

New Mexico Library Association
 Executive Board Meeting Minutes
 January 16, 2004

Attending: Anne Lefkofsky, Stephanie H. Wical, Molly McGetrick, Valerie Nye, Linda O'Connell, Betty Long, Heather Gallegos-Rex, Thaddeus Bejnar, Kathy Albrecht, Carol Sarath, Elizabeth Haskett, Richard Akeroyd, Sarah Henderson, Charlene Greenwood, Barbara Van Dongon, Susan Magee (recording)

1. Call to order, introductions
2. Approval of the agenda
 Motion was made and seconded to accept the agenda. Motion passed.
3. Minutes
 - a. Minutes for the April, June and October 2003 minutes were distributed via e-mail. Motion to accept minutes with minor changes was made and seconded. Motion passed.
 - b. On-line voting, ratification of any votes – clarification of process
 Any voting member may propose a motion on the nmlaboard list serve. It goes to nmlaboard-l rather than nmlavote-l so the whole board can participate in the discussion. After the motion is proposed and seconded, the Chair has an obligation to send a message requesting discussion. The Chair or any voting member may call for a vote after deciding that the discussion has concluded or gone on sufficiently. The Chair then asks for a second on the motion to end the discussion and a vote is made by voting members AFTER the call for a vote.

In common practice, however, a motion is made and people tend to vote right away, before the discussion and call for vote is made.

- c. One on-line vote was made between October 16, 2003 and January 15, 2004
 November 10, 2004
 Good Morning, the Conference Program Committee and the Local Arrangements Committee met Wednesday in Socorro and after some discussion, proposes these conference fees for board vote. Please vote yes or no.
 Thanks. Heather

	Members	Non-members
Registration w/ prepayment by 3-26-04 (same as 2003)	\$70	\$85
Registration after 3-26-04 or on-site (same as 2003)	\$95	\$110
Daily Rate w/ prepayment by 3-26-04 (we decided no partial day this year)	\$45	\$55
Pre-Conference (All Day) OBE (note: this fee includes \$20 workbook and continental breakfast)	\$55	\$70
Pre-Conference -- all others	\$25	\$35 Awards
Dinner	\$30	\$30
YS Luncheon	\$20	\$20

Voting yes – Kathy, Omar, Thaddeus, Molly, Heather, Susan. Motion passed.

No objection to the motion was made and the email vote was ratified.

4. Treasurer's report

- a. Kathy distributed the budget report for July to December 2003. She renamed several of the sections at Eileen's request. Essentially we are in fine shape. We have received approximately 23% and spent approximately 26% of the total for the year. This is usual since most of the money accrued and spent is during the quarter around the conference.

The mini-conference was the most successful to date. The Members-at-Large are commended for putting on a well-received program and great event.

MOTION: After further clarification and discussion of individual line items, a motion was made and seconded to accept the treasurer's report. Motion passed.

- b. New CPA firm for NMLA

For over two years the Board has been discussing changing CPA firms. The current firm has not performed to reasonable expectations and was uncommunicative at best. Kathy investigated several firms in Socorro and Albuquerque and recommends hiring Harold C. Dodson. He has given us a letter of engagement outlining the services for which we will be contracting.

MOTION: After some discussion, a motion was made and seconded that the Board approve hiring Mr. Dodson to do a compilation for fiscal year 2003 under the terms of the letter of engagement he provided. Motion passed.

Thaddeus explained the difference between a compilation, a review and an audit. A compilation takes the numbers we provide, puts them in the proper (tax) format and makes sure they balance before filing the tax forms. A review requires more information relating to liabilities and assets and produces an in depth report. An audit checks for financial controls, and gathers information from third parties and is required only if the budget reaches \$500,000. Kathy recommends that the Board approve that a review be done for FY2004 or FY2005.

5. Old Business

- a. April 04, Conference issues, budget, report

Anne Lefkofsky made a brief report on the Planning Committee meeting held earlier today and the state of the conference to date. It is expected that the program will be posted on the website within the next few weeks.

- b. Administrative support staff open selection process, report

Heather distributed the proposed transition plan (see Attachment 1) for discussion. Linda O'Connell plans to retire in June 2005 and the transition plan provides for several months of overlap for training purposes. Kathy noted how closely she and Linda work and that at the same time there may be a new treasurer who will be trained by both Linda and the outgoing treasurer in those duties. Starting and ending dates in the proposal were adjusted to ensure the transition will go as smoothly as is possible.

MOTION: A motion was made and seconded to accept the proposal as amended. Motion passed.

- c. Bonds 04 report - Richard Akeroyd

The committee has worked very carefully with the language so the funding will be administered by CHE for academic libraries, Dept. of Ed for school libraries and the State

Library for public libraries. The request is for \$41 million however they believe some reduction will have to be made.

Omar brought forward a recommendation from the committee that a special award be made to J. Paul Taylor at the legislature in recognition for his lifelong support of libraries. He has also been nominated as Legislator of the Year but this would be in addition to that award and would take the form of a plaque. It was suggested that a framed signed copy of this year's poster also be given him. A budget adjustment will be made by the committee to cover the addition funding required if needed.

MOTION: A motion was made and seconded that NMLA give J. Paul Taylor a special recognition award during Library Legislature Day for his lifelong support of libraries. Thaddeus amended the motion to include a \$300 cap on the funding for the plaque and framing of the poster. Motion passed.

- d. By-laws change to make the NMLA Representative to MPLA an elected position and voting member of the NMLA Board. The idea was brought to the April 2003 Board meeting and was brought up for discussion at the 2003 Business Meeting. At the Business Meeting, concerns were expressed about adding only the MPLA representative as an elected position when there were at least two other organizations with which NMLA has similar affiliations and appointed liaisons. Additional concerns were expressed at today's meeting about a larger board's ability to reach a quorum at each meeting and so be able to conduct business.

ACTION: A task force will be appointed in 2004 to study the impact of adding additional voting members to the board including but not limited to ramifications to the budget. Charlene will report to the MPLA Board of this action.

6. New Business

- a. By-laws Committee recommendations - Betty Long. There were several small 'housekeeping' updates revolving around the use of the website rather than the handbook as permanent records of Association Business. Changes to Awards Committee, the Conference Site Committee, and the Education Committee sections of the bylaws to reflect they will send annual reports to be posted on the website rather than in the board handbooks. Also a clarification for the SIG liaisons about when the reports and budget requests need to be submitted. (See Attachments 2-5)

ACTION: A motion was made and seconded to approve the proposed changes.

Discussion: It is vital that all reports and budget requests from the SIGS go to the Executive Board, especially the President AND the Treasurer. In the past, there has been some confusion as to whose responsibility it is to produce the reports and to whom they should be sent. The use of 'liaison' to name different people who have different functions within the SIG is confusing. It is also important that the NMLA President make sure that each SIG is assigned to a Member-at-Large. It would be helpful to have the SIG liaison to the board listed with the rest of the board members.

The April 2004 Board meeting is to be held the Saturday after the conference and will be mostly an orientation meeting for new Board members. Members-at-Large assignments will be announced at the July 2004 Board meeting.

Motion passed. Betty will have all the new changed pages to update the handbooks at the April meeting.

b. Nominating Committee report – Earl Phillips

2004 Recommended List

The following is a recommended list of candidates for the following NMLA offices for the 2004 year:

Vice-President, President Elect

Kathy Matter, Cedar Crest

Anne Lefkofsky, Albq.

Secretary

Julia Clark, Albq.

Member at Large (Two Positions)

Lori Gromet, Las Cruces

Leslie Chamberlin, Albq.

Leslie Monsalve-Jones, Santa Fe

ALA Councilor

Thaddeus Bejnar, Santa Fe

ACTION: A motion was made and seconded to accept the slate of candidates. Motion passed.

c. Interactive website issue – Linda O’Connell

Laurie Mitchell, our webmaster, has proposed that we purchase the software that would allow the Administrator to make changes to the website in a more timely fashion than Laurie is sometimes able to do.

ACTION: A motion was made and seconded that we approve the concept of an “in-house” webmaster with a cap of \$150 cap on the purchase of needed software. Motion passed.

7. Committee/SIG Reports

a. *Legislation and Intellectual Freedom Committee (LIF) Report – Elizabeth Haskett*

Library Legislative Day

The day is set for February 4th, starting at 8:30 at the State Library. We will be giving posters and a bilingual edition of “Are You My Mother? / Eres Tu Mi Mama?” by P.D. Eastman to legislators. Joe Sabatini has received permission for us to give out these items and is working on getting NMLA acknowledged at the beginning of the session. Sarah Henderson is getting “Libraries Change Lives” Buttons and nametags. Our plan is to have several key librarians on the stage for this acknowledgement in both the house and the senate. Timing will be important as we meet at the State Library from 8:30 to 9:30 and the session starts at 10:00.

2004 GO Bond

Bond Task Force members have been attending LESC meetings and have moved the effort along very well. The LESC unanimously voted to include a recommendation to the Legislature that the Library GO Bond be set at our request of \$41 million. And, the Library Materials Fund was included as part of the LESC budget at a level of 1.25 million. Regional Coordinators are all in place (except for Rio Arriba, Santa Fe and Catron counties) and are working with their local librarians to make contact with their legislators. The 2004 flyer and the talking points are up on the NMLA web page. The link is “Library Bond 2004 Information”.

Patriot Act

Informational links about the Patriot Act are now up on the NMLA web page. The link is “Do You Have Questions About the Patriot Act? We Have Answers” The NMLA joined the coalition in support of the joint memorial “Affirming Civil Rights And Liberties: Declaring Opposition to Federal Measures That Infringe on Civil Liberties” that was introduced during the special session. This memorial passed the House but not the Senate and will be reintroduced. The coalition is organizing a Call In Day to Legislators to support this memorial.

b. ASL SIG- Barbara VanDongan and Omar Durant

There were 6 regional workshops held relating to the GO Bond as well as additional collection development workshops.

Omar outlined the legislative agenda and the history of last year’s Library Materials Act which was passed but had no funding attached. They are seeking to have a recurring line item that would fund the Act. The SIG has also been working with the Legislative Education Study Committee to change the wording in the Public Education Act to remove school librarians from the list of instructional support staff and make recognized as the certified teachers they are. The issue is being addressed as part of the redefinition of the Public Education Department and Public Education Commission.

ACTION: A motion was made and seconded that the NMLA Board vote support for the public school legislative issues that are going forward in this legislative session. Motion passed with one abstention.

c. Publicity Committee – Valerie Nye, chair

Since the last NMLA Board Meeting, the publicity committee has had two email meetings. One meeting was regarding the t-shirts the board asked us to research. The idea to sell t-shirts was met with a favorable response, but we have decided to postpone t-shirt creation until the next budget cycle. There also needs to be further discussion of the t-shirt issue at the executive board level. We learned that in the past NMLA has broken even with t-shirt sales, it hasn’t been a money making project.

The committee also had an email meeting regarding a new logo for NMLA. The committee is interested in investigating the possibilities of creating a new logo for NMLA in the coming year with the support of the executive board. They have met with a designer and believe he can produce something that would be “friendly and timeless”. For less than \$1,000 he would design the logo, create images for the website and produce letterhead. (Thaddeus mentioned that this cost was very reasonable compared to some of the other design work he has commissioned.)

ACTION: This initiative will be part of the strategic planning that will go on in 2004.

Newsletters came out in October and December. Stephanie Gerding is working with One Stop to get them to mail the newsletter on a timelier basis. In the past, the release of the newsletter has been out of our hands, a problem Stephanie is addressing.

Valerie Nye and Marty Mays have been working together to begin publicizing the upcoming NMLA Annual Conference. Conference announcements have been sent to Library Journal and American Libraries. Mary Mays will begin working on press releases for NMLA award winners as soon as more information is available.

The committee is currently discussing the design of the bookmarks. The goal is to have them available to give away at the NMLA annual conference. The bookmarks will be 2x6 on

sand colored card stock, will be glossy, will include black and one other printed color, will include NMLA's web address and contact information, will include a portion of the NMLA mission statement and the NMLA logo. Between 3000 and 5000 will be printed.

The committee would like to purchase appropriate software (the complete Adobe Acrobat package) to use for producing the newsletter. It was suggested that one of the educational board members purchase the software at the discounted educator's price. The discussion continued regarding the cost of the newsletter, limiting the number of pages and whether an online newsletter would be better. Stephanie has reviewed the practices of other state library associations and the majority of them continue to produce a paper newsletter.

d. Finance Committee – Thaddeus Bejnar

The Finance Committee did not meet this past year. Thaddeus and Kathy propose that they meet to rewrite the charge of the Finance Committee and present it at the next meeting. The new committee would be appointed at that time.

e. ALA Counselor – Thaddeus Bejnar (see Attachment 6)

Thaddeus mentioned that it was unclear how the "Staying Connected" grants would affect rural libraries within the state. Richard Akeroyd, the NM State Librarian, filled in details about NM participation. After some negotiation with the Gates Foundation, every library in the state will get at least one new computer. In addition, the remaining money in the grant will go to advanced training that the State Library will provide. They will also place 4-6 regionally located techs in the field for tech support. The details have not yet been worked out but they will be by contract and on call.

ACTION: Richard will send Thaddeus something for the ALA taskforce to include in the report.

f. Awards Committee

The Awards Committee selected two school libraries to receive the Outstanding School Library Awards presented at the annual NMLA Conference Banquet and sponsored with two \$250 prizes from Follett: John Baker Elementary School Library and Taylor Middle School Library, both in Albuquerque.

ACTION: A motion was made and seconded to approve the slate of awards presented. Motion passed.

g. Education Committee – Julia Clarke, Chair

The NMLA Education Committee met in November. Mara Yarbrough announced that she raised \$500 for the Education Committee by selling book bags. This money has been sent to the Treasurer for deposit. Those attending the meeting reviewed the accuracy of Marion Dorroh scholarship and Continuing Education Fund information on the website.

Andy Howe initiated and coordinated the proposal for Keith Curry Lance to present a program at the NMLA Conference in April. The proposal was accepted.

Kathleen Knoth is continuing to work on the state-wide training registry.

The committee is working to increase awareness of the Marion Dorroh Scholarship. Updated brochures were distributed at the mini-conference in Gallup and an article encouraging applicants appeared in the last newsletter.

Further updates to the Marion Dorroh Scholarship publicity tools [brochure, website, etc.] are being planned.

h. *Conference Site Committee – Ellanie Sampson, chair*

The 2004 mini-conference is scheduled for Friday, October 8, 2004, at the Convention Center in Roswell.

The 2005 NMLA annual conference is now scheduled for the Albuquerque Convention Center/DoubleTree Hotel for March 30, 31, and April 1, 2005.

i. *President-elect's Conference Report – Heather Gallegos-Rex, 2003-04 NMLA Pres.-elect*

The 2004 NMLA Annual Conference is essentially planned although a number of loose ends remain to be resolved and unanticipated problems can always arise, as is to be expected. At this point, everything looks very good and all has gone exceptionally smoothly.

The preliminary conference program is being completed at the State Library by Jonathan Duran, who will also do the final conference program this year for NMLA. The preliminary program will go out with the February NMLA Newsletter along with a conference promotional flyer.

Anne Lefkofsky, Dinah Jentgen and the Program Committee (Ellanie Sampson, Stephanie Gerding, Cassandra Osterloh, Kathleen Albrecht, and Linda O'Connell), conference-planning mavens all, have done an amazing job of lining up session proposals, selecting programs, getting speaker agreements, plugging sessions into the calendar, and putting together "At-a-Glance" pages for the final program.

Local Arrangements, under the able direction of Norice Lee (Barbara Fietze, Lori Grumet, Margo Lamb, Debbie McCarthy, Claire Odenhein, Earl Phillips, Leslie Trich, Susan Beck, Cheryl Wilson, Patsy Hernandez, Joe Becker, Mary Chavarria, Kate Manual, Tina Kidwell, Dinah Jentgen, Marty Mays), has made all major conference decisions and are now doing a great job of handling hundreds of details. The third joint committee meeting of both committees is scheduled for the morning of January 16 in Socorro, before the Board meeting, when even more details will be worked out and a final action-items-checklist will be generated.

A current budget spreadsheet will be shared with the Board either at the 1-16-04 meeting or, if budget changes are made that morning, as soon after 1-16-04 as is possible.

Plans are being made to sell both silver NMLA bookmarks and intellectual freedom buttons (from ALA) at the conference, both of which can make money now and at future conferences as well. At this point it looks like the conference may come in a bit under budget, but a couple of outstanding items could change that slightly. The prospects for having an outstanding conference and for making some money for NMLA in 2004 look excellent.

j. *NMLA Conference Program Committee Report – Anne Lefkofsky, co-chair*

Please see the VP / President-elect's report submitted by Heather Gallegos-Rex for general details on the Program Committee's progress.

The Program and Local Arrangement Committees met jointly on 1/16 prior to the Board Meeting to refine and update conference plans and details.

Speaker contracts continue to arrive. Expenses and equipment needs are being logged, with final information nearly complete. At this point, all available sessions are booked. As this will likely change when we near the conference dates, committee members will be ready to suggest back-up programs.

Jonathan Duran will deliver the preliminary program to the printer on 1/16. The registration form and info will accompany the preliminary program in the February NMLA newsletter. Work on the final program will begin immediately. Additional program details, award winner bios, Las Cruces info, the NMLA officer list, conference welcomes and related text are yet needed for the key resource attendees will use to navigate the 2004 Conference.

k. AALS SIG – Alison Almquist, AASL Director-Elect Region VI, AASL Affiliate Assembly Representative for NM

The Australian School Library Association has invited librarians to participate in an asynchronous online conference: Constructing Communities of Learning and Literacy. The conference strands are Knowledge Management; Information Literacy; Information and Communication Technology; Literature; and Evidence Based Practice: Micro Research. The conference registration will include access to all papers in each strand, access to all discussion lists for each strand, and a hard copy of the online conference proceedings. Registration and access to papers begins in April 2004. The cost is \$AUD 110 (about \$80 US dollars). Further information is available at <http://www.asla.org.au/onlinecon.htm>.

Former AASL President Barbara Stripling is running for ALA President. Further information on her candidacy is available at <http://www.barbstripling.net>. For the first time voting will take place online.

AASL is planning a fall forum in Dallas, Texas. Threads will be collaboration and reading for understanding. The IRA will have a role in the forum. October 1-3, 2004 are the tentative dates. The dates will be finalized in about two weeks.

Concerns discussed in the AASL Affiliate Assembly were the effect of No Child Left Behind; involvement by school librarians in professional organizations; the shortage of certified school librarians, and lack of funding.

The mega issue at the AASL Board of Directors meeting was how to revitalize the publication program. Several hours were also devoted to discussion of the statements of concern submitted in June, at the annual conference, by the Affiliate Assembly to the AASL Board of Directors. Participants at the Saturday Board of Directors meeting received training on a process for knowledge-based decision-making.

l. Mountain Plains Library Association – Charlene Greenwood

I am attaching a report on the last MPLA Conference held jointly with the Nevada Library Association and REFORMA. Since time is approaching on NMLA's joint conference with MPLA (2007), I thought this would be of interest.

Also, the MPLA president was asking about my status. I informed her of the bylaws change that would be brought before the membership at the next meeting concerning making the position an elected and voting position. We are the only state that does not have it as an elected / voting position.

Charlene encourages the board to try to involve all the library organizations in the state in this joint conference.

m. NM Library Foundation – Charlene Greenwood

The NM Library Foundation is looking forward to a retreat being held March 1 to look toward our future. Any suggestions would be appreciated.

Betty Long is donating a handmade quilt for the NMLF raffle at the conference this year.

n. Mini-conference Committee – Carol Sarath and Omar Durant

We are working on the mini-conference in Roswell and would like to invite anyone interested to send their program proposals. It would be helpful to have a list of SIG liaisons and committee chairs so we could contact them about programming.

o. State Library – Richard Akeroyd

The Gates Foundation is underwriting Webjunction, a portal for public access to information. (Go to webjunction.org for more information.) It will launch in May, and will have free registration.

All Cultural Affairs divisions will have a display on Culture Day at the legislature (1/28). NMLA and NMLF will be represented. They hope to be able to give the Governor a formal presentation.

They are working with other Cultural Affairs divisions on two grant funded projects –

- a. With the Museum of International Folk Art that will involve the book mobiles working closely with folk art exhibits.
- b. With the Palace of the Governor on a major exhibit on the history of printing in NM, particularly small presses/printers.

They will be holding a strategic planning retreat on 2/3/04.

8. Other Business

a. Statewide virtual reference network – Molly McGetrick

A proposal to create a taskforce to create a statewide virtual reference network was put forth. There was a resource sharing committee from the State Library that would be a natural conduit for this discussion.

ACTION: A motion was made and seconded that NMLA urges the reactivation of the Statewide Resource Sharing Committee under the sponsorship of the State Library to include concepts such as a statewide virtual reference network. Motion passed.

b. New Patriot Act Resolution – Thaddeus Bejnar

Thaddeus proposes that NMLA adopts the new ALA resolution regarding the USA PATRIOT Act which revises the resolution adopted by the Board in 2003: “Be it resolved that the New Mexico Library Association supports legislation currently in Congress to amend sections of the USA PATRIOT Act in order to protect the historic rights of library users; that the New Mexico Library Association opposes any further initiatives on the part of the United States government to constrain the free expression of ideas or to inhibit the use of libraries; and that the New Mexico Library Association urges the United States Congress to oppose legislation, regulations, or other initiatives that threaten or further abridge the rights of inquiry and free expression.”

ACTION: A motion was made and seconded to adopt the revised resolution. Motion passed.

- c. Alison raised concerns about the award of the Marion Dorroh scholarship funds as it did not appear that the Education Committee was planning to award it this year. The information about the scholarship had been removed from the website but appears to have been reinstated.

ACTION: Heather asked Anne to follow up on this item of concern and report back.

9. Meeting was adjourned at 4:25.

Attachment 1

NMLA ADMINISTRATIVE CONTRACTOR TRANSITION PLAN RECOMMENDATION 1-16-04

(Task force members, Ellanie Sampson, Thaddeus Bejnar, Heather Gallegos-Rex, chair)

To assure a smooth transition from current administrator, Linda O'Connell, to a new contract administrator by June 30, 2005, when Linda retires, this ad hoc task force recommends that the NMLA Board:

- Issue an RFP with the job description (draft attached) in December 31, 2005 through Albuquerque and maybe Los Lunas/Belen newspapers, NMLA website *Hitchhiker*, and appropriate e-lists.
- Conduct board interviews with applicants in January-February 2005.
- Hire new contractor by March 1, 2005 so that he/she may shadow Linda and work with her through the 2005 conference and during the most active time of the administrator's year. The new contractor will also have the opportunity to attend a board meeting during Linda's last three months and further learn how to work with the board and meet the association's needs and expectations.
- At the July 2005 Board Meeting, the new contractor could advise if the job description accurately matches the duties and participate in any discussion of recommended changes.

Administrative Services Contractor Draft Job Description (1-16-04)

Services that must be provided under contract to the New Mexico Library Association (NMLA) are the following:

1. Maintain communication between those within the NMLA as well as between the NMLA and others through the management of telephone and fax services, and maintaining an e-mail address through an on-line account.
2. Employ voice messaging to approximate real time response during business hours. A separate phone line will be answered "New Mexico Library Association."
3. Route communication promptly to appropriate persons within the NMLA.
4. Maintain control of membership database.
5. Collect and deposit membership payments, report revenue to Treasurer, report membership information to appropriate parties, send renewal notices and other appropriate membership forms, and cooperate with Membership Committee to produce annual directory and other printings.
6. Perform NMLA bookkeeping functions: record deposits, prepare checks for Treasurer's signature, reconcile checking account monthly, prepare invoices and track accounts payable, provide budget and other reports for Board information.
7. Attend Executive Board meetings to be knowledgeable about NMLA business.
8. Supervise printing and mailing contractor.
9. Perform registration for mini-conference, workshops and other events.

10. Coordinate all conference exhibitor relations. Solicit exhibitor participation, collect and deposit booth fees in an NMLA account, report income to Treasurer, and ensure exhibitors' legal requirements are fulfilled and logistical needs are met.

11. Perform pre-conference services to include collection and deposit of registration fees in an NMLA account, report income to the Treasurer, and conduct all pre-conference registration activities. Local Arrangement Committee will provide the registration table workers and Linda O'Connell will train them.

12. Conference on-site management services include liaison with venue operator, exhibitors and the NMLA officers, members, and attendees.

13. Solicit and place ads for the NMLA newsletter at a commission of 25% of ad revenue.

14. The contractor must maintain a surety bond.

Term: The contract shall be for a period of (17) months commencing on March 1, 2005 and terminating on June 30, 2006.

Compensation: \$17,000 for 17 months, to be paid at \$1,000 per month. Thereafter contract will be for twelve months payable at \$1,000 per month commencing July 1, 2006 and terminating June 30, 2007.

Attachment 2

Awards Committee

Procedural Handbook 310:1

General Duties

1. The Awards Committee shall receive recommendations for awards and honorary memberships and recommend to the Executive Board recipients of awards and memberships. (Bylaws, Article XVIII, Section 2)
2. The Committee should review the types of awards presently given and their criteria (PH 312-316) each year, and may make recommendations for changes to the Board.
3. The Committee solicits and receives recommendations for award recipients, and selects nominees to be recommended to the Executive Board. Upon approval of the Board, the Committee is responsible for obtaining suitable mementos for the awardees and shall organize the presentation ceremony during the annual conference banquet. Award selection must be finalized at least 30 days prior to presentation, so that mementos can be prepared in time for the ceremony.
4. The Committee *will submit annual updates* of all awards and honorary memberships, which have been granted by the Association, including names of recipients, dates awarded, and descriptions of the awards, ~~as part of this Handbook~~ *to the webmaster/webmistress for inclusion on the NMLA web site*. It is especially important that a list of honorary members be maintained so that they will receive the *Newsletter* and other Association publications, but will not be billed for dues.
5. The Committee chair should become familiar with the Bylaws and with the *Procedural Handbook* pages on standing committees. (PH 300)
6. The chair should maintain this copy of the *Procedural Handbook* in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when it is passed on to the succeeding chair.

Calendar of Specific Duties

April-June

The committee chair submits a budget request prior to the first meeting of the Executive Board.

July-January

Request suggestions from members concerning any awards or honorary memberships to be offered. Publicity concerning these should be sent to the Editor for publication in the *Newsletter*. Report on committee activities at the third Board meeting, submitting award and honorary membership nominees for approval.

February-March

Names of award winners are needed at least 30 days prior to conference, so that mementos can be prepared in time for presentation at the conference banquet. Any certificates, plaques or other form of award to be presented should be secured in plenty of time to have these ready for presentation at the conference banquet. A special account with Nambe Mills has been established for this purpose. Persons to make awards presentations should be designated. An annual report should be prepared for presentation at the fourth Board meeting, the business meeting at the annual conference, and for publication in the post-conference issue of the *Newsletter*.

Attachment 3

General Duties

1. The Conference Site Committee shall locate sites for the annual conference and the mini-conference, and select appropriate dates for the conferences; both the sites and dates shall be subject to the approval of the Executive Board. (Bylaws, Article XVIII, Section 4)
2. The Committee will submit annual updates of conference dates, cities and site of conference to the webmaster/webmistress for inclusion on the NMLA web site.
3. The Committee chair should become familiar with the Bylaws and with the *Procedural Handbook* pages on standing committees (PH 500) and on the annual conference (PH 700).
4. The chair should maintain this copy of the *Procedural Handbook* in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when it is passed on to the succeeding chair.

Specific Duties

1. Assemble a list of prospective cities which could serve as conference sites up to five years from the present.
2. The N.M.L.A. annual conference is scheduled in the spring each year. Among the factors which should be considered in selecting a date are: *a.* public school spring vacations; *b.* religious holidays such as Passover and Easter week; *c.* dates for conferences of other associations holding meetings in the spring; and *d.* the need to close the Association's books for financial review by June 1st.
3. Contact the following associations to inquire about their upcoming conference schedules, and notify them when N.M.L.A. has determined dates, so that conflicts can be avoided:

Arizona State Library Association
Association for Educational Communications & Technology
Association for Supervision & Curriculum Development
Colorado Library Association
New Mexico Media Association
Oklahoma Library Association
Texas Library Association
Utah Library Association
Wyoming Library Association

Calendar of Specific Duties

April-June

By the second Executive Board meeting, the Committee should survey the cities on the tentative list, and should recommend the exact dates and possible headquarters and hotel arrangements for the conference following the one for which the program is now being planned. When several possible facilities are available at the location city, it is desirable that these alternate conference facilities be presented at the second Board meeting.

These arrangements may be presented using a chart similar to the following example, basing the numbers on modifications of the previous years' attendance and needs:

ROOMS FOR:	NUMBER NEEDED	TENTATIVE COSTS
Exhibits (8' tables)		
Executive Board meetings		
NMLA Business meeting		
General sessions		
Program sessions		
Committee meetings		
Other meetings		
Banquet		
Dinners		
Luncheons		
Breakfasts		
Sleeping rooms		

July-October

At the third Executive Board meeting, the Conference Site Committee shall have set the final dates and headquarters for the annual conference following the one for which the program is now being prepared. Later conferences can also be scheduled. Upon the Board's approval of the arrangements, a letter of letters of commitment should be drafted for the President's signature for the facilities chosen, making a tentative reservation.

November-April

Before the fourth Executive Board meeting, the Committee chair will be sure that the necessary contract is signed for the next year's conference. An annual report of the Committee should be presented at the pre-conference Executive Board meeting, and sent to the Editor for inclusion in the post-conference issue of the *Newsletter*. A file of materials on conference facilities available at various sites should be maintained and updated. This file should be passed on to the incoming chair.

Attachment 4

Education Committee

Procedural Handbook 340:1

General Duties

1. The Education Committee shall publicize available scholarships and grants and select the recipients of any scholarships and grants offered by the Association; coordinate, sponsor, co-sponsor or participate with the many diverse groups that engage in continuing education in New Mexico; create and maintain an awareness and sense of need for continuing education of library staff members on the part of individuals, employers and professional associations; and sponsor and carry out a recruiting program in New Mexico. (Bylaws, Article XVIII, Section 5 A)
2. Committee members shall, by both type and geography, represent libraries and library service in New Mexico. (Article XVIII, Section 5 B)
3. The Committee should review existing sources for scholarship funds and investigate other sources in an effort to provide a sound financial basis for the Association's Marion Dorroh scholarship.
4. The Committee should publicize the availability of benefits from the WICHE (Western Interstate Commission for Higher Education) Student Exchange Program to New Mexico's library personnel.
5. The Committee should work closely with the New Mexico State Library in planning and publicizing continuing education programs, not only in New Mexico, but wherever opportunities for New Mexico library staff members may exist.
6. *The committee will submit annual updates of the scholarships that have been granted by the association, including names of recipients and dates awards to the webmaster/webmistress for inclusion on the NMLA web site.*
- 6- 7. The Committee chair should become familiar with the Bylaws and with the *Procedural Handbook* pages on standing committees (PH 300) and on various education grants offered by the Association (PH 342-346).
- 7 8. The chair should maintain this copy of the *Procedural Handbook* in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when it is passed on to the succeeding chair.

Attachment 5

GENERAL INFORMATION FOR INTEREST GROUP LIAISONS Procedural Handbook 500:1

The procedures for establishing interest groups are defined in Article XVI of the N.M.L.A. Bylaws.

Section 1. An interest group may be formed by members whose common interests reflect the Goals of the Association. Members wanting to form an interest group submit a proposal to the Executive Board for recognition. The proposal will include the name of the member who will serve as Executive Board liaison, a statement of purpose, a budget and objective(s) related to the Goals of the Association.

Section 2. Once formed, an interest group will annually submit a proposal for recognition *and a budget request*. The Executive Board shall authorize continued recognition of existing interest groups at the ~~first~~ Executive Board meeting *held at the* annual conference.

Section 3. Each interest group will be assigned a Member-at-Large liaison who shall represent the group and submit the group's objectives, proposed activities, and budget requests to the Executive Board.

Section 4. Interest groups may request a program or meeting time during the Association's annual conference, mini-conference(s) or other general meetings.

Section 5. Each interest group liaison shall submit a written annual report to be published in the post-conference issue of the Association's official periodical and shall submit this report to the Secretary at the close of the annual conference.

Attachment 6
NMLA ALA Councilor's Report - Thaddeus P. Bejnar

ALA mid-winter had slightly (2%) higher pre-registration, but lower on site registration for a 7.8% overall decline, primarily in exhibitor registrations. The exhibitors continue to complain about insufficient traffic at mid-winter. There were 10,788 total attendees (paid & guest) and exhibitors

President Carla Hayden presented "Living in a Post-CIPA World," a panel discussion on the impact of the recent Supreme Court decision upholding the Children's Internet Protection Act. The focus is now on filtering images not text; however this is even less technologically possible. People were throwing around figures of effectiveness of 60% for text and 17% for images. But the measures of effectiveness were not discussed

The Core Value task force met (with an audience of five of us), but did not move forward with the task of defining core values. Most discussion was about the impossibility of doing so. However, they did bring a discussion (of the ten words from the 2001 extract of possible values) to Council on Sunday with attendance of about 150, where the discussion primarily dealt with (A.) the difference between tools to achieve value related goals and the goals themselves; [for example the goal is fairness (in collections, to library staff, to patrons, etc.) one of the ways to achieve fairness is through diversity; or, the goal is access to information, and the tool is organization of information.;] and (B) the fact that they had not included fairness or equity as a value

The Rural School, Tribal & Public Libraries met and discussed the survey, sent out in September, which generated over 1,100 responses. However, less than 20 of the over 300 tribal libraries responded. So they were making another big push to get more tribal libraries to respond. [The new deadline is Jan. 19th] The data was raw, without any analysis, but in ploughing through it, I saw that lack of computer hardware was still listed as the biggest problem [despite Gates], and lack of computer training for both staff and patrons was listed as the biggest training issue. They will have their report for us at annual, but results of the survey will be published in the March 2004 issue of American Libraries

In the same vein, the Bill and Melinda Gates Foundation is giving \$5.8 million in challenge grants to state library agencies in 18 states [New Mexico is one] as part of their renewed effort. These "Staying Connected" grants are the first round of a \$17-million commitment by the foundation to provide hardware and connectivity upgrades, and training and technical support for libraries across the country. It is not known how these will affect previously unsupported rural libraries

Janet Swan Hill and Nann Blaine Hilyard were elected to the executive board. They are both long serving members of Council. While Ms. Hill is an academic librarian, Ms. Hilyard has experience in a variety of libraries, including public

The Caldecott and Newberry and King awards: John Newberry medal for *The Tale of Despereaux: Being the Story of a Mouse, a Princess, Some Soup, and a Spool of Thread*, by Kate DiCamillo. Randolph Caldecott prize for Mordicai Gerstein's ink and oil paintings that illustrate *The Man Who Walked between the Towers*. Coretta Scott King Awards to Angela Johnson, author of *The First Part Last*, and Ashley Bryan, illustrator and author of *Beautiful Blackbird*

Financial: ALA was in the black for the first time in three years, despite the losses in Toronto due to the SARS scare, and the down turned market. This was due to the efforts of the new executive director Keith Michael Fiels (Aug. 2002) who cut operational costs. In addition the association had an 11 million capital gains on part of the Chicago HQ building which will go to the purchase of a Washington office property, after taxes and after \$1 million to the Spectrum scholarship fund

Council unanimously approved ALA honorary memberships for Sanford Berman and Norman Horrocks which will be conferred at the 2004 Annual Conference Opening General Session in Orlando.

Janet Swan Hill proposed eliminating the little-used motto crafted by founding father Melvil Dewey and adopted by the Association in 1892: "The best reading, for the largest number, at the least cost." claiming that it was paternalistic and outdated, others argued that the motto applies to the priorities of library professionals just as much today as ever, and Council voted 98–52 to retain it

A motion to clarify ALA election procedures and the allowable roles of ALA units failed with less than 20 of us voting for it; but the Executive Board then issued "Guidelines" which said essentially the same thing. %%%The main topic in the halls appeared to be about government abridgement of civil liberties. Council voted a new Patriot Act resolution. It is suitable for passage by Chapters

With regard to Cuba, Council endorsed the IFLA position, basically governmental squabbles should not interfere with information dissemination nor with access to information. It did not directly call for the release of dissents as was requested by about 15 councilors

Council in a resolution on the closure of the Clark-Atlanta University School of Library and Information Studies program, urged the president and staff to ensure that ALA is better positioned to detect the warning signs of MLS program closures

Thanks to the good management of the president, Carla Hayden, with the considerable assistance of the parliamentarian, Eli Mina, Council considered all matters before it and adjourned by 1:00 PM on Wednesday