



PNLA Virtual Board Meeting

November 14, 2015

PNLA Mission Statement: To facilitate and encourage communication, networking, and information exchange for the development and support of libraries and librarianship in the Pacific Northwest.

Present:

Gwendolyn Haley, President
Honore Bray, Past President
Jenny Grenfell, 1st Vice President
Jay Peters, 2nd Vice President
Candice Stenstrom, Secretary
Jocie Wilson, YRCA Rep
Tim Mallory – for Mary, LEADS

Mary Jo Joiner, AK Rep
Jeannie Standal, ID Rep
Carmen Clark, MT Rep
Heidi Chittim, WA Rep
Annie Alger, Treasurer
Sarah Head, AB Rep
Jan Zauha, PNLA Quarterly, Editor
Leila Sterman, PNLA Quarterly, Editor

Absent:

Mary DeWalt, LEADS
Michael Burris – BC Rep
Linda Fredericksen, Webmaster

1. **Call to order: Saturday, November 14, 2015, 9:15 a.m. (PST)**
2. Additions/Deletions – none.
3. **Approval of the Agenda**
Jay moved to approve the agenda. Jenny seconded the motion. All in favor.
4. **Minutes of the Last Meeting**
 - 4.1 Approval of the minutes
Honore moved to approve the minutes. Jay seconded the motion. All in favor.
 - 4.2 Review of action items
5. **Officer Reports**
 - 5.1 President – Report Submitted.
 - 5.2 First Vice President – No report. Would like suggestions for next meeting.
 - 5.3 Second Vice President – Report Submitted.
 - 5.4 Past President – Report Submitted.
 - 5.5 Secretary – Report Submitted.
 - 5.6 Treasurer – Report Submitted.
6. **State and Provincial Representatives**
 - 6.1 Alaska – Report Submitted.
 - 6.2 Alberta – Report Submitted.
 - 6.3 British Columbia – Report Submitted.
 - 6.4 Idaho – Report Submitted.
 - 6.5 Montana – Report Submitted.
 - 6.6 Washington – Report Submitted.

7. Committee Reports

7.1 Calgary Conference

The venue is booked and Jocie has visited the hotel. They are excited to host the conference. They are working on the call for proposals which will be out soon with a proposed deadline of mid-February.

ACTION – 2017 Conference

7.2 Leadership Institute – Report submitted.

Tim as co-chair will join meeting later. Mary Jo said Leads had mixed reviews. Positive for location/rooms, negative for food and meeting space. Discussion ensued regarding final payments for LEADS.

ACTION: Mary to email final financials to board. Gwendolyn will follow up.

7.3 Publications – Report Submitted.

Looking at setting up a new website.

Funding for editors to attend conference in lieu of Dumas Bay – see 8.5

7.4 Webmaster – Linda absent.

7.5 YRCA – Report Submitted.

Received good feedback on moving nomination process to earlier in the year.

7.6 PNLA Quarterly – Report Submitted.

Break 9:55 am – 10:00 am

7.7 Heidi gave an update on the conference report and is waiting on some final figures.

The conference made about \$7,000 - \$8,000. Vendor feedback was discussed.

ACTION: Heidi to collect final figures from Jim Lynch and email board by end of November.

8. Unfinished Business

8.1 Membership Exchange Rate

The site is set up to choose CAD or US dollars when paying for membership.

8.2 MOP updates – clarification of Past President duties

ACTION – Gwendolyn and Candice to update duties of President/Past President and VP

Table changes to be completed for meeting in Dumas Bay.

Jenny moves to table the changes. Heidi seconded the motion. All in favor.

8.3 Google Drive for sharing files and documents

Discussion ensued about the benefits of Google Drive and a succession plan for when the board changes over. An administrator is needed. Will also need to add a policy in the MOP for this – see 9.3.

Leila made a motion to use Google Drive and to incorporate this into a social media policy.

Honore seconded the motion. All in favor.

8.4 Orientation for new board members

Gwen discussed her research in finding existing orientation guidelines.

The conference would be the best time for an in person orientation supplemented by a package of roles/duties and access to google drive for the MOP and other documents.

Jenny offered to compile a general and job specific list into a welcome document.

Heidi made a motion that Jenny proceeds. Honore seconded. All in favor.

8.5 PNLA - Quarterly editor's attendance at meetings

Funding for editors to attend conference in lieu of Dumas Bay was discussed. It was agreed that the editors attend in person at the conference and are compensated for the allowance that would have been given at Dumas Bay.

Honore made a motion to approve the above. Mary Jo seconded the motion.

The MOP will be changed to show that the editors are required to attend the annual

Conference in lieu of Dumas Bay. The editors will virtually attend Dumas Bay and be given an allowance of \$800 per person to attend the annual conference.

Mary Jo made a motion to approve. Jenny seconded the motion. All in favor.

8.6 Bank of America Alaska Miles Card

This will not be going forward. Bank will not approve.

Break 11:11 am to 11:15 am

9. New Business

9.1 Member Clicks Upgrade

Jay discussed the upgrade to a more responsive website. Suggests waiting a year or until the next conference until they develop it more.

Jenny made a motion to not adopt a responsive website for PNLA at this time. Annie seconded the motion. All in favor.

9.2 Banner for conference tables

Jeannie suggested some printable items on the website. She will look into pricing and will have some quotes by Christmas. Will also need a high quality file of the logo.

9.3 Social media policy or guidelines

Social media discussed. Jocie and Jenny are administering FB page. PQ editors to be added, to admin. Gwendolyn, Jocie, Honore, Annie and Jan and Leila will work on a draft policy to bring to Dumas Bay.

Annie made a motion to approve the above. Honore seconded. All in favor.

Jay will share his library's policy with Gwendolyn.

9.4 Budget for year, including travel.

President's travel discussed. Gwendolyn will attend Spokane conference. The group discussed the importance of the president attending the Oregon conference. Jenny to go to the Alberta Conference if Gwendolyn cannot?

Honore made a motion that Gwendolyn attends the Oregon conference. Mary Jo seconded the motion. All in favor.

9.5 Dumas Bay attendance

Gwendolyn took a tally off all those that will be attending (11 so far). LEADS and the social media policy will be main topics. It was noted that Mary should be in attendance.

Individuals should plan on calling in if they cannot be there. Check in at 3 pm. Start time at 4 pm.

9.6 Additional business – None.

Jenny moved to adjourn. Heidi seconded.

NEXT MEETING:

February 5 – 7, 2015

Meeting adjourned: 12:15 p.m.

*Respectfully submitted,
Candice Stenstrom, Secretary 2015*