: Deb Kachel (PSLA Legislative Liaison) drafted a position paper to share with public. This paper was accepted by the Board and shared via social media and the PSLA website following the meeting.
- L. Legislative Update
 - The Board accepted the report about National Library Legislation Day from Kelly Gustafson.

- M. ALA and AASL Annual Virtual Membership Meeting- Allison Mackley participated in these calls during the past year and reported on themes.
 - N. PaLA Legislative Committee Liaison
 - Allison Mackley shared information from the PaLA Committee, Secretary Rivera and Glenn Miller.
 - O. PSEA Voice: Allison Mackley reported that last July's issue of *PSEA Voice* with School Libraries as the cover story was chosen as the State Education Editor's Best News Story Award.
 - P. ALA Manager of Public Policy, Daniel Sneeden-- U.S. Copyright/ Fair Use Issue: PSLA members were contacted to share examples of use of closed-captioning in DVDs for students.
 - Q. Freedom to Read Foundation- PSLA's annual organization membership will be continued
- IX. New Business
- A. Liaison to Committees: The Board determined the following Liaison to Committees appointments
 - Craig McFeely- Awards
 - Mary Schwander- Communications
 - Aimee Emerson- Operations
 - Ann Schmidt- Teaching & Learning
 - B. Committee Chairs: The Board approved the following Committee Chair appointments. Appointment letters will be sent by Allison Mackley to ask for acknowledgement of acceptance.
 - Awards: Lauren Strohecker and Melissa Dougherty
 - Communications: Laura Ward and Corey Hall
 - Conference: Caitlin Linsenmann and Robin Burns
 - Operations: Bob McConnell and Vickie Saltzer
 - Teaching & Learning: Dustin Brackbill and Kristen Crans
 - C. Conference Treasurer: The Board approved the appointment of Natalie Hawley as Conference Treasurer.
 - D. Committee Member Appointments: listed in Committee Reports
 - E. 2018-2019 Board Meeting Dates
 - October 6, 2018- Lancaster
 - January 5, 2019- TBA
 - March 28, 2019- at Conference
 - May 11, 2019- TBA (may include a visit to the PA State Library)
 - F. LSTA Grant Submission 2018-19
 - Leaders Academies
 - a) Developing Leaders Academy (for those who can't attend conference)
 - b) Aspiring Association Leaders Academy (support affiliates and upcoming leaders)
 - c) Revitalizing Leaders Academy (those in previous 5 academies)

- What I Need to Know Now (WINKN) Professional Development: AASL Standards; training schedule is being developed and will begin July 16th
 - Network and News
- G. HSLC Update: Maryam Phillips joined the Board to provide an update.
 - HSLC annual contract from Office of Commonwealth Libraries
 - POWER Library
 - a) Bid every 5 years
 - b) Most of EBSCO databases will be replaced with Gale
 - c) SIRS didn't submit bid
 - d) Crosswalk between old and new databases is forthcoming
 - e) Regional trainings and Webinars will provide information (SHAREit will not be included in trainings)
 - f) New links will be available after August 1
 - g) Fees remaining the same
 - HSLC is looking for ideas for cooperation. Consortium pricing for additional resources was suggested.
- H. Anti-Harassment Policy: PSLA is in the process of developing an anti-harassment policy that will apply to all members and speakers at our events. More information will be shared when policy is finalized.
- I. Financial Policy Update: several changes were approved to clarify language.
- J. Officers Policy: several changes were approved to correct mentions of PSLA's previous committee structure and to clarify roles for the President-Elect.
- K. Conference Presentation: Caitlin Linsenmann and Robin Burns shared ideas for budgeting for conference.
- L. 2019 Conference
 - The Budget, Schedule and Registration Rates for Conference 2019 were submitted. The Schedule was approved by the Board, but the Budget and Registration Rates will be voted on at a later date once concerns are addressed.
 - 2019 Conference Workshop Proposal Form: After several revisions were made to the form, it was approved by the Board.
 - Conference Vendor Policy Update: The Conference Committee will be asked to draft an amended policy for approval at an upcoming Board meeting.
 - Preconference: The Board approved the AASL National School Library Standards as the 2019 preconference session, to be presented by WINKN presenters.
 - Matt de la Pena Update: Cathi Fuhrman will clarify terms of lodging with de la Pena's publicist.
 - Flow of Registration Payments: The Board discussed possibilities for streamlining the flow of Conference registration payments
 - RFP (request for proposal) documentation for the 2023 Conference was shared with the Board

- M. Operations
- The Board discussed additional membership drive suggestions.
 - The Board approved a budget of \$650 for the Operations Committee.
- N. Intellectual Property Policy Statement: The discussion of a possible new policy will be continued in October.
- O. Awards
- The Awards policy changes were approved
 - The Board approved a budget of \$1725 for the Awards Committee.
- P. Communications
- The Board approved a budget of \$200 for the Communications Committee.
 - The Board discussed adjustments to be made to the PSLA website.
 - The Board discussed the new PSLA Facebook group, organized by Katie Sauers and Kim Mento.
- Q. Teaching and Learning
- The Board approved a budget of \$320 for the Teaching & Learning Committee, after removing the amount budgeted for a Zoom subscription. The Board will purchase an association-wide subscription to enable all committees to utilize the tool.
- R. PSLA Treasurer
- The Board approved the revised Financial and Travel Documents shared by Treasurer Shannon Resh. Digital versions were placed in the Board Documents files and Shannon provided each Board members with paper versions as well.
- S. PSLA Local Affiliate Outreach
- Jacquelyn Neely and Leah Lindemann volunteered to chair this task group.
- T. AASL Standards Implementation Committee
- Allison Mackley reported on implementation activities
- U. *Guidelines for PA School Library Programs* revision: Susan Pannebaker is leading a group of committee members to revise the 2011 guidelines.
- V. Zoom Subscription: The Board approved a Pro Plan subscription to Zoom.
- W. Monitoring PSLA Board email: Assignments were made so that the Board email is maintained on a daily basis.
- X. Future Ready Librarians Framework: The revised document was shared with the Board. <https://futureready.org/program-overview/librarians/>
- Y. ISTE Standards Crosswalk: The document was shared with the Board. https://www.iste.org/docs/isteu-docs/iste-standards-e_frl-crosswalk.pdf

Respectfully Submitted,
Allison Burrell, PSLA Secretary