**Virginia Library Association**

**VLA Council**

**Libbie Mill Branch Library**

**Richmond, VA**

**Friday, January 18, 2019**

**Attendees**:

Executive Committee – Cori Biddle, Todd Elliott, Kayla Payne, Jennifer Resor-Whicker, Jessica Scalph, Samantha Thomason, Lisa Varga, Adrian Whicker

VLA Council – Alisha Barnes, Cindy Church, Teresa Doherty, Bill Edwards-Bodmer, Barbara Ferrara, Shauna Hunter, Katie Kalil, Cammy Koch, Karen Nelson, Anne Rappe-Epperson, Jessica Robertson, Jeanne Scott, Tom Shepley, Salena Sullivan, Erica Testani

**Absent**:

VLA Council – Dorrine Banks, Katelyn Burton, Kolleen Daniels, Melissa Davis, Easter DiGagni, Paige Flanagan, Michael Hibben, Kristi Jerome, Paula Kiser, Kelly Miller, Lisa Nickel, Ginny Pannabecker, Haley Thompkins,

**Call to Order** **& Introductions**

Jessica Scalph called the meeting to order at 10:00 am. Everyone introduced themselves. Lisa Varga explained that all documents pertaining to today’s meeting can be found on the website calendar under today’s date.

**Secretary’s Report**

Kayla Payne emailed the minutes of the Council meeting held in September prior to this meeting. The September minutes can be seen here: <https://www.vla.org/assets/VLA%20Council%20Minutes%20Sept%202018.pdf>

Jennifer Resor-Whicker moved the minutes be approved. Adrian Whicker seconded, and the motion carried. Kayla distributed a roster for recording attendance.

**Treasurer’s Report**

Cori Biddle gave the treasurer’s report. VLA is ending 2018 in good financial standing and a strong position going forward to 2019. Because of the introduction of the Affiliate membership with 2019 renewals, the cash flow of the association has been altered for the end of 2018. $15,000 was moved from the investment account to the Miscellaneous line of the budget (the reason why we have the investment account). Now that the Affiliate membership is live within Memberclicks, the money will be moved back into the investment account once the cycle of membership renewals returns to normal.

Our overall revenue from membership dues was $6,835 over was what planned for 2018, and we made $54,138 off of the annual conference, which was almost $5,000 more than what we had expected in the budget. The money we make through the conference provides flexibility in our budget for items that either break even, or cost a bit more than expected.

One of the unexpected expenses for 2018 were more administrative costs. This comes from increased costs from our membership portal Memberclicks, restructuring income tax withholdings for the executive director, and expenses related to hiring an accountant to help with some bookkeeping logistics.

The report also illustrates the tremendous support we had from members donating towards the Association's Scholarships, our Professional Development Donations, and our stipend for the Joint Conference of Librarians of Color. Support for our Legislative initiatives was down this year, though hopefully we can turn that around for next year.

Our Investment Account and the Professional Development Endowment lost value through 2018 because of market volatility, though we are still close to our goal of having 150% of our operating budget in the Investment Account.  ​

The January treasurer’s report can be viewed here: <https://www.vla.org/assets/Treasurer%27s%20Report%2012162018.pdf>

**VLA Chapter Councilor to ALA Report**

Samantha Thomason gave the ALA Councilor’s report. She will be attending ALA Midwinter in Seattle. The Executive Committee voted to add the Virginia Library Association as an endorser on the following two proposed resolutions which will be brought to vote at ALA Council at Midwinter. VLA endorses the intent of these resolutions with the understanding that there may be revisions.

[ALA Council Resolution: Proposed Definition of Sex under Title IX, of Title VII of the Civil Rights Act](https://docs.google.com/document/d/1-nAQhCOmpbFp76p_8Ein_bEKlVFCzF3bu_DdHQx7mNY/edit) (Transgender Resolution)

The main points of this resolution are:

*Whereas Diversity and Equitable Access to Information and Library Services are identified as key action areas of the American Library Association’s strategic directions,*

*Whereas The American Library Association (ALA) recognizes that equity, diversity, and inclusion (EDI) impact all aspects of work among members of the Association, within the field of librarianship, and within the communities served by libraries.*

*Whereas ALA is committed to ameliorating social exclusion, stigmatization, and underrepresentation within the communities served by libraries through an increased understanding of gender, and*

*Therefore be it resolved that the American Library Association, along with the library community, affirms support of civil rights protections for people of all gender identities, including people who are transgender, and*

*Encourages libraries to:*

* *Defend, in their policies, procedures, and their actions, the ALA Code of Ethics principle 1 – “We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable access; and accurate, unbiased, and courteous responses to all requests;”*
* *Create all-inclusive spaces to welcome and meet the information needs of America’s transgender community;*
* *Create all-inclusive spaces to support the full public participation of transgender people by being physically and socially welcoming and meeting their information needs.*
* *Reviews policy documents and internal procedures to ensure Equity, Diversity, and Inclusion (EDI) principles are reflected throughout and communicated to the membership broadly as well; and be it further resolved that this resolution be printed in full in American Libraries and publicized widely via all media channels.*
* *Provide avenues within existing ALA structure to highlight model policies as well as model training and education for library staff and administrations to create the all inclusive spaces and understand bias.*

[Resolution for the Adoption of Sustainability as a Core Value of Librarianship](https://connect.ala.org/HigherLogic/System/DownloadDocumentFile.ashx?DocumentFileKey=f83b763f-81b4-41ad-9f22-a8683e126760)

The main points of this resolution are:

*Whereas the Council of the American Library Association (ALA) adopted the Resolution on the Importance of* *Sustainable Libraries at the 2015 ALA Annual Conference which stated that libraries are uniquely positioned and* *essential to build the capacity of the communities they serve to become sustainable, resilient and regenerative;*

*Whereas the Executive Board of ALA accepted the final report of the Special Task Force on Sustainability (EBD # 5.4--2017-2019) at the 2018 ALA Annual Conference in which the Triple Bottom Line framework of sustainability was* *adopted: “To be truly sustainable, an organization or community must embody practices that are environmentally sound* *AND economically feasible AND socially equitable,”;*

*Whereas the first recommendation of the final report of the Special Task Force on Sustainability is to adopt* *sustainability as a core value of librarianship;*

*Whereas the results of a 2018 membership survey indicated that two-thirds of ALA members currently feel ALA neither* *serves as a model nor provides leadership in the area of sustainability; ....*

*Resolved, that the American Library Association (ALA), on behalf of its members:*

*1. Adopt “Sustainability,” as defined above, as a core value of librarianship.*

*2. Evolve accreditation standards to ensure the topic of sustainability is an inherent element in library school*

*curriculum.*

*3. Provide ALA members with the necessary knowledge and resources to inspire, cultivate and encourage active*

*leadership in the application of the triple bottom line framework to guide decisions for the future of our society*

**2019 Budget**

Lisa presented the 2019 Budget. The budget can be seen here:

<https://www.vla.org/assets/2019%20Budget%20Proposal.pdf>

The launch of the affiliate membership program adjusts the amount of money we are used to getting from individual membership revenue. We will not be having a Professional Associates Forum in 2019; instead there will be focus groups around the state to revamp and gather new ideas. Affiliate membership will bring in more support staff to be covered as VLA members. Joint Conference of Librarians of Color only happens every 6 years, though they voted to change it to 4. Either way we will not have to do any fundraising this year for JCLC.

Legislative expenses have decreased due to changes in National Library Legislative Day. Increases were made to administrative expenses.

Jennifer Resor-Whicker moved to approve the 2019 Budget. Todd Elliot seconded. The motion carried.

**Executive Director's Report**

Lisa gave the Executive Director’s Report. 2018 closed with 941 members. On December 7 we launched the affiliate membership program and we expect membership to increase by a couple thousand. Lisa is doing a lot of technical work in the background to integrate lists and update memberships for those now covered by Affiliate. At this time there are 22 institutions with four others interested in joining. Those institutions include about 400 members.

Lisa Varga discussed the Acronym Fine Jar (AFJ), and how it will be used this year. If you use an acronym and do not define it you will be required to tithe to the AFJ. Once the acronym has been used and defined at a meeting, it does not need to be defined again. At the end of the year the proceeds collected will be used to fund a [food] treat for Executive Committee and Council.

We have canceled the GotoMeeting subscription and will be using Zoom instead. Lisa will send out the credentials for Zoom later.

Since VLA is considered a state partner, there is a discount code for $50 off for ALA Annual in DC. Lisa shared the “Virginia is for Library Lovers” logo made in partnership with Virginia Tourism. VLA will be giving away free items with the logo at the ALA Conference but cannot sell

**Executive Committee**

Jessica gave the Executive Committee Report. The Executive Committee had a phone meeting on January 4 and an in person meeting on January 17. Lisa has been given her evaluation. The committee went over the Designated Agenda and focused some discussion on V. f. “Develop a statewide initiative to encourage members of our profession to attend career days at middle or high schools to promote our profession, especially in culturally diverse areas.” Ideas include: provide essay scholarship to Norfolk area high school students to attend a day at Conference, and/or have the students present in a lightning talk or other sessions; establishing a toolkit for librarians to use in career day outreach and encourages librarians to report their findings at the Conference. Jessie will reach out to New Members Round Table, Diversity and Inclusion Forum, and the president of VAASL for high school mentorship opportunities.

**Designated Agenda for 2019**

Jessica presented the 2019 Designated Agenda. The Designated Agenda 2019 can be seen here:

<https://www.vla.org/assets/VLA%202019%20Designated%20Agenda.pdf>

Changes from last year’s agenda are in red:

2019 Designated Agenda

I. VLA will manage its finances prudently and maintain a fiscally strong and responsible organization

a. Continue to secure funds for legislative liaison contract hours by promoting Virginia Public Library institutional memberships

b. Closely monitor and evaluate Association finances to assure adherence to VLA policy and fiscal responsibility

II. VLA will develop a strategy to maximize efficacy and cost effectiveness of Association communications and publications

a. Work with the Website Content Committee to review the Association’s website and with the Executive Director to develop policies and procedures for maintenance of the website, including the creation of new content

b. Continue to publish *Virginia Libraries* annually as a peer-reviewed journal with an Editorial Board

c. Expand the use, and evaluate the effectiveness, of Member Clicks

III. VLA will continue to structure the Association’s conferences to promote professional growth

a. Assess cost and budget of the Professional Associates and Annual conferences and the Virginia Library Leadership Academy

b. Assess viability of annual conferences

c. Actively pursue programs to meet the needs of the broad spectrum of VLA’s membership

d. Promote conference attendance as professional development, career development, networking, and personal fulfillment opportunities

e. Reach out to neighboring state library associations to promote conferences

IV. VLA will provide leadership for legislative and advocacy activities that support libraries and library staff in the Commonwealth

a. Support the work of the Legislative Committee and the 2019 Legislative Agenda

b. Support the legislative efforts of the American Library Association, to include National Library Legislative Day

c. Continue cooperation with the Library of Virginia (LVA) and the Virginia Association of School Librarians (VAASL) to secure stable funding for Find It Virginia

V. VLA will maintain its support of members who are seeking continuing education, professional development, or degree programs in library science

a. Support the Association’s scholarships

b. Create and maintain relationships with graduate programs in library science serving the Commonwealth

c. Develop webinars on professional topics of interest to the membership, in cooperation with the Library of Virginia, libraries, and VLA committees and forums

d. Continue to work with the VLA Fundraising/Development Committee

e. Encourage diversity within our profession by working with graduate programs in librarianship and other educators, and by developing relevant educational programs

f. Develop a statewide initiative to encourage members of our profession to attend career days at middle or high schools to promote our profession, especially in culturally diverse areas

VI. VLA will plan for succession within the Association

a. Create and maintain current information about the Association and its activities and accomplishments on the website

b. Encourage the continued involvement of, and contributions from, graduates of the Leadership Academy

c. Encourage new members to become active within the Association

d. Encourage current members in taking a more active role within the Association

VII. VLA will increase its membership and broaden its service to all types of libraries in the Commonwealth

a. Assess and restructure membership dues and membership benefits, with a focus on the longevity of VLA

b. Support and encourage the work of the Membership Committee in reaching out to new members and retaining existing ones

c. Promote VLA membership at library meetings throughout the Commonwealth

d. Ensure a VLA presence at academic, special, school library, and technology conferences to encourage broader and more diverse VLA membership, strengthening both the Association and the library community in the Commonwealth

VIII. VLA will develop a strategy to advocate for intellectual freedom within the Commonwealth of Virginia and beyond

a. Identify partners in the Virginia Education Association (VEA), Virginia Association of School Librarians (VAASL), and other stakeholders—including partners outside the education and library professions such as community groups and legislatures

b. Maintain open channels of communication with ALA’s Office for Library Advocacy, national library advocacy organizations, and other relevant stakeholders

c. Develop a communication strategy for responding quickly and effectively to intellectual freedom challenges, with appropriate stakeholders and partners clearly identified (for example Executive Committee, Council, Intellectual Freedom Committee, and Legislative Committee) and roles clearly delineated

d. Include a monthly personal communication from the President to engage membership

IX. VLA will revise its strategic plan

X. VLA will review status of the 2019 designated agenda and identify initiatives, tasks, and projects to continue or abandon, and identify and publicize accomplishments and achievements

**VLA Council Meeting Dates**

All VLA Council meetings will be held at the Libbie Mill Branch of the Henrico County Public Library located at 2100 Libbie Lake E St, Richmond, VA 23230. The meetings will be from 10 am to 12 pm. The dates are as follows:

* Friday, April 5, 2019
* Friday, June 7, 2019 (VLA officer nominees attend)
* Friday, September 27, 2019 (lunch provided)

If you can’t be at a meeting, please forward your reports to Kayla in advance so we can share what’s going on in VLA.

**VLA Annual Conference**

We are finalizing the call for proposals and hope to have the form online soon. Subcommittees have been formed and things are moving along. Ellen Oh, a young adult author will be the keynote speaker. VLA will continue to offer longer two session workshops.

The 2018 Conference in Williamsburg was a good learning experience but the space is not big enough for us. Feedback from attendees showed that people enjoyed the floor stickers. Separating vegetarian/vegan/gluten free lunches pickup was helpful.

Highlights from the session evaluations: people enjoyed the #MeToo discussion, structure of the workshops, Poses with Picture Books, Reevaluating your Print Collections, Fail Forum). The conference committee has reserved rooms in the Slover Public Library for additional session space to accommodate different seating options.

The Introvert/Extrovert lounges were appreciated but the names/locations of the rooms will be changed.

**Unit Reports**

Association of College Research Libraries (VLACRL) Forum

No report at this time.

Awards and Recognition Committee (report submitted by Katelyn Burton)

The Awards & Recognition Committee will be releasing the online nomination form for VLA Awards at the end of January. Please start thinking about who you will nominate, based on your colleagues’ accomplishments in 2018. To encourage more submissions, we are posting teasers and reminders to social media and the listserv. The nominations will close in mid-April, with the goal of notifying winners prior to conference registration opening. We are also hoping to make the Awards Celebration a signature kick-off event for the conference, bringing more people to Norfolk to celebrate with our winners Wednesday night. Please mark your calendars to attend- Wednesday, October 23, 2019 at Hilton Norfolk The Main. Ticket prices include dinner and provide support for the awards, so it’s a great way to start the festivities and give back to the organization! If you have suggestions for how we can improve the committee or the processes, please email Chair Katelyn Burton!

Collection and Technical Services Forum (CaTS) (report submitted by Jessica Robertson)

CaTS is excited to report a few things this quarter. We have a new co-chair Easter DiGangi who is a Cataloging and Acquisitions Librarian at Portsmouth Public Library. We also had a successful VLA presentation, which was positively evaluated. Our CaTS raffle basket was a hit and helped raise money for the VLA scholarship fund.

We are in the process of planning a different type of event this year for the cataloging side of our division. With the new VLA Affiliate Membership we think we may have some new members from the Technical Service side of things who may have not been a part of the group before. We have planned “Learning Lunches” in each of the regions this spring to allow regional networking, focused discussions, and to share information about how people can get involved. These lunches will take place at a restaurant within each region. We have a signup that will be advertised in the newsletter, as well as other avenues. As space allows, we will be reaching out to libraries who may have not been involved in the past and inviting them to join us too. As of now, we are still considering our options to represent the other half of our division, the collections side. We are looking forward to a great year!

Continuing Education Committee (report submitted by Barbara Ferrara)

Since the 2018 conference, membership of the Continuing Education Committee (CEC) has changed with six members cycling off and six new members joining the team. Also, Nathan Flinchum withdrew as co-chair. In accordance with VLA Manual and Bylaws 2017, Continuing Education Committee, Officers and Membership (p. 44), the Chair, Barbara Ferrara, recommended that Alisha Barnes serve as vice-chair/chair-designee until the next election cycle.

The whole committee briefly met in December to give new members an update on our projects and, also, to give them an opportunity to participate in the subcommittees that are working on them. Since then we have made progress on both the survey initiative and the Presentation Academy.

The survey subcommittee has discussed and agreed upon the questions and distribution of a survey to provide information about professional development needs that people would like to see VLA provide or facilitated. The Surveymonkey instrument will be distributed widely after it has been reviewed.

The Presentation Academy subcommittee met a few days ago and will be recommending a proposed event with part in March pertaining to presentations at VLA conferences, then a follow up in August or September for practice and run-throughs for any whose proposals were accepted. We are hoping to have an application with a promotional email ready in early February for posting or distribution and are hoping to reach 20-25 people. One of the team members is also on the conference committee and will be communicating with them about our plan, before we move forward.

Our third subcommittee will be proposing a program for the conference and has not met yet.

The Virginia Library Leadership Academy (VALLA) is on an off year. There is a BaseCamp website that collects projects.

Diversity and Inclusion Forum

No report at this time.

Intellectual Freedom Committee (IFC) (report submitted by Hayley Tompkins)

We have added a new member, Rachel Placchetti of Central Rappahannock Regional Library to our group.

Teresa Doherty and Rebecca Lamb of the IFC will present a webinar version of the well-attended session from VLA 2019 called “I Spy: Intellectual Freedom Issues at Your Library” on February 19 sponsored by the Florida Library Association for their members.

We will present a wreath for Montpelier’s Wreath Laying Ceremony on Saturday, March 16, which is Freedom of Information Day as well as James Madison’s birthday. We welcome any VLA (especially board members!) to attend, and would like to ask for funds to purchase a wreath this year (~$50). Jeanne Scott moved that VLA fund the purchase of a wreath. Salena Sullivan seconded. The motion passed.

Jefferson Cup Committee

At last count they have 113 submissions this year. The deadline to submit books for consideration is the end of January. The committee is whittling down the selections and will be able to announce a decision by April.

Legislative Committee (report submitted by Tom Shepley)

We are continuing with the program goal for FY2020 to increase State Aid by $2.5M; this program goal is in the agenda on the VLA web site. The budget amendment proposed is for an additional $2M in recognition that FY2019 funding for State Aid increased by $500,000. I believe Sen. Norment, and Representatives Rush and Sickles will sponsor our amendments in the Senate and House, respectfully. We are also in the process of updating the committee membership and organization.

Library of VA

The Library of Virginia has a new exhibit:

***New Virginians: 1619–2019 & Beyond***

Recent estimates place the number of foreign-born Virginians at just under one million, or about one in every eight people in the state. The composite portrait of Virginia is becoming more complex, challenging an older, simpler understanding of what it means to be a Virginian. Whether our roots in the state go back ten thousand years, ten generations, or ten weeks, we must create the future of the Commonwealth together. ***New Virginians: 1619–2019 & Beyond*** explores the historical and continuous journey toward the ideals of America and seeks to foster an honest discussion about the immigrant and refugee experience and Virginia's increasing diversity. Produced jointly by the Library of Virginia and Virginia Humanities, the exhibition highlights the changing demographics of the Commonwealth on the eve of the 2020 federal census through a series of interviews with first-generation immigrants and refugees who arrived in Virginia after 1976.

<http://www.virginiamemory.com/exhibitions/current_exhibition?_ga=2.34106468.452881480.1548250283-1615578352.1548250283>

The Library of Virginia has several exhibits available to loan to Virginia libraries. Please contact Barbara Batson at barbara.batson@lva.virginia.gov  for more information.

Look for a new online course, Homeless Library Academy, to be available in February. Cindy will be sending out details and how to enroll soon.

Local History, Genealogy & Oral History Forum

No report at this time.

Nominating Committee

Todd Elliot reported. As Past-President Todd is the chair of the Nominating Committee. Jessica Scalph will be sending out information by the end of the month asking for Committee members. This year will be a big slate. The Committee will be looking for nominees for a public President-Elect, an academic Second Vice President, a public Treasurer, and an ALA liaison.

New Members Roundtable (report submitted by Bill Edwards-Bodmer)

NMRT met on Jan 14. We welcomed two new members to the team: Anne Rappe, Vice Chair/Chair-Elect and Kelsey Hammer, Communications Director. We are still in need of a Conference Director to lead NMRT's event at the annual conference. We also discussed our intiatives for the year. Chelsea Seddon will be leading the mentor program again this year, and we are preparing to get that up and running soon. We discussed hosting a webinar in the spring on different library career paths in Virginia. We also discussed revamping the Member Spotlight feature into something that highlights not just members, but libraries and services/programs around the state. We'll call it the Spotlight. This would allow us to plan posts months in advance to keep it consistent.

Professional Associates Forum (VLAPAF) (report submitted by Jeanne Scott)

Working in conjunction with Lisa Varga, VLA PAF is currently in the planning stage for setting up regional exploratory meetings this spring, that we will call a “Day of Information Gathering”.   So far we have tentative dates and locations set up for 4 of these meetings.

Virginia Beach Joint Use Library - March 19

Varina Branch of the Henrico County Public Library - April 23

Pohlick Branch of the Fairfax County Public Library - April 24

Roanoke County Library - May 16

The remaining locations will be set up within the next month.

These meetings will be held from 1-4 pm.  Lisa and I (or the VLA Chair Elect) and a secretary will be present at each meeting.  The meeting will consist of an ice breaker - get to know you kind of thing, followed by several hours of discussion and table talks centered around what VLA can do for our professional associates.  The get together will conclude with a tour of the hosting library.

The recording secretary will take notes and post the results of our meetings on the VLA website within a few weeks to hopefully generate even more enthusiasm from our professional associates.

Our regional meetings will be advertised via social media, email lists, and messages to library directors. At our next VLA PAF meeting (held via Zoom in the last week of January) we will collaborate on the wording for our pre-meeting communications.  We also plan to include some questions - food for thought - in our meeting advertisement documentation to garner more interest.

The overall goal is to craft our fantastic comeback in 2021 with a meaningful 2 day conference that will be well attended and serve the needs of our professional associate membership.

Scholarship Committee (report submitted by Michael Hibben)

The Scholarship Committee is gearing up for the annual VLA Scholarship. The application will soon go live with the revisions in language approved by Council in September. We don’t have a Professional Associates Conference this year, so our deadline for application submission will be later. When we make the announcement to the membership via email and social media, we’d appreciate Council’s help in forwarding and sharing it with your home organizations. We’re also looking for a Director who would be willing to share the scholarship announcement, when it’s made, on the Virginia Public Library Directors Association (VPLDA) listserv.

Virginia Association of Law Libraries (VALL)

No report at this time

Virginia Libraries Journal (report submitted by Ginny Pannabecker)

Current Editorial Board

Editor in Chief:

Virginia Pannabecker - 2018-2021

Editors:

Cori Biddle - current term: 2018-2021

Julia Feerrar - current term: 2018-2021

Barbara Ferrara - current term: 2018-2021

Paige Flanagan - current term: 2017-2020

Sue LaParo - current term: 2017-2020

Sophie Rondeau - current term: 2018-2021

Lynda Wright - current term: 2018-2021

Editorial Board Updates:

● Renee DiPilato and Luke Vilelle have concluded their 3-year terms on the Editorial Board

● After a review of applications, we welcomed 5 new Editorial Board members in December 2018:

○ Cori Biddle, Learning Services Librarian, Bridgewater College

○ Julia Feerrar, Head, Digital Literacy Initiatives and Liaison Librarian for College of Natural

Resources and Environment, Virginia Tech

○ Barbara Ferrara, Regional Manager, Chesterfield County Public Library

○ Sophie Rondeau, Assessment and e-Resources Program Analyst, VIVA, George Mason

University

○ Lynda Wright, Associate Professor, Randolph-Macon College

● We are in the process of organizing our roles and meetings for the upcoming year

Current Journal Status:

● We have been working with Virginia Tech Publishing and the VLA Executive Committee to get our new journal platform ready. It’s coming along and should be up to date with our policies, article types, etc. soon.

● Related to this, we have started a new Twitter account: @VALibJournal , that we have not publicized to VLA yet. We will be adding posts to this account as we publish articles and tagging VLA in these posts. We’ll also be posting about past articles, tips for writing, and info for submissions. Once we switch to our new journal platform, we’ll publicize this Twitter account and focus on a minimum of 1 tweet per week.

● We are closing submissions for about 2 months to conclude all current in-process articles for the current Volume 63 so that we can start our next Volume - 64, via the new platform

● Since our last report, for Volume 63, we have published an Essay/Commentary article (Letter from Past VLA President, Todd Elliott), at the end of September “ VLA: The Place to Connect with Your Colleagues, Enhance Your Skills, and Revolutionize Our Profession,” a Case Study article in November, “ A Comparative Analysis of Cultural Heritage Institution Social Media Strategy ”, a Themed Column in December, “ Fulfilling Our Potential: Libraries Supporting Civic Engagement in Virginia ,” and at the end of December, we published a Best Practice article by Jan Marry, “ Serving Military Families in the Public Library ”. We will be publicizing this most recent article via the VLA list and Twitter next week.

● We have 3, possibly 4 articles remaining in our queue for this volume.

Outreach

● Planned for Summer/Fall:

○ Call for new submissions via our new journal platform

○ Author Info Webinars - Intro to journal, submission, review, and publication process

○ Peer Review call and training

○ Possible VLA Conference proposal submission

● Indexing - Investigating additional indexing options (ERIC - Education research database)

● Twitter account - see bullet above in journal status update

Annual Report for 2018:

● This will be separated out as a stand alone document as well

● Presentations provided about the journal at:

○ VLAPAF Forum

○ VLA Conference

● Progress made in 2018 on 2018 Goals:

○ Call for additional Editorial Board members

■ Completed and 5 new Editorial Board members have been added

○ Update our VLA Website page

■ Paige Flanagan is our website committee liaison and has updated the page last Fall

○ Prepare volume 63 for completion in December 2018.

■ In-Process - new target date for completion is end of March 2019. 5 articles were published in 2018: 1 Essay/Commentary, 1 Themed Column, 1 Case Study, 1 Best Practice Article, and 1 Research Article

○ Complete a change to a new journal site system - still based on OJS but with better graphical and workflow support

■ In-Process - Working with Robert Browder at Virginia Tech Libraries to move forward

○ Editorial and Peer Review

■ Guidelines Updates

● Completed - As part of the documentation needed to move to the new journal platform, we have updated these guidelines. Updated versions will be available on the new journal platform site.

■ Training for Peer Reviewers

● Completed - Via email correspondence; over the next year, will look to see about additional options

○ Advertising - work with Lisa to consider options for advertising in the future

■ In-Process - have not yet implemented any advertising, but will keep this in mind for the future

○ Set up Usage / Citation reports for Authors

■ In-Process - will be available via the new journal platform

○ Update Journal History information

■ In-Process

Annual Goals for 2019:

● Under consideration - will establish these with the new editorial board

● Some example items:

○ Complete volume 63 by end of March 2019

○ Complete transfer of journal to the new journal platform by end of April 2019

○ Re-open submissions and send out a call for articles for volume 64 by May 2019

○ Establish a regular outreach plan for our Twitter account

○ Continue updating our VLA website page

VLA Liaison to VAASL Board of Directors

No report at this time.

Website Content Committee (report submitted by Karen Nelson)

* 2019 VLA Leadership Page updated
* 2018 Conference portal page updated with links to the 2018 photos added and access to the 2018 Conference program re-added to the page
* 2019 Awards page is currently being updated and will go live as soon as the new form is available
* Website Content Committee officer’s meeting was held on December 20, 2018
* Website Content Committee meeting was held on December 21, 2018
* Welcome our new co-chair Paula Kiser
* Welcome new member Amy White
* 2018 Banned Books Week article was created and added to the VLA website front page
* Would like to remind all committees to submit events, news, and committee information to the Website Content Committee to be added to the website
* Also we are interested in making the website more engaging and dynamic utilizing more images so if any committee has images they would like to include with their submissions please send those as well.
* A designated committee member will be updating the “What’s Happening” page with member spotlights.

Youth Services Forum

The Forum is looking to have a meeting on March 22 in Washington County to try to reach that population. The Forum needs region representatives.

**Other Business**

VLA Monthly Newsletter

The goal for each monthly newsletter is a letter from the President, library news, and upcoming events. Lisa will reach out to members of the Website Content Committee to see if someone can take over designing and testing the newsletter. Karen will see about designating a subcommittee to work on the newsletter.

**Adjournment**

Jennifer Resor-Whicker moved to adjourn, and Adrian Whicker seconded at 11:32 am.

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*Minutes prepared by Kayla Payne, VLA Secretary*