**Public Library Association
Executive Committee
Spring Meeting
May 10, 2008**

ACTIONS

Present:

Jan Sanders, President; Carol Sheffer, President-Elect, Susan Hildreth, Past President; Alan Harkness, Library Development Cluster Chair; Marcellus Turner, Library Services Cluster Chair; Norman Maas, Division Councilor; Greta Southard, PLA Executive Director.

Staff in attendance: Linda Bostrom, Kathleen Chau, Kathleen Hughes, Julianna Kloeppel, Joseph Potaczek and Greta Southard

Absent: Carolyn Anthony, Issues and Concerns Cluster Chair

1. **By consent** approved the adoption of the revised agenda; adding information item: IMLS/NCES statistical data collection. Susan Hildreth advised us that PLA may be asked for a representative to sit on a data collection steering committee. Also added, brief report out by Alan Harkness, PLA's representative to the ALA group working on follow up from the 7 Measures of Success discussion at the Fall ALA Concurrent session. Alan reported that the group has a conference call scheduled.

2. **By consent**, accepted the following reports on the consent agenda:
   a. Publications Report, 2008.39; Membership Report, 2008.40
      "Public Libraries" Magazine Report, 2008.41; Education Activities Report, 2008.42; Strategic Opportunities Update, 2008.43; 2008 Election Results, 2008.44; FY 2007-2008 Year-to-date by Project Report, 2008.45; Draft Midwinter Board Actions, 2008.46; PLA Partners Program Update, 2008.54

3. Received the 2008 National Conference Post Conference Preliminary report, 2008.47. Staff noted that financial number will not be complete until June, closer to ALA Annual conference as bills are still being processed. Overall, programmatic success, the virtual conference offering was well received by members, liked repeat programming, the opening session; John Wood is available as a webcast and has received 1,000. Some questioned whether or not there were any negative comments regarding programming, anecdotal question rather than asked about a specific program. Staff will read all survey comments to determine the answer to that question.

4. Received the FY 2008 Financial Analysis and Management Report, 2008.48. Overall, PLA has returned to a healthy financial position. We began the year with a very small fund balance, $196,385 due to less income earned in FY2007 than anticipated. The initial fund balance was not adequate to support the work of the organization. The financial success of the National Conference has placed us in a far healthier financial position. Staff noted that for future planning purposes we need to ensure that the fund balance does not drop below $500,000 in a non conference year. Staff also recommends taking a closer look at our member dues rates, as operational costs have outpaced dues income and will continue to do so.

5. Received Turning the Page/Gates Foundation Update, 2008.49. The first round of training was completed as of April 30. Trained almost 1,200 librarians and library supports at these 7 foundation sponsored events. Also, 125 PLA members received the training free of charge at the PLA National Conference. Project staff briefly discussed the curriculum and online learning component. Online learning is available to any grantee or their staff. At the conclusion of the project, PLA will own the products and will make them available to members.

6. Received the Emerging Leader Program; draft report from Community of Practice working group, 2008.50. The Executive Committee discussed next steps which include: using the Emerging Leader group to tighten up the Drupal site requirements; working with an outside developer to create our site; publishing information about communities of practice in PLA communication vehicles, including website, enews and *Public Libraries*. Staff to continue to develop communities of practice process, procedures for participation, and transition plan. PLA President, Jan Sanders, will do a brief presentation to committee chairs at the all committee meeting at the ALA Annual Conference (AC); PLA's Emerging Leader work group will be asked to make a presentation to the Board at AC; staff to fully flesh out the mechanics of how all of this happens (who, what, why, how…); staff will ask the Emerging Leaders work group to write something for the magazine (Sanders and Hughes will work on this).

7. Received an update on the work of the Leadership Task Force from Sanders and Hildreth, no document. Overall, the 3M Leadership preconference sponsored by 3M at PLA's National Conference was well received by participants and the sponsor. Eighteen of the participants will be at the ALA Annual Conference (AC) and are scheduling a reunion; a leadership list serve was formed and participants continue to use it; participants with ELI mentorship experience have volunteered to participate and mentor the list subscribers; the scholarship opportunities that the Leadership Task Force has been working on will be announced at AC.

8. Reviewed the IFLA 2009-2013 Call for Nominations, 2008.51, process and timeline. PLA will put out a call for participants; PLA President will select the names to submit to the ALA International Relations Office per process document; Barbara Gubbins (current IFLA committee participant) will be asked whether she is interested in having her name sent forward again. She has served one committee term and is eligible to serve again. Staff will contact her; and do a call for volunteers in the enews. Consensus of the Executive Committee is that we would like to put forward several names for consideration.

9. Reviewed the request for PLA Representative on the Library of Congress, Cataloging in Publication Division (CIP), Advisory Group (CAG), 2008.53. Consensus of the group was to determine if we have existing liaison who could fulfill the role of representing PLA on this committee; if not, staff to contact the Cataloging in Public Library committee members to determine their interest in representing us and making the necessary appointment.

10. Discussed Jim Rettig's planning invitation re: Advocating for All Libraries: Saving the Library Ecosystem, 2008.55. Jan Sanders and Carol Sheffer volunteered to attend this meeting to be convened during the upcoming ALA Annual Conference.

11. Reviewed and discussed Post Election Next Steps, 2008.52. The final revised document is appended here. Discussion involved determine the length of service for Award Juries, group consensus was two-year term, broadening the appointment process for the National Conference Program Subcommittee, including the President Elect and President in an advisory capacity to the National Conference Committee, expanding the size of the Spring Symposium Program Subcommittee, determined that all special committees would be reviewed annually, edited for consistency in terminology. The approved document is reprinted below. See next page.

Revised Organizational Schemata

PLA Membership Elects:

PLA Board of Directors consisting of:
10 Voting members:
3 Officers -- President, President-elect, Past President serving three (3) year terms
6 Members at Large serving three (3) year terms
Division Councilor serving three year (3) term
2 Non-voting members:
Representative from ALTA appointed annually by ALTA
PLA Executive Director

President and President-elect appoints:
Standing Committees
Characteristics:
- Considered permanent committees
- Purpose is to support ongoing association activities and operations with expected outcomes
- May have budget responsibilities
- May have assigned staff liaisons and support
- Appointed by PLA leadership
- Many not speak on behalf of the organization

Standing Committees:
General term of service is chairs serve one (1) year and members and electronic members serve two (2) years.

- **Awards Juries**

  Composition
  Seven (7) appointees on each jury with staggered two year terms

  Note the Board of Directors is responsible for the ongoing review of the awards program every three years to determine if the award still fits within the framework of PLA's program of work. First scheduled review is for Annual Conference 2010. Individual juries do not roll up to an overarching committee. Juries submit their selections directly to staff liaison.

  Awards Juries
  Awards are judged and granted based on each individual awards recognition objective.
  Awards Juries include the following:

    o Advancement of Literacy Award
    o Allie Beth Martin Award
    o Baker & Taylor Entertainment AV Award
    o Charlie Robinson Award
    o DEMCO new Leaders Travel Award
    o EBSCO Excellence in Small &/or Rural Public Library Service Award
    o Gordon M. Conable Award

- o Highsmith Library Innovation Award
- o Institutional Scholarships Award (2006 Pilot Project)

- **Bylaws & Organization Committee**

  Composition
  The Bylaws & Organization Committee functions as a subcommittee of the Board and is appointed as needed. This committee shall be listed in the ALA Handbook of Organization as TBD unless invoked by the Board.

  Bylaws & Organization Committee Charge
  To consider amendments to the Bylaws; to make recommendations to the PLA Board on other organizational matters affecting PLA as a whole.

- **Budget & Finance Committee**

  Composition
  The Budget & Finance Committee will consist of ten (10) total members; our practice will be that the seated past president will be a voting member, the president and president-elect as ex-officio members, and members at large appointed from membership.

  Budget & Finance Committee Charge
  To submit a recommended budget for action to the PLA Board of Directors; to advise the PLA Board on all fiscal matters of the division, including the fiscal implications of the division's publications and programs.

- **Nominating Committee**

  Composition
  The Nominating Committee will consist of seven (7) members appointed annually by president-elect; our practice will be that the chair is the most recent past president who is no longer on the Board of Directors; includes at least one but not more than two (2) seated board members and members at large appointed from the membership.

  Nominating Committee Charge
  To prepare a PLA slate of candidates for inclusion in the ALA Election Ballot

- **National Conference Committee**

  Composition
  The National Conference Committee will consist of a chair, five (5) member appointees and two (2) advisory (non-voting) members. The five (5) member appointees include the chair of the Local Arrangements Subcommittee. Additionally the two (2) advisory members to the National Conference Committee are the outgoing and incoming PLA Presidents. The chair of the National Conference Committee serves on the National Conference Program Subcommittee as an advisory member. The committee is appointed two (2) years prior to conference.

  National Conference Committee Charge
  To work with PLA staff to plan and conduct a National Conference; to advise on general planning for the conference; to make policy recommendations to the PLA Board regarding the conference; to assist in identifying potential major speakers for all conference events; to provide an evaluation report of the conference to the PLA Board; to identify areas for potential fundraising and contributions and to work with the President-elect in these efforts;

to provide direction and coordination to local arrangements and program subcommittees; to serve as advisors to the PLA communications manager for conference promotion; to assist in conference events and activities as needed.

- o *Local Arrangements Subcommittee*

  Composition
  Suggested size of subcommittee determined based on number of local volunteers; however, subcommittee should number no more than fourteen (14) members. Subcommittee is encouraged to engage additional local volunteers to support efforts with onsite event assistance (e.g. assisting in the identification of local tours and attractions of interest, other onsite event assistance.)

  Local Arrangements Subcommittee Charge
  To work with National Conference Committee and PLA staff to promote the site of the National Conference as a desirable location and to suggest activities for conference attendees; to suggest possible sites and venues of interest to public librarians for local tours and events to PLA conference manager; to provide local information to PLA communications manager prior to conference for promotional materials and Web site; to provide local information onsite to conference attendees; to identify resources for attendees with special needs; to provide local information to exhibitors; to provide appropriate number of volunteers to staff local information counter and for logistical support (e.g. attendee packet assembly), assist at events and serve as resources.

- **Program Committee**

  Composition
  The Program Committee is composed of the chairs of each of the following four subcommittees: National Conference Program Subcommittee, Spring Symposium Program Subcommittee, and two separate Annual Conference Program Subcommittees (each responsible for programming their respective year's Annual Conference). A chair is to be appointed from among the four subcommittee chairs which compose this committee.

  Program Committee Charge
  To communicate with each other as chairs of the four (4) program subcommittees for the purpose of discussion, sharing information on and coordination of programming at appropriate PLA event. (Each individual subcommittee conducts final review and approval of programming for their event).

  - o *National Conference Program Subcommittee*
    Composition
    A chair and up to sixteen (16) members, seven (7) of whom are appointed by the president and seven (7) by the president-elect, appointed two (2) years in advance of conference. Up to two (2) members of the immediately preceding National Conference Program Subcommittee may be reappointed.

    National Conference Program Subcommittee Charge
    To work with the National Conference Committee and PLA staff to develop the programming for the National Conference; to identify and develop program topics for the conference and pre- and post-conferences; to stimulate program development and implementation among members and membership units; to review and approve individual programs and program scheduling; to approve presenters and coordinators of individual programs; to recommend to the PLA Executive committee for their

approval pre- and post-conferences; to coordinate schedule and program with PLA staff; to act as liaisons to program organizers to facilitate high quality presentations.

- o *Spring Symposium Program Subcommittee*
  Composition
  Consists of the president in whose year the event will occur in, program committee chair, and staff manager for professional development. The program committee chair may appoint up to two additional members for a total of up to five (5) members.

  Spring Symposium Program Subcommittee Charge
  To work with PLA staff to develop a slate of programs for the PLA Spring Symposium. To help identify, develop and review program topics; to stimulate program development and implementation among members and membership units. The Spring Symposium Subcommittee is responsible for programming at this event.

- o *Annual Conference Program Subcommittees*
  Composition
  Two separate Annual Conference Program Subcommittees will be established. Each will consist of a chair and up to seven (7) members appointed by each president-elect responsible for selection of programming to present during their presidential year. Each Subcommittee may have up to fourteen (14) members serving to select programming for each of two different presidential years due to 18 month program planning timeline.

  Annual Conference Program Subcommittees Charge
  To work with PLA staff to develop PLA programming for the
  ALA Annual Conference; to identify and develop program topics; to stimulate program development and implementation among members and membership units; to review and approve individual programs; to approve presenters and coordinators of individual programs; to act as liaisons to program organizers if necessary; to facilitate high quality presentations.

Publications and Products Committees,

- o Individual Publications and Products Committees do not roll up to an overarching committee. These committees are: *Public Libraries* Advisory Committee, *Public Libraries Data Statistics* (PLDS) Committee, and PLA Monographs Work Groups. Each committee works to support their individual charges to support the development of publications and products to members and the public library community. (All are designated as "committee" with the exception of the PLA Monographs Work Groups which are appointed as needed).

- o *Public Libraries Advisory Committee*

  Composition
  A chair and up to fourteen (14) appointees. Appointments made by president and vice president.

  Public Libraries Advisory Committee Charge
  To review and recommend editorial policies for *Public Libraries* and to provide oversight for the implementation of those policies. To provide overall advise on the direction and development of the journal. To serve as channel for member communication regarding the scope and coverage of *Public Libraries.*

    o *Public Libraries Data Statistics* (PLDS) Committee,

Composition
A chair and up to fourteen (14) appointees. Appointments made by president and president-elect. The chair is also asked to serve as a PLA representative to IMLS/COSLA data collection committee.

Public Libraries Data Statistics (PLDS) Subcommittee Charge
To advise PLA of actions needed to provide timely, reliable, useful, statistical, and descriptive information about public library resources, services, and performances in library specific formats. To develop annual special survey questions and provide overall advice on the direction of the project and any related projects.

    o *PLA Monographs work groups*

Composition
These work groups may be appointed as needed to review any proposed monographs. Composition to be determined as needed.

PLA Monographs Work Group Charge
To initiate and coordinate the publication of books and pamphlets pertinent to the role of public library service; to work with appropriate PLA committees and members to evaluate the need for revision of published materials; to aid in originating new publication, and in defining the purpose, audience, and scope of each publication.

Advisory Groups
Characteristics:
- Primary purpose is to advise the PLA Board of Directors on relevant issues or areas of practice under current review.
- Do not have budget authority.
- Are not empowered to speak on behalf of the organization.
- Ongoing, but reviewed annually for continuance and relevance.
- Members serve two (2) year staggered terms, and appointed by president if work group is deemed to continue after annual review.
- Members are appointed for their expertise in the subject area. Advisory Groups are not subject to the annual call for volunteers.
- May be disbanded by the PLA Board of Directors as a result of annual review.
- Work product consists of policy statements, white papers, research, etc. for the PLA Leadership to use in decision making.
- Chairs may be assigned liaison responsibilities to other entities.

Advisory Groups:
- Intellectual Freedom
- Legislative

Special Committees
Charactistics:
- Appointed as needed by the Board of Directors to accomplish a specific task or project.
- Created for two (2) years unless otherwise specified by the Board of Directors at the time of creation.
- Appointment for the duration of the project.
- May have budget authority.
- May have assigned staff liaison and support.

- May not speak on behalf of the organization.
- Disband when the task/project is complete.
- All special committees are evaluated annually.

Current Special Committees:
- Every Child Ready To Read Evaluation Task Force, 2007-2009
- Leadership Task Force, 2007-2009

Discussion Groups also know as Communities of Practice
Characteristics
- PLA provides technology to support discussion groups/communities of practice
- Communicate and network primarily electronically (virtually) but may meet face-to-face if they desire and request meeting space.
- Self emerging by filling out online form to establish.
- Must be a PLA member to participate, this networking opportunity is considered a benefit of membership.
- Discussion group/community of practice automatically disbanded if no activity in six (6) months.
- Provide the ability to post documents, pictures, links, etc. online.
- Provide online ability to connect with other communities of practice or discussion groups.
- Self-sustaining, appointments are not made to these entities.
- Board may solicit ideas/projects from discussion groups/communities of practice.
- Do not have representation on PLA Board.
- Specific discussion groups/communities of practice do not have assigned staff support.
- Integrated with electronic newsletter and PLA directory—as means to promote the availability of these entities.
- Can create (as any member can) recommendations for consideration of programs and services.
- Any existing committee, special committee, task force, work group, advisory group can morph into a discussion group/community of practice.
- Discussion groups/communities of practice are not necessarily doing the work of the association. They provide a venue for subject interest discussion.
- Program ideas may come from any person, or entity. Organizational standing (i.e. committee standing) is not a requirement for program planning and presentation.