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**Board of Directors—2019 Spring Meeting**

**April 7-8, 2019**

Calgary Public Library, Calgary, Alberta, Canada

**Present:** Monique le Conge Ziesenhenne, President; Pam Sandlian Smith, Past President; Ramiro Salazar, President-elect; Directors at Large: Cindy Fesemyer, Michelle Jeske, Richard Kong, Tracy Strobel, Stephanie Chase, ALA Division Councilor

**Approved Absences:** Kelvin Watson, Carrie Willson

**PLA Staff:** Barb Macikas, Executive Director; Mary Hirsh, Deputy Director; Angela Maycock, Manager, Continuing Education; Emily Plagman, Manager, Impact and Advocacy; Nellie Barrett; Program Coordinator; Megan Stewart, Program Coordinator; Leighann Wood, Program Manager

**Guests:** Clara Bohrer, Chair, PLA Budget and Finance Committee; Jim Neal and Steven Yates, ALA Executive Search Committee representatives (via phone for item 12 of agenda).

*Follow-up items are listed at the end of the document.*

1. **Welcome and Introductions**, *LeConge Ziesenhenne*.
2. **Approved** the adoption of the meeting agenda with the addition of new business: election participation.
3. **Approved** the 2019 Midwinter Meeting Draft Actions (See 2019.55a-b REVISED.) with revisions to item 6 of Report from B&F Committee chair.
4. **Approved** the consent agenda with revision to document 2019.55a-b as noted above.

 **Consent Items Document Number**

*Governance*

* 1. Draft 2019 Midwinter Board Actions and Follow-Up Items 2019.55a-b
	2. PLA Committees, Semi-annual Reports 2019.56
	3. Results of 2019 PLA Elections, 2020 Nominating Report 2019.57
	4. PLA Contribution in Memory of Clyde Scoles 2019.58

*Initiatives, Partnerships, and Collaborations*

* 1. Overview of Initiatives and Partnerships 2019.59a-b

*Continuing Education*

* 1. CE Status Report 2019.60
	2. PLA2020 Conference Planning to come

*PLA Operations*

* 1. Organizational Excellence Initiatives – Communications, Membership 2019.61
	2. 75th Anniversary Plans 2019.62
	3. PLA Award Winners 2019.63a-b

**Action/Discussion/Decision Items**

1. **PLA President’s Update**, *Monique le Conge Ziesenhenne, PhD* (no document). LeConge Ziesenhenne reported that she has participated in many media interviews related to public libraries.
2. **PLA President-elect report**, ALA Washington Office Fly-in, *Ramiro Salazar* (no document). Salazar reported on the ALA Washington Office “Fly In” program. Training was held on one day and meetings with Texas legislative staff and Congress were scheduled for the next day. The Texas group had scheduled meetings with Senator Ted Cruz and Rep. Will Hurd (23rd District, R) and Salazar had a good meeting with Hurd related to promoting reading. Overall, the fly-in was a good approach.
3. **PLA Board Electronic Voting Protocol**, *Ramiro Salazar* (2019.64a-b). The board reviewed the document and recommended that staff create a process and guidelines for electronic voting for the board to review at its next meeting.
4. **PLA Family Engagement Task Force Continuation**, *Clara Bohrer,* **ACTION (**2019.65). The Task Force requested that its term be extended. It was moved and **approved** to continue the Task Force for another two-year term, from July 2019 to June 2021, with reappointments and new appointments to occur in the spring of 2019 by incoming President Ramiro Salazar.
5. **Report from Budget and Finance Committee Chair**, *Bohrer,*(2019.66a-e, 2019.67a-b and 2019.69a-g). Bohrer noted that at this point, for FY19 PLA is generally on target with revenue and under budget on expenses. PLA is in a “spend down” year, which will take the operating reserves from $3.8 million to $3.1 million. Board members suggested there is revenue potential in marketing to: Canadian library staff in the absence of a national association in Canada; non-MLS professionals; and in rethinking organizational memberships.

Bohrer review the FY20 draft budget, to be approved at ALA Annual. The board also discussed ideas for spending down some of the PLA fund balance. Of the ideas presented, there was most interest was expressed in: PLA developing a sustainability plan; expanding EDISJ and leadership development efforts; expanding public awareness/messaging efforts related to the value of public libraries and social infrastructure to resolve community challenges; and continuing the dialogue with ALA and ALA Council. Staff will work with PLA Budget & Finance to further develop these concepts for B&F review and integration in the FY20 budget.

There was a discussion related to how ALA overhead is calculated and what portion of the overhead is allocated to [traditional overhead costs](https://www.councilofnonprofits.org/tools-resources/misunderstanding-overhead) vs. what ALA is allocating to mission-based units that do not generate sufficient revenue. ALA Finance staff will be invited to the next board meeting to discuss overhead.

1. **ALA Organizational Status/SCOE (**2019.68a-b). The board discussed strategies and responses to SCOE. Staff will expand upon ALA’s (to date limited) communications so that PLA members are informed. The board noted that when the “operating agreement” review process begins, it is imperative that both staff and members be at the table. There was also a discussion about scenario planning and how it might be employed. Could these conversations begin at the ALA Annual Conference in June? Scheduling is problematic but the board will have an opportunity at the PLA Council breakfast to tell its story, share its vision and work and request Council action.
2. **Tour of Calgary Public Library** (no document). Calgary PL CEO Bill Ptacek and Sarah Meilleur, Director, Service Delivery at CPL, led board and staff on a tour of the new building.
3. **ALA Executive Director Search**, *Jim Neal, Steven Yates* via phone (no document). As division representatives to the ALA ED search committee, Neal and Yates requested time to hear from the PLA board about qualities needed for the new ED as well as to learn of any board concerns. The board reiterated that the composition of the search committee is problematic in that there is only one public librarian on the committee, which does not represent the make-up of ALA’s membership. The board again requested that the committee be expanded to include another public librarian. Neal indicated this would not be possible. The board asked if it would be possible to see interview questions; Neal indicated that would not be possible. The board directed staff to develop a brief background document for the search committee that would share current public library and PLA challenges, initiatives, strategies, etc. Neal indicated he would share that document with the search committee. Neal and Yates also outlined the timeline, saying final interviews would be conducted by the ALA board in October, with a goal of the new ED starting in January 2020.
4. **Code of Conduct/Crisis Communication Planning**, *Macikas* (2019.70a-c). In light of the issues that surfaced at the preceding ALA Midwinter meeting, Macikas reviewed the PLA statement of conduct for PLA conferences and on-site processes for handling complaints.
5. **Plans for PLA-ALA Council at ALA Annual**, *LeConge Ziesenhenne (*2019.71a-b). Draft agenda for the event will be developing, keeping in line with the board’s earlier discussion related to SCOE.
6. **Future PLA Board Meetings-Midwinter 2020 and Fall Board Dates**, *LeConge Ziesenhenne,* **ACTION,**(2019.72a-c). The board discussed dates and locations for its fall meeting. The fall meeting will be held October 20-22, 2019. Staff will come back to the board with site recommendations. Various possible library sites were discussed.

The board also discussed whether it was necessary to meet at the ALA 2020 Midwinter Meeting given it would be the last Midwinter Meeting. It was moved and **approved** to that PLA board will not meet at the 2020 ALA Midwinter and that PLA Committees will not be required to meet either; instead they will be encourage to meet virtually to accomplish their work. The PLA board will meet prior to the official start of the PLA 2020 conference; likely Tuesday, February 25. The PLA Councilor WILL attend the 2020 Midwinter and the board will hold a call with PLA Councilor to prep for Council meetings.

1. **New Business: Election participation.** The board discussed the low participation in PLA elections. Staff noted that the 2019 election participation at around 17% was in line with previous years and in line with ALA. ALA elections for board seats involves much more campaigning than PLA. Staff was directed to look at member engagement data and how we define engagement and to report back.

**PLA Board of Directors 2019 Spring Meeting**

**Action Items/Discussions Requiring Follow Up**

*The following actions were drafted based on discussion at the 2019 Spring board meeting.*

1. **PLA Board Electronic Voting Protocol**. Staff will draft a process and guidelines for electronic voting for the board to review at its next meeting. (Macikas, Stewart)

**STATUS: ACCOMPLISHED.** These will be included in ALA Annual board packet.

1. **PLA Family Engagement Task Force Continuation**, The Task Force will be extended for two years and President-elect Salazar will make appointments/re-appointments

**STATUS: IN PROCESS**

1. **ALA ED Search Committee**. Board directed staff to develop a brief background document for the search committee that would share current public library and PLA challenges, initiatives, strategies, etc. Neal indicated he would share that document with the search committee. (Macikas)

**STATUS: ACCOMPLISHED.**  Emailed to Jim Neal and Steven Yates and PLA board on April 22, 2019

1. **Site for PLA Fall Board meeting, Oct. 20-22**. Staff were directed to select a site for fall board meeting.

**STATUS: ACCOMPLISHED.** These will be included in ALA Annual board packet.

1. **PLA Election Participation.** Board discussed low voter participation numbers. Staff were directed to research election participation in associations in general and to review overall member engagement data. PLA should define engagement and continue to expand opportunities for engagement.

**STATUS: IN PROCESS**