

Wyoming Library Association  
Executive Board Minutes  
May 13, 2021

**Call to order**

President Jacob Mickelsen called the meeting to order at 10:02 am.

**Roll Call**

Board members present:

Jacob Mickelsen, President  
Abby Beaver, Past President  
Jeff Collins, Vice President  
Caitlin White, Legislative Committee Chair  
Elizabeth Thorson, Communications Advisor  
Jamie Markus, State Librarian  
Johanna Tuttle, Interest Groups Representative  
Judi Boyce, Member-at-Large  
Michelle Boule, Member-at-Large  
Katrina Brown, MPLA Representative  
Anna Street, WLLI Advisor

Also present:

Kristin Evans, Amigos Library Management Group  
Conrado Saldivar, DEI committee

Board members absent:

Janice Grover-Roosa, ALA Coordinator

A quorum was determined to be present.

**Agenda**

Michelle motioned to approve the agenda, amending the minutes to approve the minutes from April rather than February, second by Anna. Motion passed.

**Approval of April Minutes**

Johanna motioned to approve the minutes, with a correction of the spelling of Conrado's name. Judi seconded. The motion passed.

**President Report**

Jake reported that he will have two or three positions to fill on the WLA awards committee in October. He would like to push WLLI grads to fill those posts. He mentioned that the state pays for the institute with the hope that graduates will get involved in committees and benefit the state.

He also mentioned that we are not currently covered by insurance, despite receiving mail that made it appear that we were. The discussion of the proposed insurance took place later in the meeting.

### **Amigos Report**

Kristin reported the association is in good shape financially, with roughly \$7,000 more than expenses at the moment. There was a problem with the credit card processing agency and money wasn't being deposited into the bank account. The error has been fixed and is now working fine. Twelve new members were added last month which bring the current number of active members to 182.

### **Vice President Report/Conference**

Jeff reported that the program committee has narrowed down their selection of speakers and is reaching out to each. Program proposals are slow to come in and Jeff encouraged anyone who has an idea for a program to submit it before the May 31 deadline.

Jeff has also been working on the ARPA (America Rescue Plan Act) task force and Legislative committee.

### **Governing Board Member Reports**

#### **Past President –**

Abby had nothing new to report.

#### **MPLA –**

Katrina had nothing to report.

#### **WLLI Report -**

Anna reported that WLLI will take place next month in Pinedale and everyone is excited. WLLI will provide individual rooms for the attendees, paid with grant money. The speaker is set and the budget is ready.

Johanna added that Jep Enck, who has traditionally been the speaker for WLLI, is not available, so they have selected Elissa Ruckle, out of Natrona County. She does a lot of leadership and was Carnegie trained and comes recommended. Johanna and Darcy Accord will be the mentors. Jake asked Johanna to push the attendees to get involved in the committee openings that are available. Anna mentioned that Johanna will also be presenting attendees with the opportunity to participate in the mentorship program.

Anna reported on the progress of the nominations for this year's awards.

#### **Interest Groups –**

Johanna reported that the school library interest group is very active with monthly meetings. They're working on advocacy letters that can be used in their own committees. Paige has the information if anyone needs access to the template.

The youth services interest group met in April and won't meet again until their annual meeting in October.

**Members-at-Large –**

Michelle works with the DEI committee and deferred to Conrado for that report.

Judi serves on the conference program planning committee and said everything was covered in Jeff's report.

**Legislative Committee –**

Caitlin reported that the legislative committee met two days ago. They will provide a letter on how things went with lobbyist Sheralyn Kaiser. Caitlin and Jamie Markus met with Cynthia Lummis. They also submitted the letters the WLA board letters approved last month. The Legislative Committee is working on an advocacy program for the conference. They are also preparing for the legislative session in July. The contract for Kaiser only covered the regular session, but committee believes it would be good to have her available for the upcoming session as there will be discussion regarding school funding. They have asked her for a day rate.

Caitlin mentioned a couple of counties have already had issues with school funding support, and the Legislative Committee would like to be involved and assist with those issues and any other counties that need help.

**State Librarian –**

Jamie reported that a couple of letters have been drafted and signed (or will soon be signed) by all directors in the state providing support for both school and public libraries. He said the idea was that the letters would be available and easily tweaked as needed to use to present to local officials to provide support to the school library community without delay.

The work for the ARPA funding is done. Jamie provided the following link above to view the decisions that were made -

[https://docs.google.com/spreadsheets/d/1m5nBBddv6IvNVRVWU0GVkoVF-XyvVKa-MV\\_tMXK2ntI/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1m5nBBddv6IvNVRVWU0GVkoVF-XyvVKa-MV_tMXK2ntI/edit?usp=sharing)

Jamie also reported that they are watching the legislation in the next session. There will be well over a billion dollars to spend. He has been working on funding ideas and has asked directors to present ideas. The total of the requests they were able to come up with comes to \$15 million, with each project asking for \$500,000 or more.

Jamie yesterday with the Department of Education regarding their ARPA funds, trying to work together. He received no answers, yet as their funds are tied up at the moment, but they will get some staff time for school library issues and possibly plug in school/public libraries with their priorities. Mostly, the meeting was about making connections to work with them moving forward.

**ALA Councilor's Report –**

Janice was absent.

### **Communications Advisor –**

Elizabeth reported on the progress of the ad hoc committee working on the membership page. The committee was originally formed to clean up the membership page and make it easier to understand. There were suggestions to look at different models from other library associations, such as the one in Virginia. The committee wants to make it easier for members to understand and easier for libraries to manage. The current fees are based on an individual's salary which is complicated to explain and calculate. The committee's suggestion is to change to a simpler model with three membership options - affiliate, individual and student. Student membership fees are set by and paid through ALA. Individual memberships would allow a person to pay for their own membership if they were not employed by a library taking advantage of the affiliate membership. Affiliate memberships would allow a library system to join WLA with a single payment. The dues would be based on the library's budget. This option would allow an unlimited number of staff to be covered by the membership. Every member of the staff could be involved, serve on committees, etc. It would be simpler for library to pay because it would be one single bill. These changes would need to be voted on by the membership as they require a change to the bylaws. The question of how to manage interest group payments will still need to be addressed, as those require an additional fee. Every type of member would have voting rights.

Abby had questions about the student level expense. Jake was happy with the outline of the structure. Elizabeth said she calculated the potential income from the new formula, starting with \$200 for the lowest tier, going up to \$1500 for highest, and the income would be about \$5,000 more than the current income.

Katrina asked how many public libraries pay for their employee memberships vs. not how many do not. The guess was that public libraries typically pay, but likely only for people who are participating. Katrina plans to ask for input in an upcoming director's meeting. Jeff likes that there is an option both for the affiliate and also for individuals if their institution doesn't pay. He likes that the library could use it as a hiring incentive.

Jamie suggested the fee for school librarians be lower or close to what they're already paying so that it would be attractive. He suggested possibly creating a separate line item for community colleges. He recommended removing the fee structure from the bylaws so the WLA committee can make changes as necessary rather than going through the process of changing the bylaws again.

### **DEI Ad-hoc Committee –**

Conrado reported that the DEI Committee met this week to go over survey results. They are in the process of summarizing the results. They also submitted a proposal for a conference program. They are excited to present a program on the statement, how it was developed, what it means, etc. The committee will also be hosting virtual office hours for people to stop in and chat and share resources on May 24, June 8, 23, July 6, 23 and continuing as needed.

### **Other Business – Bylaws changes -**

Abby sent out an update on the proposed changes to the bylaws regarding the Secretary-Treasurer position this morning. It makes the Secretary-Treasurer an elected position with no

vote. The change will take effect in October. Anna pointed out that Abby is currently doing most of this work. Abby thanked Kristin for the work Amigos has done, making the job easier.

Jake clarified that all the bylaws changes will be presented at the October meeting. The issue was tabled to allow more time to review the proposed changes.

#### **Insurance –**

Jake has reviewed the proposed insurance contract and summarized the coverage. Kristin recommended adding extra coverage next year if there is an in-person event but said it was not needed this year. The cost of the policy is \$1,630 for the year, which is more than the budgeted \$1500. Jake is comfortable going over it given that it covers everything needed. Abby motioned to approve the policy. It was seconded by Anna. Michelle asked about the terrorism coverage – whether it was domestic or international – and thinks we should keep it in mind given how many mass shootings there are. Discussion centered around what is required for an event to qualify as terrorism. Jeff asked how much the add-on for conference coverage would be so that we could include that in next year’s budget. Kristin said it requires a specific form listing the number of attendees and other event-specific information in order to get a quote. The motion passed.

#### **Conference Software –**

Jeff reported that the subcommittee did some research on possible options for conferencing software and forwarded the information to Jake. Having software created for hosting conferences will allow it to be a more robust conference, similar to a traditional in-person conference. The software has integration abilities and recording, and allows for people to connect. It also offers opportunities for sponsorships and vendor halls, networking events, and so on. The committee’s recommendation is to use Whova. It is the most commonly used and has been used by other library groups. WLA has a referral discount and the purchase includes an Amazon gift card that could be used for a give-away. Jeff said the estimated cost is \$1300, but advised that the quote is from a few months ago and prices may have changed. The state library will likely be able to pay the fee. Katrina made the motion to contract with Whova, not to exceed \$1500. The motion passed. Kristin commented that Amigos has worked with Whova and would be able to assist if there are questions.

#### **Other -**

Jake mentioned that he plans to send out an extensive update to the membership and asked people to email him by next week if there was anything in particular they would like included in that.

#### **Date of Next Meeting –**

The next meeting will be on June 10, 2021, at 10 am.

#### **Adjourned –**

The meeting adjourned at 11:06 am.

Respectfully submitted,  
Judi Boyce  
Member-at-Large