

**Kansas Library Association  
Council Meeting  
July 15, 2010  
Marvin Auditorium, Topeka & Shawnee County Public Library**

The meeting was called to order at 1:04 p.m. by President, Emily Sitz.

**Attendees:** Cindi Hickey, Royce Kitts, Mickey Coalwell, Cynthia Berner Harris, Ken Werne, Cindy Hittle, Sue Blechl, Margaret Knecht, Heather Braum, Ann Pearce, Carol Barta, Jo Budler, Bonnie Keim, Rob Banks, David King, Joe McKenzie, Kay Ghram, Dalene Hawthorne McDonald, Andrew Evans, Janie Rutherford, Kathy Delker, Connie Hocking, Cathy Newland, Sam Rogers, Art Gutierrez, Cynthia Akers, Marie Pyko.

**ACTION:** President, Emily Sitz opened the meeting with introductions followed by a motion to approve the consent agenda by Dalene Hawthorne McDonald which was seconded by Cynthia Berner Harris. Discussion included the addition of two items brought forward by the Technical Services Roundtable for Council approval: a dues increase approved by the roundtable members and by-laws revisions also approved by the members. The motion carried at the close of discussion.

**ACTION:** Motion to Approve the Minutes of the Council Meeting held April 8, 2010:  
Royce Kitts moved that the minutes of the council meeting held April 8, 2010. Ken Werne seconded the motion. There were no corrections or additions and the motion carried.

**ACTION:** Ann Pearce moved that the minutes of the Council's special meeting held online on June 30, 2010 by approved. The motion was seconded by Royce Kitts. There being no corrections or additions and the motion carried.

Cynthia Berner Harris presented the treasurer's report. She predicted that the unofficial year end deficit will be around \$9200. By next Council meeting Cynthia will have the official end of year records and financial reports for all sections and roundtables. Financial reports for all sections and roundtables will be sent monthly as soon as the accounting software upgrade has been completed. Cynthia thanked Bonnie Keim and Laura DeBaun for their help with organizing the financial records. President Sitz added that all association financial reports will be presented within the context of the approved operational budget. The written treasurer's report is attached hereto.

**ACTION:** Joe McKenzie moved that the treasurer's report be accepted as presented and filed. The motion was seconded by Rob Banks and carried.

Janie Rutherford, Communications Specialist for the State Library presented a summary of the first Kansas Spring Snapshot Day held last spring and presented the plan for the upcoming fall Snapshot Day scheduled for Week of November 14th. She reported that the State Library is pleased to be working with the Kansas Library Association (KLA) on this project. A postcard with the Snap Shot Day summary was delivered to all Kansas legislators but no information is available about the impact of the collected information on the legislators.

**ACTION:** Dalene Hawthorne McDonald, Chair of the Technical Services Roundtable (TSRT) presented a proposed dues increase from \$8 to \$10 approved by roundtable members at their spring 2010 meeting. Cynthia Akers moved that the TSRT dues increase be approved. Cynthia Berner Harris seconded the motion. There was no further discussion and the motion carried.

**ACTION:** Dalene Hawthorne McDonald presented TSRT bylaws revisions. The revisions were reviewed by Andrew Evans, Parliamentarian and were distributed to Council. Dalene stated that most of the revisions address technicalities. Sam Rogers moved that the TSRT bylaw revisions be approved. The motion was seconded by Ann Pearce. There was no discussion and the motion carried.

Bonnie Keim is assisting in the KLA office located in the annex of the Topeka & Shawnee County Library. Bonnie's regularly works 12 hours per week. She is available in the office on Tuesday and Friday. As she also works from home. Bonnie can be contacted at [kansaslibraryassociation@yahoo.com](mailto:kansaslibraryassociation@yahoo.com), (785) 580-4518 (phone), (785) 580-4595 (FAX).

President's Report: Emily provided an update on member relations – KLA is going to send out membership cards and a welcome letter when members join or renew, including the association web address, the council roster and other organizational information. Membership renewals will be sent out July 16th. It is possible to issue paper invoices.

The former Executive Director had been registered as a lobbyist. Emily polled the library system directors about the need for a lobbyist and the group agreed that a lobbyist is important. The State Librarian, Jo Budler affirmed the importance of a lobbyist but confirmed the State Library cannot lobby or provide funding for a lobbyist. Emily asked the Council for approval for to explore and contract with a lobbyist.

**ACTION:** Rob Banks moved that Emily Sitz contact possible candidates and enter a contract with a lobbyist for the association. Dalene Hawthorne McDonald seconded the motion. There was no further discussion and the motion carried.

**ACTION:** Ann Pearce moved that the association committee roster be approved. The motion was seconded by Ann Pearce. During the discussion it was noted that the newsletter editor appointment will be added to the roster at a later time. The motion carried.

Treasurer, Cynthia Berner Harris reviewed the data spreadsheet attached to the budget. In building the current budget, the Executive Committee considered the following:

- All conference revenue comes from membership dues and conference profit.
- The annual conference is scheduled at the end of the fiscal year and the profit from the conference has to pay for that fiscal year. If the profit doesn't cover the budget there is no time to recoup.
- Miscellaneous income is minimal but was boosted by the calendar project.
- Working for a year without an executive director will help the association get back on track financially.
- Will investigate high bank charges.
- The budget will be adjusted throughout the year so that association ends the year in at least a neutral position.
- The deficit assessments to the sections and roundtables will be distributed as soon as the year end financial reports have been completed.
- An interim year study team being formed by Emily will explore financial planning approaches for the association.

Vice President, Royce Kitts presented a summary of the contract for the 2011 annual conference. Royce stated that the contract was focused on reducing the conference profile and the contract amount was reduced from \$29,000 to \$12,000. In that light, meal events and audio/visual expenses have been reduced. The State Librarians luncheon is scheduled. Nancy Pickard has been engaged through the efforts of Roy Bird, Kansas Center for the Book. The number of rooms booked for the conference has also been reduced. There is no carryover to seed this conference but Cynthia Berner Harris noted that the Kansas Library Association Educational Foundation (KLAEF) board voted to donate \$4000 to the conference for keynote speakers and other continuing education expenses. The State Library will again offer a technology grant for the conference. Royce has been contacting vendors and talking to them about fees. Royce is also looking for more exhibitors selling jewelry and t-shirts, etc.. Concessions will also be available in the exhibits area. Emily asked that everyone with a connection to a vendor contact them to encourage participation and/or sponsorships. Royce asked that all section and roundtable chairs planning a meal event contact him as soon as possible.

Emily announced the formation of interim year study teams including:

- Financial plan: Headed by Cynthia Berner Harris, this team will work to get a better handle about income, expenses, the timing of the conference in relation to the end of the fiscal year, how to grow reserve funding and how to stabilize the finances of the association, including the dues structure and the decrease in institutional memberships.
- Organizational model: The team will explore whether the association needs an executive director or secretary and if so, what does that mean and how would it work for the association.
- Benefits of membership: This study team will look at the institutional membership and what benefits institutions would prefer. How can the association retain current members and recruit new ones. Association executive committee members will be meeting with Kansas Association of School Librarians leadership in August to build a new relationship. Mickey Coalwell and Cindi Hickey met with Kansas Library Trustees Association leadership to begin building a new relationship also. Council members offered suggestions regarding expanded staff development opportunities, monthly marketing tips, reconnecting with the library school and scholarly publishing as other potential member benefits and recruiting efforts.

Royce Kitts conducted a brief tour of the new association website which includes some of the section and roundtable websites. The goal of the new website goal is to make it easier for everyone to use it and for sections, roundtables and the executive board to update it. Sections and roundtables can decide their level of participation. Royce thanked Steve Andrews, Southwest Kansas Library System who was instrumental in the transition.

Memorandum of Understanding between the association and KLAEF: Marie Pyko, president of the KLAEF board explained the board discovered that needed their own working treasurer. The memorandum provides a formalized way for KLA and KLAEF to work together and prescribes the process for transfer of gifts to KLA in accordance with the mission of the foundation. The foundation's mission is to support the association and the membership, to raise funds and to support education and scholarship. Fund distribution for the annual conference will be made on or about August 1<sup>st</sup>. It also specifies a more concrete relationship related to scholarships. KLAEF will also support continuing education for trustees and friends also. The memorandum also affirms that KLAEF funding cannot support lobbying. Action on the memorandum will be taken at a future Council meeting.

#### Section and Roundtable Reports:

- CULS conference information included in the section report. CULS alternates summer conferences with KLIRT. This summer CULS sponsored the ACRL roadshow. The fall conference will be held October 14<sup>th</sup> and 15<sup>th</sup> and will focus on renovation and evolution. Reported by Cynthia Akers.
- Carol Barta reported that Kan-ed has scheduled and canceled several advisory committee meetings. Carol feels Kan-ed has forgotten its commitment to the constituents.
- Connie Hocking reported KILR is working to establish more regular communication with members. KILR has a new brochure and is doing various things to let people know about the roundtable and to determine member needs.

There being no further business, the meeting was adjourned at 2:55 p.m.

Minutes prepared by: Cindi Hickey, Secretary, Kansas Library Association.