

## LITA Board of Directors, ALA Annual 2017, Meeting I

Saturday, June 24, 2017

1:30-4:30pm CDT, Room W186c, McCormick Place

All Board documents, including this agenda, can be found in the Board's ALA Connect group at <http://connect.ala.org/litaboard>.

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### 1. **Call to Order** – Aimee Fifarek, LITA President

Called at 1:38 pm

Junus will record action items

Recording #1: <http://ala.adobeconnect.com/po1qxcao78au/>

#### **Attended**

- Aimee Fifarek (LITA President, July 1, 2016, to June 30, 2017)
- Ms. Andromeda Yelton (LITA President-Elect, July 1, 2016, to June 30, 2017)
- Thomas P. Dowling (LITA Past President, July 1, 2016, to June 30, 2017)
- S.G. Ranti Junus (Director-at-Large, July 1, 2014, to June 30, 2017)
- Bohyun Kim (Director-at-Large, July 1, 2014, to June 30, 2017)
- Christopher Lawton (Director-at-Large, July 1, 2016, to June 30, 2019)
  - Joined at 1:50pm
- Ms. Susan Sharpless Smith (Director-at-Large, July 1, 2015, to June 30, 2018)
- Jennifer Emanuel Taylor (Director-at-Large, July 1, 2014, to June 30, 2017)
- Mr. Ken Varnum (Director-at-Large, July 1, 2015, to June 30, 2018)
- Evviva R. Weinraub (Director-at-Large, July 1, 2016, to June 30, 2019)
  - Joined at 1:50pm
- Dr. H. Frank Cervone (Parliamentarian, July 1, 2016, to June 30, 2017)
  - Joined at 2:00pm
- Christine Peterson (Financial Advisory Committee, July 1, 2017, to June 30, 2018)
- Mr. Aaron W. Dobbs (LITA Division Councilor, July 1, 2016, to June 30, 2019)
  - Joined at 3:20pm
- Jenny Levine (LITA Executive Director, August 3, 2015, to June 30, 2020)
- Mark A. Beatty (Staff Liaison, July 1, 2014, to June 30, 2020)

#### New incoming Board members

- Lindsay Cronk (Director-at-Large, July 1, 2017, to June 30, 2020)
- Margaret Heller (Director-at-Large, July 1, 2017, to June 30, 2020)

#### Guests

- Carli Spina, Diversity and Inclusion Committee
- Mary Ellen Tyckoson, Bylaws Committee, incoming chair
- Tabby Farney, Kilgour Scholarship Committee past chair. 2017 Forum Planning Committee member

- Karen Schneider, Division Representative on the ALA Executive Director Search Committee
- Rebecca Russell, S2S (?), UCLA
- Peter Hepburn, ALA Board liaison
- Kathi Kromer, ALA Washington Office, Director
- Brianna Furcron, 2017 LITA Emerging Leaders Team
- Jennifer Shimada, 2017 LITA Emerging Leaders Team
- Susan Hildreth, ALA Treasurer

Absent

- None

## 2. **Adoption of Agenda** – Fifarek

**Motion:** Yelton moved and Varnum seconded to adopt the agenda as amended by Cervone, Bylaws.

**Motion Passed:** Yeas: Fifarek, Yelton, Dowling, Junus, Kim, Smith, Taylor, Varnum; Absent: Lawton, Weinraub, Dobbs

## 3. **Announcements** - Fifarek

- The LITA Board has made the decision to record this meeting. By participating in this meeting, all agree to give LITA permission to record your words. The recording will be archived until the end of the 2018 Annual Conference.
- Fifarek listed and encouraged Board members to attend LITA activities at the Conference.

## 4. **Introduction of Guests and discussions with the Board** – Fifarek

- Karen Schneider, Division Representative on the ALA Executive Director Search Committee
  - Schneider reported on the progress in finding a new ALA executive director. Declared the Committee to be a good group. She believes the Committee feels a bit limited by the search requiring candidates to have a MLS, but they are moving forward. She is also a little worried about the standardized candidate assessment tool designed by men. The target is October for interviews at ALA headquarters in Chicago. The Board thanked her for her active and valuable contribution.
- Peter Hepburn, ALA Board Liaison to LITA
  - Urged the LITA Board to nominate ALA Executive Director candidates so the Committee ends up with a very strong field of candidates. Registration numbers for the 2017 ALA Annual Conference are about the same as for 2016 in San Francisco, which is good. There is a soft challenge for every Board member to donate to ALA and LITA, as the ALA Board did last year, in any amount. LITA may have already achieved that goal with the 50<sup>th</sup> anniversary scholarship drive. There continues to be a concern about declining division

memberships. Hepburn encouraged the LITA Board to work with Ron Jankowski and the ALA Executive Board to come up with ideas for retention. This marks Hepburn's last meeting with LITA. Heartfelt thanks to and from him for his liaison work. Trevor Dawes will be the next liaison.

- Kathi Kromer, New ALA Washington Office Director
  - Asked the LITA Board to start considering how we can best work together. She was only 16 days into her new position. Discussed if we can create and disseminate advocacy tools for LITA members to utilize. She asked if we can use advocacy issues as a method to show the value of ALA and LITA membership and in that way create positive synergy.
- Susan Hildreth, ALA Treasurer
  - 2018 ALA budget likely to be pulled back and revised based on major deficit on '17 revenue.

#### 5. **Adoption of Consent agenda** – Fifarek

Each item in the Consent agenda can be approved in one action. Any board members may request that any item be handled separately. Such items will be likely scheduled for Monday.

- AC DOC 17-2 ... Approve April 17, 2017 Board Minutes (PDF)
- AC DOC 17-3 ... Accept President's Report (PDF)
- AC DOC 17-4 ... Accept Vice-President's Report
- AC DOC 17-5 ... Accept LITA Councilor's Report
- AC DOC 17-6 ... Accept Executive Director's Report (PDF)
- AC DOC 17-7 ... Accept Rowman and Littlefield June 2017 Publishing Report (PDF; private document)
- AC DOC 17-8 ... Accept ALA Editions June 2017 Publishing Report (PDF)
- AC DOC 17-9 ... Send Emails to Forum Participants on Behalf of Sponsors (Vote)
- AC DOC 17-10 ... Accept New Charge for ALCTS/LITA Metadata Standards Committee (Vote)
- AC DOC 17-11 ... Accept Committee and Task Force Charges
  - Revised Assessment and Research Committee Charge
  - Proposed Sponsorship Task Force Charge

**Motion:** Weinraub moved and Lawton seconded to approve the consent agenda.

**Motion passed:** Unanimous; Absent: Dobbs

#### 6. **Compensation of Invited Speakers** – Carli Spina, Chair of the Diversity and Inclusion Committee

- DOC 17-12 ... Compensation of Invited Speakers Brief (PDF)
- Spina asked the Board to support the proposal as a tool to increase diversity. The compensation would be for invitees only, and would concentrate on times and

methods that are less costly. The proposal is not just for their Committee but would be utilized across all LITA conference activities.

- Question: How much additional money would be needed to make participation revenue neutral? LITA likely unable to afford full attendance compensation but could investigate providing some monetary help. Invitations would be targeted to increase diversity of speakers at LITA programs. Could LITA work with a vendor to fund a featured speaker series? Maybe, but need to check if there is an ALA policy against this? There is no policy against it, but it is standard practice to charge speakers because that revenue is critical for ALA and the divisions. There is interest in seeing how LITA could afford the costs and what necessary procedures might be needed to achieve the goals.
- Board lauds the goals and concept. There were several suggestions of specifics for how to do it in a fiscally responsible manner. Maybe run a pilot first for Diversity programs. Spina and the Committee will continue to work on the proposal and bring a revised version back in the future.
- Thanked the Committee for the idea and hope to keep talking.

7. **2017 Emerging Leaders Project Presentation** – Brianna Furcron and Jennifer Shimada, 2017 LITA Emerging Leaders Team

- Represented the team of 5
- Reported on and showed the Virtual Engagement Toolkit they developed for LITA chairs - <http://docs.lita.org/toolkit>
- They met weekly, each time utilizing a different platform in order to test in real-life situations.
- Levine pointed out that the toolkit will be used by more than LITA. Other divisions have expressed interest in adapting it, and ALA might use it as part of its own chairs orientation. It will be a big help for committee chairs to do effective work.
- Who will maintain and update the content? The answer is “everyone” as in committee chairs who are actively engaged in using the toolkit. A process for that needs to be established.
- Fifarek stated the toolkit “looks fabulous”, “job well done”, and the project team received a big thank you and applause from the LITA Board.
- The team was urged to submit a conference program proposal to present at next year’s Annual Conference about how the toolkit and is working and progressing.

8. **FY2017 Pilot for an On-Demand Educational Webinar** – Cinthya Ippoliti, Vice-Chair of the Education Committee (3:00pm)

- DOC 17-13 ... Pilot for an On-Demand Educational Webinar (PDF)
- The proposal is to create asynchronous continuing education offerings. Most common method is to make a recording of a live session and then offer a link to watch the recording anytime.

- In terms of technology, we can already do this. It would be best to set up an assessment method with ARC and CAM committees to move forward.

**Motion:** Varnum moved no second needed, to approve the proposal of the Education Committee with regard to providing on-demand continuing education.

**Motion Passed:** Unanimous; Absent: Dobbs

10. **Bylaws Committee discussions** – Frank Cervone, chair

- The Committee is looking for direction on how to best express diversity and inclusion definitions for LITA efforts.
- The Board expressed that a best approach might be to consult with, and work with, the Diversity and Inclusion Committee, so both content and language work together.
- The Board praised the Bylaws Committee’s intention and urged them to proceed.

9. **Publishing Contract - EXECUTIVE SESSION** – Jenny Levine, LITA Executive Director

- The contract is confidential information.
- Contract is up for renewal.
- Support from the Board members for Levine to proceed.

**Motion:** Dowling moved and Yelton seconded to go into executive session to discuss the contract details.

**Motion Passed:** Unanimous

**Motion:** Dobbs moved and Weinraub seconded to leave executive session

**Motion Passed:** Unanimous

**Motion:** Yelton moved and Varnum seconded to continue meeting until Monday

**Motion Passed:** Unanimous

Meeting will continue on Monday, June 26, 2017, from 1:30-4:30pm in Room W186c in McCormick Place

**LITA Board Meeting II**

Monday, January 26, 2017

1:30-4:30pm CDT, Room W186c, McCormick Place

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1. **Call to Order** – Aimee Fifarek, LITA President

Called at 1:34 pm

Junus will record action items

Recording #2: <http://ala.adobeconnect.com/po0bogk50juh/>

- Aimee Fifarek (LITA President, July 1, 2016, to June 30, 2017)
- Ms. Andromeda Yelton (LITA President-Elect, July 1, 2016, to June 30, 2017)
- Thomas P. Dowling (LITA Past President, July 1, 2016, to June 30, 2017)
- S.G. Ranti Junus (Director-at-Large, July 1, 2014, to June 30, 2017)
- Bohyun Kim (Director-at-Large, July 1, 2014, to June 30, 2017)
- Christopher Lawton (Director-at-Large, July 1, 2016, to June 30, 2019)
- Ms. Susan Sharpless Smith (Director-at-Large, July 1, 2015, to June 30, 2018)
- Jennifer Emanuel Taylor (Director-at-Large, July 1, 2014, to June 30, 2017)
- Mr. Ken Varnum (Director-at-Large, July 1, 2015, to June 30, 2018)
- Dr. H. Frank Cervone (Parliamentarian, July 1, 2016, to June 30, 2017)
- Christine Peterson (Financial Advisory Committee, July 1, 2017, to June 30, 2018)
- Mr. Aaron W. Dobbs (LITA Division Councilor, July 1, 2016, to June 30, 2019)
- Jenny Levine (LITA Executive Director, August 3, 2015, to June 30, 2020)
- Mark A. Beatty (Staff Liaison, July 1, 2014, to June 30, 2020)

#### New incoming board members

- Margaret Heller (Director-at-Large, July 1, 2017, to June 30, 2020)

#### Online

- Evviva R. Weinraub (Director-at-Large, July 1, 2016, to June 30, 2019)
  - Joined at about 1:45pm, sporadic attention due to connection issues

#### Guests

- Rachel Vacek
- Nicole Sump-Crethar, Program Planning Committee, chair
- Rebecca Russell, S2S (?), UCLA
- Helen Gbala, Recognizing Excellence in Children's SF Committee, chair
- Rhea Lawson, BARC liaison

#### 2. **Agenda Revisions** – Fifarek

- Move Bylaws up in order

#### 3. **Announcements** – Fifarek

- The LITA Board has made the decision to record the meeting. By participating in this meeting, all agree to give LITA permission to record your words. The recording will be archived until the end of the 2018 Annual Conference.

#### 4. **Introduction of Guests** – Fifarek

- See listing above

#### 5. **Bylaws Committee Recommendation for a Board Secretary** – Cervone

- DOC 17-17 ... Bylaws Committee Recommendation for a Board Secretary (PDF)

- Bylaws recommends the LITA Board have a secretary, similar to the parliamentary position, to help maintain continuity of information for the Board. They would not be a voting member. The Board should decide if the position would be an appointed or elected position. Terms would be for 2 years. Other divisions have a similar position.
- Duties might include: archivist so items documented stay documented. Follow up so motions are carried out and retained. Follow up on action items, produce minutes, and other duties as needed.
- This would require a bylaws change and a membership vote. Proposal would need to be fully fleshed out by the end of Midwinter for a membership vote in March 2018.
- Aimee and Susan will help draft a Job Description and submit it for the October Board meeting. It will become an agenda item for that meeting.

6. **Pricing for Job Site** - Kelly Sattler, Chair of the Web Coordinating Committee; Christine Peterson, Interim Chair of the Financial Advisory Committee

- DOC 17-14 ... Pricing for the Job Site (PDF)
- The current pricing model has two levels, one of which is based on number of words. This makes the website look odd at times, because the job information is not standardized. If we move to a flat fee for all submissions, then we can make everything standard with equal information across job listings. FAC analyzed the income stream and recommends charging \$120 per posting flat rate. The Board could also consider a time limit for showing postings. For example, after displaying for 30 or 60 days, a listing would disappear.
- Other aspects beyond the single pricing are operational and can be determined by staff and WCC

**Motion:** Moved by FAC and seconded by Dobbs to approve the recommendation of FAC to move to a \$120 flat rate for the LITA Job Site, effective when the new website is ready.

**Motion Passed:** Yeas: Fifarek, Yelton, Dowling, Junus, Kim, Lawton, Smith, Taylor, Dobbs;  
Abstention: Varnum; Absent: Weinraub.

7. **Length of Appointment Term for the Web Coordinating Committee (WCC) Chair** – H. Frank Cervone, Chair of the Bylaws and Organization Committee; Sattler

- DOC 17-15 ... Length of Appointment Term for the Web Coordinating Committee (WCC) Chair (PDF)
- WCC requests that the chair appointment be for two years in order to align with the ALA Website Advisory Committee (WAC) chair term
- There is an ongoing problem with the learning curve for this position, not having enough time to be effective before it's time to move to the next chair, which leads to similar vice-chair service term issues. There is a succession proposal for all committees being worked on by the Bylaws Committee which might help, across all committees, for example education. The proposal includes service possibly up to 6 years if in a leadership position

to solve continuity issues. But the process is still sticky with how to work two 2-year appointments with vice-chairs having single year appointments.

- Suggested that Sattler could extend for another year as chair as a current solution. Paulmeno would be vice-chair for another year and still have a full year as chair afterward.

**Motion:** Varnum moved and Smith seconded, that the term of the length of appointment for the Web Coordinating Committee Chair be extended from 1 to 2 years effective with the term of the current chair.

**Motion Passed:** Unanimous; Abstain: Dobbs

#### 8. **Dr. Rhea Lawson leads an ALA budget discussion, (BARC liaison)**

- Especially as regards ALA technology, funding ITTS critical
- She'll be chairing the Budget Analysis & Review Committee (BARC) next year
- Assures and want transparency across ALA and the divisions as much as possible

#### 9. **Changes to the LITA Excellence in Children's Science Fiction Award Committee – Cervone**

- DOC 17-16 ... Changes to the LITA Excellence in Children's Science Fiction Award Committee (PDF)
- Requested change to the charge to the Notables List Committee. Each of the three age groups will have a named notable list. The Committee agrees with this change in character of the Golden Duck Award to this newer Notable List format.

**Motion:** Yelton moved and Dobbs seconded that the motion in DOC 17-16 be accepted with the following friendly amendments:

- Committee name change to "LITA Committee Recognizing Excellence in Children's and Young Adult Science Fiction"
- Change "distinction between the two lists" to "... between the two categories"

**Motion Passed:** Unanimous; Absent: Weinraub

#### 10. **Program Planning Committee Discussion - Nicole Sump-Crethar, Chair of the Program Planning Committee**

- New submission site in process, stay tuned for ALA Conference Services updates
- The 2018 ALA Annual CFP will go out soon after 2017 Annual
- Preconference will continue using our own separate process, because the joint ALA form isn't ready. We will have to do the precon manually and then enter accepted ones



manually later. Levine is checking on this. LITA will run our own process and do a Google submission form as in past years. Note that this only applies for precon.

- ALA wants feedback from PPC and submitters on the new CFP submission process. They are unsure of how well the process will work.
- LITA is still trying to figure out how to gather meaningful evaluations.
- ALA is proposing to offer “deep dive” programs at ALA Annual 2018. They will offer a webinar on how to do such programs.
- The program scoring and committee work methodology is still very fuzzy

#### 11. **FY2017 Q3 Budget Update** – – Jenny Levine, LITA Executive Director

- DOC 17-18 ... FY2017 Q3 Summary Report (XLSX)
- DOC 17-19 ... FY2017 Q3 Full Report (XLSX)
- DOC 17-20 ... FY2017 Q3 Budget Narrative (PDF)
- The Board appreciated how elements of the budget align with LITA’s strategic goals. They really like the narrative report. Can the Board get a LITA version of the 5-years back, 5-years forward projection that the ALA budget director did for ALA? Levine will check.

#### 12. **Personas Use Cases, Discussion** – Fifarek

- DOC 17-21 ... Personas Use Cases Summary by Bohyun Kim (Email) (PDF)
- Kim led the discussion, see those reports.
- Can the Board allow committees and interest groups to move forward with using personas? Which of the personas does the Board want to emphasize? Are there suggestions or guidelines on how to use them?
- Groups to target could include: 1) Librarians that participate in LITA but don’t join, 2) Active LITA members and how to retain them, and 3) How to keep LITA members who become administrators.
- Can we develop a “LITA” elevator pitch “why LITA: <answer>”
- Personas rankings from committees in usefulness order: Librarians, LITA involved, New members.
- Board liaisons should communicate to their committees the selected top 3 personas for them to target with their activities. Groups should document changes needed to make targeting happen and any support needed. On the other side of the process, gather suggestions for things that need to be stopped for bottom-ranked personas.
- Need to tie publications closer and better with CE offerings.
- Once know the target personas and application continuing education content, make sure CFPs emphasize, and committees choose to match to, persona goals.
- Librarians, new members, and administrators are LITA’s potential growth areas and we all should target those groups in our activities.

#### 13. **Review Action Items** – Fifarek

- Action items from Junus

- Fifarek and Smith to help the ByLaws Committee create a job description for the proposed Board Secretary. The job description will be voted on at the Board's October meeting.
- Yelton to reach out to Board Liaisons about LITA personas.
- Will discuss the budget at the next Board meeting.
- List of action items is at <http://connect.ala.org/node/268215>

14. **Determine Agenda Items for Next Meeting** – Fifarek

- Budget
- Updates on Annual decisions and directions
- PPC update after the 2018 ALA Annual conference submission process (quarterly report)
- Secretary job description
- Bylaws Committee voting recommendations (Levine?)?

15. **Conduct Plus/Delta** – Fifarek

- Good discussions
- Delta not quite sticking to agenda, jumping around.

16. **Appreciation and Recognition** – Fifarek and Yelton

- Outgoing certificates and gifts
- Fifarek gave Yelton gifts to help her be the next LITA President
- Fifarek thanks all
- All thank Fifarek

17. **Adjournment**

**Motion:** Dobbs moved to adjourn at 4:26pm

**Adopted by consensus**

Submitted by Mark Beatty