

SustainRT Board Meeting (conference call)
9am PST/10am MST/10am AZ/11am CST/12 pm EST.

Attendees: René, Madeleine, Jodi, Lindsey, Mary Beth, Rebekkah, Kate, Beth Filar Williams (guest)

Agenda & Notes

SustainRT Website (Beth)

- Model suggested by Madeleine: <http://www.ala.org/glbtrt/about/committees>
- Is there someone suggested who is game to take on partnering with Beth to redo website?
- Beth happy to continue to just post info as needed; wondering how to better connect with Board and Outreach Team re: specific content
- The Webmaster is officially under the Outreach Team
- What about the two-year term aspect to more effectively rotate people in/out
 - Training with ALA specifically required to get editor access, so need some lead time before handoff of responsibility, and ideally we would have overlap or co-leadership to ensure smoother transitions
 - Beth is coming up on end of 2nd year, but could stay on for next year and then step down
- Is there a need to have some “authorization” from Board before something is posted to the website?
 - FAQ for posting things to website, including how’s and when’s?
- How much tech. expertise? It’s a Drupal CMS. Beth approximates “You could probably take a half-day and be set” or less
 - Beth says going through the training and documentation with ALA was sufficient for her to learn how to do the necessary thing via Drupal, especially since the responsibility would be primarily adding content
 - Recruited volunteers could be suggested to know or have experience with Drupal, but could also be an opportunity to learn and get experience if they want to grow in this area
- Could/should the Outreach Team chair (Christina) be invited (in non-voting capacity) on Board conference calls? Board liaison should be able to manage that info transfer, too.
- Madeleine is going to work on updating the “About SustainRT” page content

Resolution Updates (Rebekkah)

- Jim Neal took the point re: lack of action to Executive Council and ALA staff re: the Resolution
- First Step: Working group to move this forward, getting a report from ALA Staff on what ALA is already being done (so that’s not what gets recommended by the Task Force, etc.):
 - Jim Neal
 - Keith Michael Fields (current Exec. Director)

- Mary Ghikas (interim Executive Director starting this summer)
- Peter Hepburn
- René
- Rebekkah
- Phone calls will discuss what a Sustainability Report from ALA staff entail
 - G4 Standards for Sustainability Reports?
- ALA Staff predicted that a draft *could* be prepared by Annual this year
- Second Step: Association-wide Task Force to promote this over the whole profession
 - Similar to EDI-type endeavor, but with some improvements after that experience
 - Our job is to get buy-in!
 - Gap analysis
 - ALA
 - Profession
 - Library-served Communities
 - After Annual, there should be “a real, live Task Force working on implementing the Resolution on the Importance of Sustainable Libraries.”

Addendum: Rebekkah’s notes/written report from call:

Notes from March 6, 2017 Call

Present:

- *Jim Neal, incoming ALA President*
- *Keith Michael Fiels, ALA Executive Director*
- *Mary Ghikas, ALA Senior Assistant Executive Director (and incoming interim executive director)*
- *Peter Hepburn, Executive Committee member/SustainRT Liaison*
- *Rene Tanner, SustainRT Coordinator*
- *Rebekkah Smith Aldrich, SustainRT Governance Committee Chair/SustainRT Member-at-Large*

Meeting purpose:

Discuss a path forward to bring the [2015 ALA Resolution on the Importance of Sustainable Libraries](#) to life using two primary paths to begin:

- *Sustainability Report by ALA staff*
- *Formation of a working group/task force*

Notes/Action Items:

- *Jim reported that the two primary paths had been discussed “briefly” by the **ALA Executive Committee** at ALAMW2017 and the agreed upon next step was this call to seek SustainRT guidance on the matter.*
- ***Sustainability Report by ALA staff***

- *All were in agreement that the first step is to itemize what ALA is already doing related to sustainability as it pertains to areas such as:*
 - *ALA operations (e.g. purchasing, office operations, investments)*
 - *Conference & meetings (e.g. hospitality, vendor requirements, travel)*
 - *Professional Development & Leadership (e.g. Libraries Transform Communities (ALA), Project Outcome (PLA))*
- *This report would provide an “existing conditions” benchmark from which a future task force to springboard from so as not to spend time discussing things that are already done/in the works.*
- *Tentative timeline: draft ready at Annual 2017*
- **ACTION ITEM:** *Keith suggested a series of meetings in the near term with him, Mary, Rene & Rebekkah to help inform the creation of the report by ALA staff. All agreed this would be useful.*
 - **ACTION ITEM:** *RSA will share info with ALA staff on GRI/G4 Standard to inform the creation of a ALA Sustainability Report*
- **Formation of the task force:**
 - *Rebekkah conveyed the need for a very visible (meaning at conference, by Council or Executive Committee) authorization/formation of a task force to address how ALA moves forward once the report is completed. The thinking behind this is that this will be a very important step to ultimate adoption and buy-in to future actions across the association.*
 - *There was not a clear answer as to how the future task force would be formed, as a stop gap measure it is suggested that a technical advisory working group be formed during the upcoming months and at annual to bring this to life and help move the process forward.*
 - **ACTION ITEM:** *Peter Hepburn will work with Rene to form the technical advisory working group to help guide the process.*

Updates on Programming (Mary Beth)

- Two programs back-to-back, Sunday, 8:30-10 (Taking the LEED) and 10:30-11:30 (Next Gen Library Planning) but we don't know room assignments yet
- Bill McKibben, 1-2:30 on Saturday, scheduled! :-)
- Board meeting time not sent

Committees: Clarifying current roster of volunteers, creating a Call for Volunteers, list of duties, timeline, etc. (Madeleine)

- Two-year terms, chair for one year
- Appointed by Coordinator Elect
- Due April 20?
- Let folks know around mid-May, so we have time to orient around Annual
- Would wish to have 3-4 members per committee
- Governance Committee could use some filling out for specific roles (Conference, ALA Director, Washington Office)
 - Someone could come on in June for Conference point person?
- Continue to think about replacing ourselves!
- Shall we start a Membership Committee?
 - Duties would include new/dropped membership letters?
 - Going to put this on the committee membership form

Budget (Lindsey - details submitted by email)

This report for all activity YTD through January 2017 – please see the financial report in the Google Drive for additional information.

Beginning net assets (Sep. 1 2016) - \$3867

Revenues - \$979

- \$919 Dues
- \$60 Donations

Expenses - \$262

- \$36 Bank S/C
- \$109 Printing (ribbons)
- \$25 Conference Call Service
- OH \$92

Net Revenue \$718

Ending Net Assets - \$4585

We have encumbered:

\$800 for outreach committee (\$500 travel award & \$300 operations)

\$1,000 Bill McKibben

Leaving us with an actual balance of: **\$2,785**

This does not include anything from February or March 2017. Those reports will be forthcoming.

Update on Free Student Memberships (Rene)

- Easiest: ALA fiscal year, July-July, fee structure changed to be 0 for students for this year.
- Promote this at the Conference?
- Rene will check in with John about final logistics, and then confirm with Jodi

Ideas for ongoing updates and initiatives for the membership (All)

- Kate will sound out draft steps for emailing new or dropped RT members ASAP with focus on questions.