

**Virginia Library Association
VLA Council
Twin Hickory Branch Library
Glen Allen, VA
Friday, April 13, 2018**

Attendees:

Executive Committee – Cori Biddle, Todd Elliott, Jennifer Resor-Whicker, Jessica Scalph, Samantha Thompson, Keith Weimer, Adrian Whicker

VLA Council – Dorinne Banks, Susan Catlett, Cindy Church, Barbara Ferrara, Gregg Grunow, Rebecca Lowe, Tina McPherson, Karen Nelson, Lisa Nickel, Virginia Pannabecker, Jessica Robertson, Clint Rudy, Jeanne Scott, Bonnie Shaw, Liz Steyer, Erica Testani, Hayley Thompkins

Absent:

VLA Council – Lisa Becksford, Maryska Connolly-Brown, Toni Cox, Melissa Davis, Bill Edwards-Bodmer, Nathan Flinchum, Stephanie Hardy, Michael Hibben, Janice Hummel, Terry Long, Tom Shepley

Call to Order & Introductions

Todd Elliott called the meeting to order at 9:59 am. Everyone introduced themselves. 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 Council at the September meeting.

Secretary's Report

Jennifer Resor-Whicker emailed the minutes of the Council meeting held in January prior to this meeting. The January minutes can be seen here:

<http://www.vla.org/assets/VLACouncilMinutesJan18.pdf>

Keith Weimer moved the minutes be approved. Adrian Whicker seconded, and the motion carried.

Treasurer's Report

Cori Biddle gave the treasurer's report. VLA accounts are looking good and consistent for the beginning of 2018. Some items of interest include:

- Jobline income for 2018 is at \$4,100
- Institutional membership dues are at \$40,192 to support our legislative endeavors.
- Membership Dues are at \$47,330
- Organizational membership dues are at \$4,500

You will see income/expenses for the three programs we have going on right now during April and May:

- The Innovative Library Classroom (TILC) will be on May 9th so revenue is starting to come in from registration but the expenses have yet to be finalized

- Same with VALLA which is at the end of April (23 & 24)
- And the Professional Associates Forum Conference on May 21st

When the volatility of markets over the past few months, it's not surprising that the investment funds have decreased a bit during the first part of 2018. But, they are still in good shape as we ride this out.

The report can be seen here:

<http://www.vla.org/assets/2018%20April%20Council%20Statement%20of%20Activities.pdf>

Todd mentioned the Disaster Relief Fund that we discussed at the January Council meeting. He is currently behind on that, but he will be working on it.

Cindy Church discussed the booth that the Library of Virginia (LVA) would once again have at the State Fair. The LVA is requesting support from VLA to help fund this booth. Cindy thanked VLA for their support of last year's booth at the State Fair. They interacted with over 3,000 people last year. Greg Grunow made a motion to support this booth at the State Fair for the Library of VA for \$1,000. Barbara Ferrara seconded. Motion carried. VLA will supply association materials to have at the booth. Lisa is a member of ALA's Library Transform sub-committee. They have created logos for each state with the Libraries Transform branding. Lisa wants to use the VA Libraries Transform/Libraries Transform VA logo for bookmarks, post cards, or stickers for the LVA booth at the State Fair. We could add some VA specific statements to go with these logos. These are also available for everyone to use at their libraries.

Executive Director's Report

Lisa gave the Executive Director's Report. The report can be seen here:

<http://www.vla.org/assets/Executive%20Directors%20Report%20April%202013%202018.pdf>

Three types of VLA Membership:

Individual Membership

- 2018 memberships paid so far: 739. 355 are in "graced" status.
- 2017 Membership: 1003
- 2016 Membership 950 Members
- 2015 Membership 900 Members; 2014 was 806, 2013 was 882 members, 2012 was 881 members

Institutional Dues: benefit is one free Jobline per year

- Amount changes every year based on State Aid
- Invoices emailed second week of January \$41,246 of \$45,000 has come in. Jerry McKenna, Director of Henrico County Library, has announced his retirement. Jerry has been the Institutional Dues champion for years and is training other Directors to take up the helm.

Organizational Membership: new benefit is one free Jobline per year

- Dues based on Full Time Enrollment
- 17 have paid; 9 are unpaid. There are 70+ academic libraries in VA

Other:

Lisa also attended ALA Midwinter Meeting in Denver and presented at the Chapter Leaders Forum. She connected with vendors in exhibit hall. She also attended ICLAE (International Council of Library Association Executives) and Chapter Relations Committee meetings, as well as the Libraries Transform subcommittee meetings. As part of the Libraries Transform subcommittee, she has been working on get Libraries Transform logos for each state. There is now a logo that libraries in Virginia can use for marketing materials that have the Libraries Transform branding on it. She will be sharing it soon. She was also a part of the American Association of School Librarians/State Chapter Library Ecosystem session. Lisa will be presenting at the Chapter Leaders Forum in New Orleans and will attend the second meeting of the Ecosystem.

Lisa also attended ALA's Policy Corps training in March. She met with staff at the ALA Washington Office as well as other members of the cohort and attended talks by policy makers related to E-rate, net neutrality and the appropriations process. She will attend National Library Legislative Day (NLLD) in May and have an extra day of Policy Corps training when NLLD concludes. Every year at NLLD we have someone from the Legislative Committee give a state update. This year Lisa has invited someone from the Washington office to come in on Friday to give a federal update to everyone attending NLLD. She has also invited someone to speak about policy making at this year's VLA Annual Conference.

Co-authored an article for American Libraries with Kelly Miller of the Virginia Association of School Libraries about the partnership between VLA and VAASL with legislative issues in the past few years.

Old Dominion University has asked VLA to write a letter of support for them as they try to get their MLIS program ALA accredited. Lisa submitted a letter on behalf of VLA, and Todd wrote one as a library director.

Lisa presented a possible new logo for VLA. Sean Bonney, from Central Rappahannock Regional Library, created the logo we are currently using back in 2010, and Lisa asked him to work on a new logo. It can be seen here:

<http://www.vla.org/assets/New%20Logo%20For%20April%20Meeting.docx>

Clint Rudy asked about best practices for identifying what the new logo should be. Lisa said that we know what best practices are as far as color content for the logo. Our previous logo has presented many issues on the website because of its coloring. The question of why we have the column was raised. We could remove the column. That would make it easier to modify the logo for our different forums and committees.

It might be a good idea to create a committee to look at changing the logo completely. They could look at what other associations/libraries have done with their logos. we might want to consult a logo designer instead of a graphic designer. We could go ahead and make the logo darker now for the website while we work on creating a new logo design.

Clint has been working on something like this with his literacy council. There is a questionnaire/needs assessment that they fill out for the designers who then create three versions of the logo: contemporary, traditional, and then whatever they want. Clint doesn't believe looking at other library associations is the best model. Clint suggests looking for people who create logos, getting some examples, and then have a committee evaluate them.

Cindy Church made motion to deepen the color of the current logo. Jessie Scalph seconded.

Liz Steyer made a motion to create an ad hoc logo committee. This committee would find vendors who design logos, have them create three versions of the logo (traditional, contemporary, whatever), evaluate these designs, and then present them to the Council. Erica Testani seconded the motion. Motion carried. Barbara Ferrara will be in charge of this committee. She will need to send a message out to VLA asking for volunteers to be on this committee.

Rebecca Lowe made a motion to fund the logo redesign; up to \$1,000 will be allocated for this. Bonnie Shaw seconded. Motion carried.

Executive Committee

Todd gave the Executive Committee Report. He thanked Keith Weimer for attending the wreath laying at the James Madison Memorial in March to celebrate intellectual freedom. Todd mentioned that ODU has sent their application for an MLIS program to the State Council for Higher Education for Virginia (SCHEV). They are proposing to start the program in the fall of 2019. Elizabeth Burns (from ODU) sent a survey out last week that she wants people who do not have an MLIS to fill out. Todd will send that out. Discussion ensued about ALA accreditation.

Todd thanked everyone who has contributed to the monthly VLA newsletter.

Jessica Scalph announced that Katie Kalil of the Loudoun County Public Library will be the chair of the 2019 VLA Annual Conference Committee. The conference will be back in Norfolk for 2019.

VLA Professional Associates Conference

Jeanne Scott reported on the VLAPAF Conference. It will be held Monday, May 21 in Newport News, VA.

As of Tuesday, we had 85 attendees registered. We feel that as the deadline gets closer, we will have more people register to attend. The deadline for early bird registration is April 18, and registration closes May 1.

Next week, we will have a PAF conference specific newsletter email with highlights of the conference to entice people to register and a call for donations of scholarship raffle baskets. For those attendees arriving Sunday night, after dinner on their own, they are welcome to join members of the PAF committee from 6pm-8pm in playing some board games, networking, and taking tours of the Jefferson-Madison Regional Library's bookmobile.

After listening to suggestions, we have moved the food inside the large ballroom where the conference will begin with our keynote speaker and end with the scholarship basket raffle for the day.

The conference will have 6 vendors: University of North TX, University of NC Greensboro, University of KY School of Info Science, and ODU's School of Education Library Studies will be our school vendors, along with Library of Virginia and Library of Congress Federal Credit Union. We have also made adjustments to the layout of the vendor tables at suggestions from last year.

SCHED is up and running for attendees to browse all the sessions and they can tailor their conference plan on the app to just show the sessions that interest them.

Speaking of sessions, we have so many great sessions this year. From presenters who went with our theme, Other Duties as Assigned, to sessions on spotting fake news and tabletop gaming outreach. We also have sessions on professional development for professional associates, like chair yoga, how to handle microaggressions, and goal-setting.

We haven't received any nominations for our PAF awards that will close on April 15th. We'd like to give out awards and if anyone in attendance today would like to nominate one of their staff, please do so at the website. <https://vla.memberclicks.net/vla-professional-associates-awards>

This is Bonnie Shaw's last council meeting, unless asked to fill in for our upcoming chair, Jeanne Scott from VCU. We are always looking for more members to be on the PAF committee as we have had 3 members step down.

VLA Annual Conference

Clint Rudy and Lisa Varga reported on the VLA Annual Conference. The VLA Annual Conference will be in Williamsburg September 26-28. They received over 84 session proposals. They are still in the process of recruit more session in areas that are needed. Clint thanked Liz Steyer and Lucinda Rush for all of their hard work during the session selection meeting. They are also working to give personal feedback to every session that was rejected. This feedback will be useful for future proposals. However, this means that it is taking longer to get the notifications for session proposals out.

There were several proposals for people who wanted to show off their websites. Therefore, they decided to add a "21st century poster session" where the presenters will be able to show off what they are doing with their websites. It will be held in a room with screens where the presenters can walk attendees through their library's websites.

The Website Content Committee is in the process of creating the portal for the annual conference. April Snyder, who created our logos for last year's conference, is working on logos for this year's conference.

There will be a Wednesday bike tour. It will be called Cycling for Libraries. They're working with Bikes in the 'Burg. They have someone coordinating with Williamsburg Regional Library, William & Mary, and a couple of other historical sites so that people will be able to bring a bike

or rent a bike. As they go from site to site they will be able to stop at certain sites and get a tour around that area. The price to rent the bike is \$35 for the day. There will also be a stop for lunch. They are looking at starting this at 11 am and ending at 3 pm. this goes along with the fact that they are not doing pre-conferences, but instead are looking for fun things that will bring attendees to Williamsburg on Wednesday. There will be other tours as well.

The Council discussed creating a checklist for presenters and moderators. The Presentation Academy was discussed. Using Basecamp to get information to presenters was discussed.

Unit Reports

ALA Councilor's Report

Samantha Thompson reported. She will be attending National Legislative Day (NLLD) in May. Lisa encouraged everyone to participate in NLLD and reminded us that VLA members can be reimbursed up to \$200 a day for attending NLLD.

Samantha will not be able to attend ALA Annual in New Orleans in June but will have some other councilors report back to her on it.

ALA Election results were announced this past Wednesday. There were 9 Virginians elected. You can find the results of the ALA Election [here](#).

Congratulations to the following Virginians who were elected:

Megan Hodge – ALA Councilor-At-Large

Leo Lo – ALA Councilor-At-Large

Mary Keeling – American Association of School Librarians (AASL) – President-Elect

Elizabeth Burns – American Association of School Librarians (AASL) – Educators of School Librarians Section (ESLS) – Chair-Elect

Phoebe Warmack – American Association of School Librarians (AASL) – Independent Schools Section (ISS) – ISS Representative to the Board

John Glover – Association of College & Research Libraries (ACRL) – Literatures in English Section (LES) – Secretary

Phylissa Mitchell – Ethnic and Multicultural Information Exchange Round Table (EMIERT) – Member-At-Large

Audrey Church – Library Research Round Table (LRRT) – Vice-Chair/Chair-Elect

Leigh Rockey – Video Round Table (VRT) – Secretary

Also, of interest:

Wanda Kay Brown was elected ALA President-Elect

Ballot Measures:

MLS Required or Preferred for ALA Executive Director

The proposed amendment to ALA Policy A.4.1.1, which would require ALA's next executive director to hold an ALA-accredited master's degree was not approved. A minimum of 25% of ALA members was required to vote in order to carry the amendment forward. A total of 10,405 voted on this question, representing 20.79% of the eligible voters. 3,890 voted for MLS preferred, and 6,515 voted for MLS required. The Executive Board will now proceed with

planning for the search process.

Membership Dues

By a vote of 7,663 to 2,684 personal member dues will increase between \$1 and \$5 in September 2018, depending upon the membership type. On a separate measure, by a vote of 7,420 to 2,862, ALA members approved a dues adjustment that will increase association dues over the next five years not to exceed the percentage change in the national average Consumer Price Index (CPI), with the review and approval of the ALA Executive Board.

Association of College Research Libraries (VLACRL) Forum (report submitted by Dorinne Banks)

Dorinne Banks reported. VLACRL Spring Program was held on Thursday, April 12, 2018 at William & Mary, Swem Library, in Williamsburg, VA. The program's topic was "Critical Librarianship in Higher Education" and joining us as a keynote speaker was librarian/professor/author, Eamon Tewell, from Long Island University in Brooklyn, NY. The event drew 44 attendees representing libraries in Virginia, and as far away as Pennsylvania. Dorinne also thanked the Website Content Committee for putting the banner on the main VLA website. She believes this helped with attendance.

Current VLACRL officers are collaborating on a national research study exploring academic librarians' "State and Local Professional Library Organization Member Engagement". Stay tuned.

VLACRL will be electing a new co-chair to serve beginning Fall 2018. Please pass the word to colleagues at academic libraries in your region. The current secretary/treasurer has agreed to extend her one-year term for a second year.

Awards and Recognition Committee

Tina McPherson reported. Nominations for VLA Awards are due April 16. The committee will be voting on the nominations four days after they close. Tina encouraged everyone to submit their nominations if they have not already.

Collection and Technical Services Forum (CaTS) (report submitted by Liz Steyer)

Jessica Robertson reported. The CaTS Forum had a really successful Cataloging Forum at Virginia Wesleyan on March 23.

We are starting to create a "directory" of CaTS people through Virginia, which we hope will lead to more collaboration between Virginia libraries.

We are planning another Collection Management Forum on May 11 at the Varina Library. Registration is now open. It's free to attend. Participants will be drive the conversation as well as be asked to share their own experiences.

We were very pleased to see 13 session proposals related to CaTS for VLA Annual this year. Depending on whether Lisa sends out session notices, we may comment on the specific sessions.

We are just starting to formulate some ideas for a webinar that we hope to offer in the summer. We've had a lot of individuals express interest in doing a session or presentation at our various forums and are trying to find the best way for them to participate.

Continuing Education Committee (report submitted by Barbara Ferrara)

Barbara Ferrara reported. The Continuing Education Committee (CEC) has a very short report this quarter. We have created two subcommittees: one to survey membership about their interests and one to work with the website content committee liaison Natalie Hutchinson to update the CEC section of the VLA website. We have two new members.

Clint reported on the Virginia Library Leadership Academy (VALLA). It will be April 23-24 in Staunton, VA. Maureen Sullivan will be speaking. They had 51 applicants, and they accepted 32. For various reasons 28 people will be attending.

Diversity and Inclusion Forum

In Person Programming

Create stand-alone programs on the meaning of diversity and inclusion at various locations throughout the state. Diversity is not just LGBTQ+, or ethnicity, but also can be financial and educational. How do we make everyone, from all walks of life, feel included?

Outreach for Teens (GSA Groups, Book Clubs)

I have found that, in my visits with local Gay/Straight Alliance groups and clubs, that they are very vocal about their likes and dislikes when it comes to library materials. Questions like "Why is there always drama?" and "Can't we just get ONE happy ending between a same-sex couple?" bring the students down instead of feeling proud of who they are. Let's go to the students where they learn to find out what they are thinking about what they are reading!

Participation Is Encouraged!

No one person can make the Diversity & Inclusion Forum work. We need suggestions from every member on how to educate and learn something at the same time.

Inclusive Language--You Can't Say That!

You know as soon as it comes out of your mouth that it was the absolute WRONG thing to say. You didn't mean to offend anyone. You just don't know. Let's work on some lists of acceptable phrases and terminology for the diverse groups that we interact with every day. This can be a useful resource to help teach others in our workplace what is the right—and wrong—thing to say.

Micro-Aggressions

"A statement, action, or incident regarded as an instance of indirect, subtle, or unintentional discrimination against members of a marginalized group"

"That's so gay"

"No really, what are you?"

"You must be good in math. You people always are"

"I figured you would speak Spanish. Your name is Garcia"

Let's discuss the source of micro-aggressions, how to respond to them, and what we can do to make them less acceptable in the workplace.

Need for Vice-Chair

We are still looking for a Vice-Chair for the Diversity and Inclusion Forum, and can even divide the position amongst two willing folks. Please contact Janice Hummel at janice.hummel@loudoun.gov if you are interested.

Intellectual Freedom Committee (report submitted by Hayley Tompkins)

Hayley Tompkins reported. January's Intellectual Freedom Committee (IFC) meeting was very successful, and we got a lot accomplished. We worked together on updating the IFC website, and thanks to the Web Committee who put that together, and Lisa added several intellectual freedom events to the VLA calendar as well. In addition, we got ALA's Report Challenges button added to the sidebar of the website, as well as to the IFC page on VLA's site so that Virginia libraries are more aware of how to report challenges.

On Friday, March 16, three members of the IFC and VLA officer Keith Weimer both attended the Wreath Laying ceremony on Madison's grave at Montpelier in Orange County in honor of Freedom of Information Day (also Madison's birthday). We created a book wreath to lay at the grave, and we were one of many organizations (I'd estimate at least 40) to do this.

IFC will be presenting "Front Line Staff: Are You Ready for Patron Challenges and Banned Book Questions", which will be a panel discussion led by Teresa Doherty on May 22 at VLA Professional Associates Conference in Newport News, and we've also been approved for a session on "Revolutionizing Your Banned Books Week" for the fall conference. We are still gathering information on a webinar on Challenge Proofing Your Collection, a follow up webinar based on the conference panel we did last fall at VLA's annual meeting.

The committee has worked on several documents that will support libraries for Choose Privacy Week, including a self-check for libraries in protecting patron privacy, and ideas for how libraries can participate in Choose Privacy Week, with displays and program ideas.

IFC will be meeting later this afternoon.

Jefferson Cup Committee

Erica Testani reported. The Jefferson Cup Committee will meet on April 23 to vote on the winners.

Legislative Committee (report submitted by Tom Shepley and Toni Cox)

Lisa Varga read the report. HB/SB 30: Amendments to increase state aid. VLA successfully had amendments in both house entered to increase State Aid by \$2.5M in each year of the biennial budget; the House failed to include any new money in their final budget, while the Senate included \$250,000 in year one and \$500,000 in year two of the budget. While it may seem like a big reduction from the \$5M total request, keep in mind that neither other cultural agencies nor higher education were successful in getting increases as the legislature tried to address many ongoing concerns.

As you may know, the General Assembly (G.A.) returned to Richmond on April 11 to continue to work out a budget agreement. Medicaid is the issue/challenge that is driving the budget this year as the Commonwealth deals with the political and fiscal issues tied to Medicaid. Until this issue is settled, the rest of the budget priorities will not be settled. Legislative Committee is following the issue and has a strategy in place. We believe we will prevail with an increase when the dust is settled but we will have to see how Medicaid is settled before we take further action.

Legislation of note included:

HB/SB 30: Amendments to increase state aid.

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HB 1265 – Cline – Education preparation programs; reading specialists; dyslexia.

Take-away: continue to watch

SB 396 – McDougle – Libraries, local and regional; boards not mandatory in Caroline County
Although there is some trend nationally to eliminate boards, this move is seen as a positive action as Caroline continues to evolve and gain support from the county. This bill passed.

SB 630 – Surovell – Virginia Freedom of Information Act (FOIA); civil penalty.

This bill provided for possible civil penalty if an agency was not in compliance. Take-away: continue to watch. This bill was left in committee/passed over.

Weapons in public buildings/libraries:

SB 668 – Deeds – Localities; regulation of firearms in government buildings.

No take-away. State legislature continues to oppose legislation to control firearms. A similar bill coming from the Richmond City Library Board was also in play this year. Neither bill passed.

SB 725 – Dunnavant – Posting human trafficking hotline information; civil penalty. This bill created an unnecessary mandate for public libraries. We were unlikely to oppose it, but we were able to communicate with the sponsor and libraries were deleted from the bill. Successful outcome on this one.

SB 785 – Surveil – Access to electronic textbooks and adequate connectivity.

Prohibits local school boards from requiring the use of any electronic textbook in any course in grades six through 12 unless the school board adopts a plan to ensure that on or before July 1, 2020, (i) each student enrolled in such course will have actual access at school and, if any assignment requires the use of such electronic textbook outside of school hours, in his residence to at least one personal computing device not shared with another student that contains an operating system and the hardware necessary to support the format of each electronic textbook expected to be used in such course and (ii) the relevant school has adequate connectivity, which the bill defines as bandwidth of at least one megabit per second per enrolled student. Watched this one; it was left on the table (did not pass)

SB 261 – Suetterlein – A BILL to amend and reenact § 22.1-253.13:2 of the Code of Virginia, relating to the Standards of Quality; staffing requirements; librarians and clerical personnel.

With VAASL and the Virginia Education Association, membership advocated against and successfully opposed.

Legislative Committee also worked on a session proposal for the 2018 VLA Conference.

Library of VA (report submitted by Cindy Church)
Cindy Church reported.

State Fair 2018

The Library of Virginia is planning to collaborate with VLA again this year to host a booth at the Virginia State Fair! The dates for this year's State Fair are September 28 – October 7, 2018. We plan to recruit booth participants sometime this summer.

VLA Regional Staff Meetings and Sharing Sessions

On January 25th a meeting of mostly VLA region 5 library staff gathered for an afternoon of learning, sharing and networking. I thought this was a successful model to follow so I am planning to coordinate and execute similar session across the state. The next one is Tuesday, May 8th for region 3 staff at the James City County Library.

Cindy is looking for hosts for the other regions. Let her know if you are willing to host a future meeting.

Local History, Genealogy & Oral History Forum

No report

New Members Roundtable (report submitted by Lisa Becksford)

NMRT has begun its mentorship program with approximately 12 mentor/mentee pairs; this program will continue formally until October. We've also begun planning for events at the conference, including a panel discussion and networking opportunity.

Nominating Committee

Keith Weimer reported. The committee has already received nominations for the two positions being elected this year. For Vice-President/President-Elect: Shaunna Hunter (Hampden-Sydney College) and Jennifer Resor-Whicker (Radford University). For Secretary: Adrienne Davis (Handley Regional Public Library), Kayla Payne (Staunton Regional Public Library), and Elizabeth Dart (Shenandoah County Public Library). Biographical information and candidate statements will be available by the June Council meeting. The candidates will be invited to the June Council meeting.

Scholarship Committee (report submitted by Michael Hibben)

Adrian Whicker read the report. The Scholarship Committee is currently ranking applicants for the 2018 VLA Scholarships. We hope to announce the winners in the next week to week-and-a-half. After the winners are announced, we plan on examining the scholarship application, the information about the scholarship on the VLA website, and recommending revisions to Executive Council with the goals of increasing our pool of future applicants and making the process fairer for everyone.

Virginia Association of Law Libraries (VALL)

No report

Virginia Libraries Journal (report submitted by Ginny Pannabecker)

Ginny Pannabecker reported.

Current Editorial Board

Editor in Chief: Virginia Pannabecker – 3 year term (from November 2015)

Editors:

- Paige Flanagan – 2 year term (from November 2015) *Possible renewal for 2-3 year term
- Renee DiPilato – 3 year term (from November 2015)
Sue LaParo – 2 year term (from November 2015) *Possible renewal for 2-3 year term
- Luke Vilelle – 3 year term (from November 2015)

Current Journal Status:

- Finalizing Volume 62 (2017/18) is in process. In publication using an article by article method for HTML publication, which will be followed by a PDF compilation for the volume.
 - 2 items remain to be published as HTML for this volume: 2 articles – on best practice, one research
 - These have progressed to final formatting
 - Prior to PDF creation, labels will be added to each article describing the type of review - Editorial, Peer Review
- For Volume 63, we have: 1 submission so far – a case study that is now in the revision process; have received a query about 1 research article, and we have approved 1 themed column that will explore and report on civic engagement work in libraries in Virginia.

Outreach

- 2018 VLAPAF Conference – Paige Flanagan will present “Virginia Libraries Journal 101 – Getting Published” 10:15am-11:00am, possibly also with Sue LaParo

- Scheduling for May/June Potential Author Webinars – Intro to journal, submission, review, and publication process
- Scheduling for May/June Peer Reviewer Training Webinars – Intro to journal; focused training on peer review guidelines with examples of text excerpts modeled on (but not actually) submissions
- Indexing – Research and investigate additional indexing options (ERIC)

Progress on Goals:

- [Proposing a revision to the Virginia Libraries Journal Section in the VLA Manual](#) to reflect current makeup of Editorial Board, and other changes needing updating
- [Proposing a logo for Virginia Libraries](#)

Annual Goals:

- Call for additional Editorial Board members
 - Proposal to VLA Council
 - Call to all in VLA
- Update our VLA Website page
 - Paige Flanagan is our new website committee liaison
- Complete volume 62 with individual item PDFs and a compiled PDF with a few formatting changes that will add a citation, DOI, CC license, review level label (editorial/peer review), and abstract to the front page of each item.
- Complete a change to a new journal site system – still based on OJS but with better graphical and workflow support
 - Working with Lisa Varga to ensure the Virginia Libraries Journal site matches with VLA’s new visual identity in color and style
- Editorial and Peer Review
 - Guidelines Updates and Publication – After using these for volume 62, will review and revise these to improve their usefulness
 - Training for Peer Reviewers – via WebEx
- Advertising – work with Lisa to consider options for advertising in the future
- Set up Usage/Citation reports for Authors
- Update Journal History information

The *Virginia Libraries* journal has undergone changes over the last 3 years where it now includes peer review of some article types, includes a new editorial board structure and application and appointment period. It has also changed to be a fully online publication, rather than print and online. In order to reflect these changes, the current editorial board recommends the edits below. Additions are in red.

Action Requested: If approved, we suggest amending the [VLA Manual 2017](#) in several places to read the following as noted and [here via a Google doc](#). (Tracked changes were used to show edits, additions, and deletions.)

Under Appointed Positions, *Virginia Libraries* Editor, p.20

The following are recommended edits:

Appointed Positions, *Virginia Libraries*, Editor in chief

Virginia Libraries Editor in chief

The President appoints the editor **in chief** following an announcement which notifies the membership of the vacancy and invites applications or nominations. The **Publications Executive Committee** reviews applications/nominations and offers recommendations to the President. The **editor in chief editor and assistant editor (or their designees from the editorial board)** receive an annual stipend determined by the Executive Committee **sufficient to, and for the express purpose to, attend the annual and VLAPAF conferences.**

- Term: The editor **in chief** serves for a three-year term which may be renewed by action of the subsequent year's incoming President.
- Responsibilities:
 1. Serve as an ex-officio (non-voting) member of the **Finance Committee, the Publications Committee, and** Council.
 2. Select **the printer PDF layout contractors or other contractors for journal publication needs**, with the assistance of the Executive Director and with the approval of the Executive Committee.
 3. **Prepare the journal's annual budget** Identify and request a budget amount if needed
 4. Select the **advertising manager and the** editorial board, which should be maintained to consist of 6 members in addition to the editor in chief, each with a 3-year term. This will follow an announcement to notify the membership of one or more vacancies and to invite applications. The Editor in chief and any current editorial board members who are not applying for the vacancy/ies review the applications and select the number of new editorial board members needed to fill the vacancy/ies. The Editor in Chief then forwards the board's recommendation to fill vacancies to the Executive Committee along with all applications. Upon Executive Committee approval, the Editor in chief announces the new editorial board make up to the VLA membership. Editorial board member selection criteria include: experience with writing and/or editing; keep a balance of representation from different types of libraries (academic, corporate/special, public, and school); as well as a balance of representation from different types of library roles (administration, public facing, technical services, technology-focused, adult/children/youth)
 5. Work with the Executive Director to arrange for advertising as appropriate
 6. Manage the editorial board in completing editorial tasks of *Virginia Libraries*, including (but not limited to)
 - Set regular editorial board meetings
 - Confirm and maintain a method to share documentation and information (currently accomplished via Google Drive)
 - Communicate with any organization or vendor that is hosting or otherwise involved with publication of *Virginia Libraries* (currently this is VT Publishing of University Libraries, Virginia Tech, via the Ubiquity journal publishing platform (an expansion of Open Journal Systems).

- Communicate periodic Calls for Submissions to the association membership and beyond – with a focus on those in library and related professions in Virginia
 - Ensure each submission proceeds through appropriate review, notification to authors, and for those accepted: revisions, copy editing, proofing, layout, publication online, and PDF creation processes
 - Publicize each article individually and full volume PDFs to association membership (and via Twitter or other venues as appropriate)
 - Maintain a list of active peer reviewers and provide them with training
 - Provide opportunities for potential authors to learn about the journal’s submission guidelines and processes
 - ~~Serve on the Council as an ex-officio (non-voting) member~~
7. Follow the advice and direction of the Executive Committee in establishing editorial policy, appointing an editorial board, determining material for publication, and implementing modifications and improvements.
 8. Preserve and pass on to ~~his/her successor~~ **succeeding Editor in chief** a careful record of all work and activities with recommendations for changes or action. Send material not needed for this purpose to the Secretary for the Association archives.
 9. Submit an annual written report to the VLA Secretary two weeks prior to the annual conference.

Under Publications, *Virginia Libraries*, page 23:

Virginia Libraries

Virginia Libraries, the official journal of the Virginia Library Association, is issued to members four times per year (quarterly), with the volume running concurrently with the calendar year. Institutions may receive it by subscription. [See additional information under the Manual section ‘Appointed Positions, *Virginia Libraries*, Editor in Chief’]

- Purpose: To develop, promote, and improve library and information services and the library profession; to advance literacy and learning; and to ensure access to information in the Commonwealth of Virginia.
- Editorial Board: The editor **in chief**, with the concurrence of the Executive Committee **and continuing Editorial Board members**, selects **members to fill vacant positions**. ~~The~~ The editorial board ~~consisting~~ consists of ~~three to five~~ **six** members (in addition to the editor in chief) who represent diverse elements within VLA. Board members serve for **two-year** renewable terms. The board advises and assists the editor(s) in establishing editorial policy for the journal, reviewing, **managing peer review (for related article types)**, and choosing material for publication, organizing and selecting content of the journal, and suggesting modifications and improvements to the journal.
- Contents and submissions: The journal contains articles on issues, concerns, and current topics of interest to the library **and information professional** community, **with an emphasis on** ~~in~~ Virginia. At the direction of the editor(s), the journal accepts and publishes letters to the editor **and commentary articles**. These and other signed articles do not necessarily reflect approval of VLA or of the editor(s) and board. The editor(s) reserve the right to select and edit all material submitted except official statements initiated and approved by the Association or its units. The editor(s), board, and publisher are not responsible for the opinions and facts of authors.

- Business managers ~~and subscriptions~~: The Executive Director of VLA serves as business manager for *Virginia Libraries* and processes all bills ~~and handles receipt of advertising revenue as needed and subscription claims~~. The Executive Director also distributes noncurrent issues published prior to 1996 to the Secretary for the VLA Archives, and any organization with whom the Association has an agreement. Volumes 42 (1996) to present are available open access online. ~~to the Secretary of the VLA Archives, and any organization with whom the Association has an agreement.~~

Under VLA Budget Structure, page 10:

If this remains feasible, we recommend keeping bullet 3 as this will make it easier for the editor and assistant editor (or editorial board member designees) to attend each conference. Though stipend could be further defined to be just to waive conference registration if paying lodging, meals, travel is too much as that might be the way stipend could be interpreted.:

- Stipends for *Virginia Libraries*' editor **in chief** and assistant editor **(or their designees from the editorial board members)** to attend the annual and VLAPAF conferences

~~This item did not pass per conversation with Ginny Pannabecker, Lisa Varga, and Adrian Whicker.~~

Under Annual Conference, General Guidelines, page 12:

We recommend that the conference committee review bullet 6 and consider whether they still practice this for all those listed after “The association may provide lodging for . . . ,” which includes *Virginia Libraries* editors (total 7 in the current structure with editor in chief and editorial board members). If this should still read the same, then we recommend that a line be added to this bullet regarding when those listed will be notified of whether or not lodging will be covered for the year, or how they should go about confirming lodging payment for the year if they plan to attend.

~~This item did not pass per conversation with Ginny Pannabecker, Lisa Varga, and Adrian Whicker.~~

Under Executive Director, page 21:

Edit #10 to:

Follow the advice and direction of the Executive Committee, ~~the Virginia Libraries Editorial Board, and the Website Content Committee and Publications Committee~~ in establishing editorial policy, determining materials for inclusion on the web page, and implementing modifications and improvements.

Under Responsibilities and Comment Guidelines, page 25:

Edit the 2nd to last sentence in the paragraph to:

The VLA Executive Director, Council, and members of the ~~Publications Committee~~ ~~Website Content Committee~~ and *Virginia Libraries Editorial Board* may moderate comments.

Under Standing Committees, page 38:

- Standing committees are ongoing committees of the Association. Committee members are appointed by the Second Vice President with the advice of the Executive Committee. Standing Committees include:
 - Awards and Recognition Committee
 - Communications and Technology Committee
 - Conference Committee
 - Continuing Education Committee
 - Fundraising/Endowment Committee
 - Intellectual Freedom Committee
 - Jefferson Cup Committee
 - Legislative Committee
 - Nominating Committee
 - Professional Development Endowment Committee (PDEC)
 - ~~○ Publications Committee~~
 - Scholarship Committee
 - Website Content Committee
 - ~~○ Ad Hoc Website Committee~~

Under Fundraising/Endowment Committee, page 44:

We recommend that bullet 6 be removed, as this seems to no longer be the case; currently the *Virginia Libraries* editorial board has been directed to work with the Executive Director with regard to any advertising.

- ~~• To coordinate with the editor(s) of *Virginia Libraries* in procuring ad sales~~

Under Standing Committees, Previously Active Committees, page 48-49:

We recommend editing to add the change of the Communications and Technology Committee to the Website Content Committee with the date of change.

Previously active committees:

Administrative Services Committee (DISSOLVED 2004)

Finance Committee (DISSOLVED 2010)

Publications Committee (CHANGED TO Communications and Technology Committee 2010)

Regions and Sections Leadership (DISSOLVED 2014; regions continue to be identified and committees and forums continue to seek members from all regions as outlined on page ** of this manual)

Professional Development Endowment Committee (DISSOLVED 2014)

~~Communications and Technology Committee (CHANGED to Website Content Committee [Add year of change here])~~

Adrian Whicker made a motion to approve the changes in red unless otherwise noted. Jennifer Resor-Whicker seconded. Motion carried.

The Virginia Libraries journal logo proposal will be added to the previous logo motion.

VLA Liaison to VAASL Board of Directors (report submitted by Susan Catlett)

Susan Catlett reported.

2018 Annual Conference

The first conference planning meeting took place at the Williamsburg Lodge on Saturday, February 24th 2018.

2018 conference theme: Gearing up for the future

Conference website: <https://vaasl.org/events-calendar/annual-conference/>

Thursday General Session: Leslie Preddy

Friday General Session: Alan Gratz

Friday Awards Banquet: April Henry

Saturday Breakfast: Victoria Jamieson

The conference committee is currently accepting concurrent session proposals. A new conference presentation style option is being implemented this year – the poster session. The conference is calling it the Idea Lab.

Executive Director (Margaret Baker)

2018 Spring Regional Conferences were held with the general theme of “Libraries for the People.”



<i>Region</i>	<i>Date</i>
Shenandoah	3/6/18
James	3/29/18
Rappahannock	3/24/18
Clinch	3/19/18
Roanoke	3/2018
York	3/23/18
Potomac	3/17/18

VAASL Voice

- An additional mailing was done prior to spring regionals with final spring regional details.

National Conferences and Activities AASL

VAASL member and *VAASL VOICE* co-editor, Hattie Garrow, is serving on the AASL National School Library Day committee.

The new National School Library Standards were launched at the November national conference. Press release can be found here: <http://www.ala.org/news/member-news/2017/11/aasl-announces-new-national-school-library-standards-learners-school-librarians>.

ALA Midwinter (February 2018)

Kelly Miller, immediate past president of VAASL attended and acted as Affiliate Assembly Chair. Laurie Bolt, VAASL president, and Kendel Lively, VAASL president-elect, attended two Affiliate Assembly meetings.

The ballot results have not been posted for the AASL election results when I submitted my report. Therefore, we are still waiting to hear if our own Mary Keeling is now AASL President Elect.

Committees

Intellectual Freedom

I introduced Jeffrey DiScala, jdiscala@odu.edu, the new chair to Hayley Tompkins, VLA's chair of Intellectual Freedom at his request.

Legislative

Linda Mitchell, VAASL's new Legislative chair, was introduced to our legislative team. Joint work between VLA, VAASL, and VEA led to the defeat of Senate bill 261.

Website

- Transition to Memberclicks will be completed during April.

The next VAASL Board Meeting is April 21st.

Website Content Committee (report submitted by Grep Grunow)

Greg Grunow reported. Accomplishments since Last Meeting:

- Uploaded new Intellectual Freedom Committee Web Page
- Advertised on home page VLA Scholarships, the New Members Forum Round Table Forum Mentorship Program, and the VLA Professional Associates Conference on the Home Page
- Added VLA College and Research Libraries Chapter 2018 Spring Program Banner to Home Page
- Set up the portal for all VLA Professional Associates "Other Duties as Assigned" Conference business
- Updated VLA College and Research Libraries Chapter web page
- Trained two newest committee members on Memberclicks editing
- Placed a Scrolling Button under Partner Sites on the Homepage for the Report Censorship initiative from ALA
- Updated the Diversity and Inclusion Forum page

Upcoming Projects:

- VLA.ORG Clean-up Project: Review all active pages for grammar and spelling. Test links.
- Meet A Library: Similar in concept to Meet A Member. Profiles of individual Virginia libraries.
- Presenting a session at the upcoming VLA Professional Associates “Other Duties as Assigned” Conference. Sent in a proposal for a session at the VLA Annual Conference.

Youth Services Forum (report submitted by Rebecca Lowe)

Rebecca Lowe reported. Mini Conference was held in Charlottesville, VA at the Jefferson Madison Regional Library on March 16, 2018. We had 36 in attendance with a lot of positive feedback. In the morning were three presentations and the afternoon consisted of networking groups. We are in the planning process of another workshop in August. Bylaws have been edited and are waiting for approval from the Council. We are still searching for a co-chair. Still working towards getting the Forum website updated and becoming more visible.

Lisa Varga suggested that once the Youth Services Forum By-Laws are updated Rebecca can write up a call for a co-chair explaining what the duties are.

Other Business

Youth Services Forum By-Law Changes

Youth Services Forum By-Laws (Changes in red.)

- Purpose: To promote quality library services and programs for all children and young people throughout ~~the Commonwealth~~ Virginia.
- Objectives:
 1. To provide members and other library staff with information about ~~services and programs for children and young people and encourage the exchange of information and ideas about library services, programs, and concerns among those who work directly with children and young people.~~ resources and programs for all children from birth to young adult.
 2. ~~To advocate for access to information by children and young people and those who serve them.~~ Encourage the exchange of information and ideas about library resources, programs, and concerns among those who work directly with children and/or young adults.
 3. To advocate for quality library services and programs to all children and young ~~people~~ adults.
 4. To promote reading as a year-round, lifelong and enjoyable, ~~and necessary activity for children and young people~~ aspect of life.
 5. ~~To encourage and promote quality writing for children and young people by awarding the Jefferson cup annually to an author of an outstanding book in the fields of American history, biography, or historical fiction.~~
- Officers: Youth Services Forum officers include Chair and bylaws/Chair-Elect. ~~and Secretary.~~ The Executive Committee of the forum includes Chair, by-laws/Chair-Elect, Secretary, Immediate Past Chair, and regional representatives from the Youth Services Forum Executive Committee.

- Responsibilities
 - ~~1. Immediate Past Chair serves as a member of the Jefferson Cup Award Committee.~~
 - ~~2. Regional Representatives:

 - ~~a. Gather and disseminate information from Regions to share at meetings.~~
 - ~~b. Work on task forces as needed.~~
 - ~~c. Plan, promote, and sponsor programs as need is identified.~~
 - ~~d. Serve a two-year term.~~~~
 - A. Chair
 - a. Pay Association dues by January 1 of each year in office.
 - b. Attend VLA Council meetings and participate in Association affairs.
 - c. Initiate and maintain communication with forum members.
 - d. Plan, promote, and sponsor forum activities, continuing education programs, and annual conference programs as needed.
 - e. Maintain record of forum activities; preserve and pass on to successors a record of work and activities with recommendations for change or actions.
 - B. Chair-Elect
 - a. Pay Association dues by January 1 of each year in office.
 - b. Attend Youth Services Forum meetings and participate in Association affairs.
 - c. Assist chair in preparing agenda, program planning, and budget preparation.
 - d. Attend at least two VLA Council meetings.
 - C. Immediate Past Chair
 - a. Member of the conference committee for one year to encourage youth services participation and help Youth Services Forum with other duties as needed.
 - D. Regional Representatives
 - a. Pay Association dues by January 1 of each year in office and participate in Association affairs.
 - b. Attend meetings of the Youth Services Forum.
 - c. Plan, promote, and sponsor programs as needed and identified through email, phone, social media, and/or in person.
 - d. Serve a two-year term.

Jessica Scalph made a motion to approve the changes as noted. Keith Weimer seconded. Motion carried.

September Council Meeting

Lisa Varga made announcement about a change to the September Council Meeting. Instead of serving lunch at that meeting there will be a thank you breakfast.

Adjournment

Jennifer Resor-Whicker moved to adjourn, and Jeanne Scott seconded at 12:08 pm.

Minutes prepared by Jennifer Resor-Whicker, VLA Secretary