



South Carolina Library Association

SCLA Leadership Retreat
SCLA: Making a Difference
Saturday, January 27, 2018
USC Thomas Cooper Library, Room 204
10:00 a.m. - 3:30 p.m.

10:00 a.m. - 12:00 p.m.

Welcome, Announcements, and Introductions	Jimmie Epling, President
Executive Secretary Report	Donald Wood, Executive Secretary
Treasurer Report & Budget Approval	Kevin Reynolds, Treasurer
Membership Report	Leslie Koller, 2 nd Vice President
Advocacy Report	Advocacy Committee
ALA Councilor Update	Virginia A. Cononie, ALA Councilor
Nominations Update	Amber Conger, Immediate Past President
2018 Conference Overview & Update	Amanda Stone, 1 st Vice President

12:00 p.m. - 1:30 p.m.

Lunch on your own – Russel House, etc.

1:30 p.m. - 3:30 p.m.

SCLA: Making a Difference – A Discussion of the Future

Facilitated by Donna Lolos, Library Development Consultant, SC State Library

- a. Sections, Round Tables, Interest Groups, and Committees: Meeting SCLA's Needs Now and in the Future?
- b. Leadership Structure: Meeting SCLA's Long Term Need for Consistency, Direction, Vision, Inspiration?

Facilitator: Donna Lolos is a Library Development Consultant at the South Carolina State Library. She received her MLIS from the University of Rhode Island and has over 20 years of directing public libraries of all sizes in Connecticut, New Hampshire, and Texas, including management positions in Florida public libraries. She is at SCSL to support general operations, staffing issues, trustee training, advocacy, and leadership programs.

3:30 p.m.

Wrap-up and Adjournment

Jimmie Epling, President

SCLA SUBDIVISION BREAKDOWN – 2018

SECTIONS - 6 (Active- 4 / Inactive – 2)

College and University - 2017

Jenny Colvin, Chair, Furman University Libraries
Amie Freeman, Vice-Chair, USC Thomas Cooper Library
Shanna Schaffer, Program Coordinator, USC Thomas Cooper Library
Cathy Goodwin, Secretary, Technical College of the Low Country

Library Management (inactive)

Public Library

Terry Elsey, Chair, Spartanburg County Libraries
Chris Rogers, Vice-Chair, Spartanburg County Libraries

Public Services (inactive)

Technical Services

David Shay, Chair, USC Thomas Cooper Library
Debra Franklin-Smith, Vice Chair, USC Thomas Cooper Library
Christee Pascale, Secretary, USC Thomas Cooper Library
Meg Stroup, Programs Coordinator, SC State Library

Youth Services

Tina Chenoweth, Chair, Berkeley County Library System
Sheila Keaise, Senior Vice Chair, Colleton County Memorial Library
Kelli Baxter, Vice Chair, Beaufort County Library
Jessica Lopez, Secretary, Spartanburg County Public Libraries
Rebecca Antill, Youth Services Consultant, SC State Library

COMMITTEES - 14 (Active- 8 / Inactive – 6)

Advocacy – 2017

Jonathan Newton, Greenville County Library System

Archives and History (inactive)

Awards

Sarah Gough, Chair, Richland Library

Conference Planning

Amanda Stone, First VP/Conference Chair, SC State Library
Constitution and Bylaws (inactive)

Continuing Education

Lisa Gieskes, Richland Library
Financial Planning and Development (inactive)
Intellectual Freedom (inactive)
Library and Personnel Standards (inactive)

Marketing

Jessica Ogburn & Sarah Pettus, Co-Chairs, SC State Library
Membership
Leslie M. Koller, 2nd VP/Membership Chair, Dorchester County Library

Nominating

Amber Conger, Immediate Past President, Kershaw County Library
Planning (inactive)

Scholarship for Diversity

Cathi Cooper Mack, Chair, South Carolina State University
Sponsorship (inactive)

ROUND TABLES - 8 (Active- 5 / Inactive - 3)

African American Concerns

Gerald Moore, Chair, Charleston County Library
Tamara King, Vice Chair, Richland Library
Demetra Pearson, Secretary, Francis Marion University
Archives and Special Collections (inactive)
Digitization of Cultural Heritage Materials (inactive)
Government Documents (inactive)

Information Literacy - 2017

Sara Shiver McBride, Chair, Richland Library
Joe Askins, Vice Chair, USC Thomas Cooper Library
Jade Geary, Secretary, USC Thomas Cooper Library
Amy Edwards, Treasurer, USC Thomas Cooper Library

Library Marketing and Outreach

Brianna McDonell, Chair, Anderson County Library System
New Members

Sarah Gough, Chair, Richland Library
Rebekah Scoggins, Vice-Chair, Lander University
Sara DeSantis, Secretary, Greenville County Library System

Paraprofessional

Lorraine Law, Chair, Richland Library
Joanne Gabler, Vice Chair, Dorchester County Public Library
Sunny Peterson, Secretary, Richland Library

Interest Groups - 3 (Active- 2 / Inactive – 1)

GLBTQ (inactive)

Scholarly Communication - 2017

Tucker Taylor, Co-Chair, USC Thomas Cooper Library

Andrew Wesolek, Co-Chair, Clemson University Libraries

Andrea Wright, Co-Chair, Furman University

STEM

Jan Comfort and Stacy Winchester, Co-Chairs, USC Thomas Cooper Library

Affiliation (Libraries – 17 / Individuals – 42)

Academic (Libraries – 6 / Individuals – 17)

Clemson University	1
Francis Marion University	1
Furman University	2
Lander University	1
Technical College of the Low Country	1
USC Thomas Cooper Library	11

Public (Libraries – 10 / Individuals – 20)

Anderson	1
Beaufort	1
Berkeley	1
Charleston	1
Colleton	1
Dorchester	2
Greenville	2
Kershaw	1
Richland	7
Spartanburg	3

Special (Libraries – 1 / Individuals – 5)

SC State Library	5
------------------	---

Attendance

Name	Section/RT/ Committee	Office	Email
Amanda Stone	Executive Committee	1 st VP	Astone@statelibrary.sc.gov
Jimmie Epling	Executive Committee	President	Jimmie.epling@darlington-lib.org
Robert Antill	Library Management Section	Chair	rantill@dcl.lib.sc.us
Rebecca Antill	Youth Services Section	YS Consultant	rantill@statelibrary.sc.gov
Sarah Gough	NMRT/Awards Committee	Chair/Chair	sgough@richlandlibrary.com

Rebekah Scoggins	NMRT	Vice Chair	rscoggins@lander.edu
Leslie Koller	Executive Committee	2 nd VP	lkoller@dcl.lib.sc.us
Virginia Cononie	ALA /Advocacy Committee	Councilor	vcononie@uscupstate.edu
Jessica Lopez	Youth Services Section	Secretary	jessical@infodepot.org
Terry Elsey	Public Library Section	Chair	terrye@infodepot.org
Kristin Amsden	Conference Registration	Chair	amsdenk@gmail.com
Amanda Reed	Paraprofessional RT		areed@richlandlibrary.com
Lorraine Law	Paraprofessional RT	Chair	Lorrainel@richlandlibrary.com
Tiffany Hayes	Continuing Education-SCSL		thayes@statelibrary.sc.gov
Donna Lolos	Mgt. Consultant		dlolos@statelibrary.sc.gov
Tamara King	African American Concerns RT	Vice Chair	tking@richlandlibrary.com
Amber Conger	Executive Committee	Immediate Past President	amberc@kershawcountylibrary.org
Jessica Ogburn	Marketing Committee	Co-Chair	jogburn@statelibrary.sc.gov
Sarah Pettus	Marketing Committee	Co-Chair	spettus@statelibrary.sc.gov
Kelli Baxter	Youth Services Section	Vice Chair	kbaxter@bcgov.net
Matt Steinmetz	Public Library Section	Secretary	steinmetzsc@gmail.com
David Shay	Technical Services Section	Chair	shayd@mailbox.sc.edu
Jessica Dai	Information Literacy RT	Secretary	Jessica.y.dai@gmail.com
Lisa Gieskes	Continuing Education Committee		lgieskes@richlandlibrary.com
Taylor Atkinson	Information Literacy RT	Vice Chair	tatkinson@unionlibrary.org
Jade Geary	Information Literacy RT	Chair	gearyja@mailbox.sc.edu
Chris Rogers	Public Library Section	Co-Chair	chrisr@infodepot.org
Brittany Hickey	Information Literacy RT	Treasurer	bhickey@columbiasc.edu
Kevin Reynolds	Executive Committee	Treasurer	reynoldsjk@wofford.edu
Jenny Colvin	College & University Section	Chair	Jenny.colvin@furman.edu
Amie Freeman	College & University Section	Vice Chair	dillardamie@gmail.com
Megan Palmer	Continuing Education Committee		Palmerm3@mailbox.sc.edu
Shanna Schaffer	College & University Section	Program Coordinator	schaffer@sc.edu
Tucker Taylor	Scholarly Communication Interest Group	Co-Chair	tucky@mailbox.sc.edu

Call to Order – President Jimmie Epling
10:10 a.m.

President's Welcome.
Introduction of board members in attendance.

Executive Secretary's Report – Donald Wood, Executive Secretary

Contact Donald for expense reimbursement (visit SCLA.org/About SCLA to find the Reimbursement Request Guidelines and the Reimbursement Request Form).

You can email or call Donald M-F from 9:00 a.m. - 6:00 p.m. for help registering for a program, to request membership information, and to view the budget.

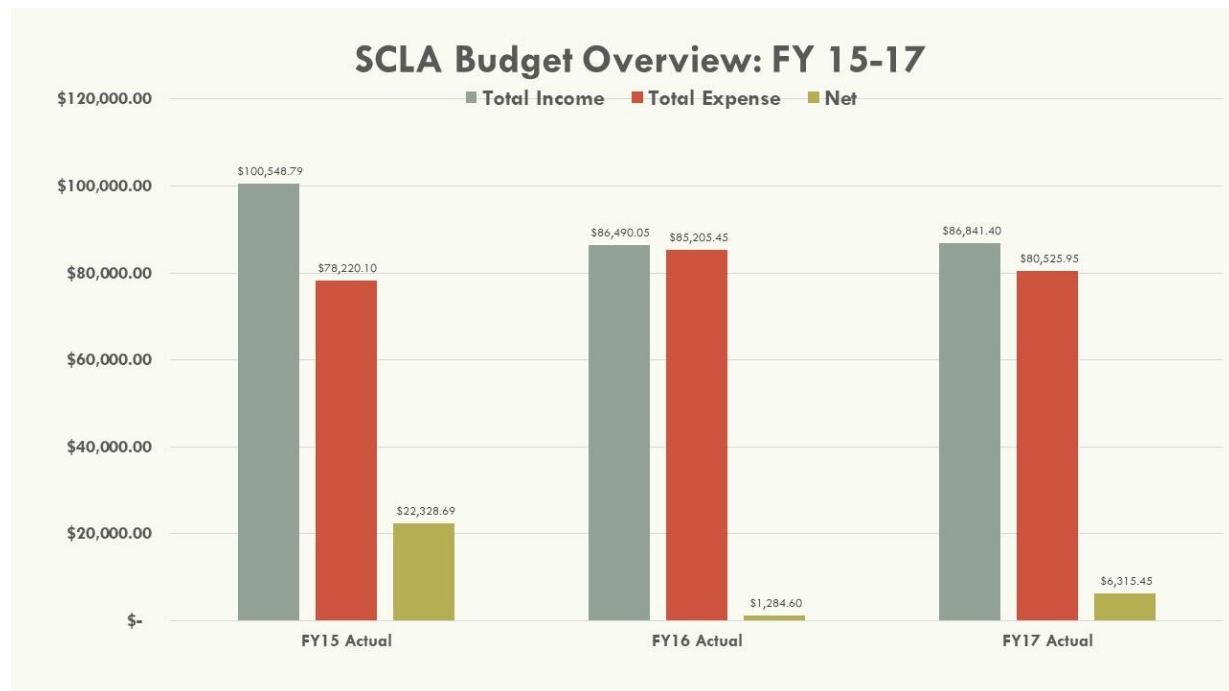
President Jimmie Epling hopes to change Donald's title from Executive Secretary to Executive Director for all the work that he does for the association.

Treasurer's Report – Kevin Reynolds, Treasurer

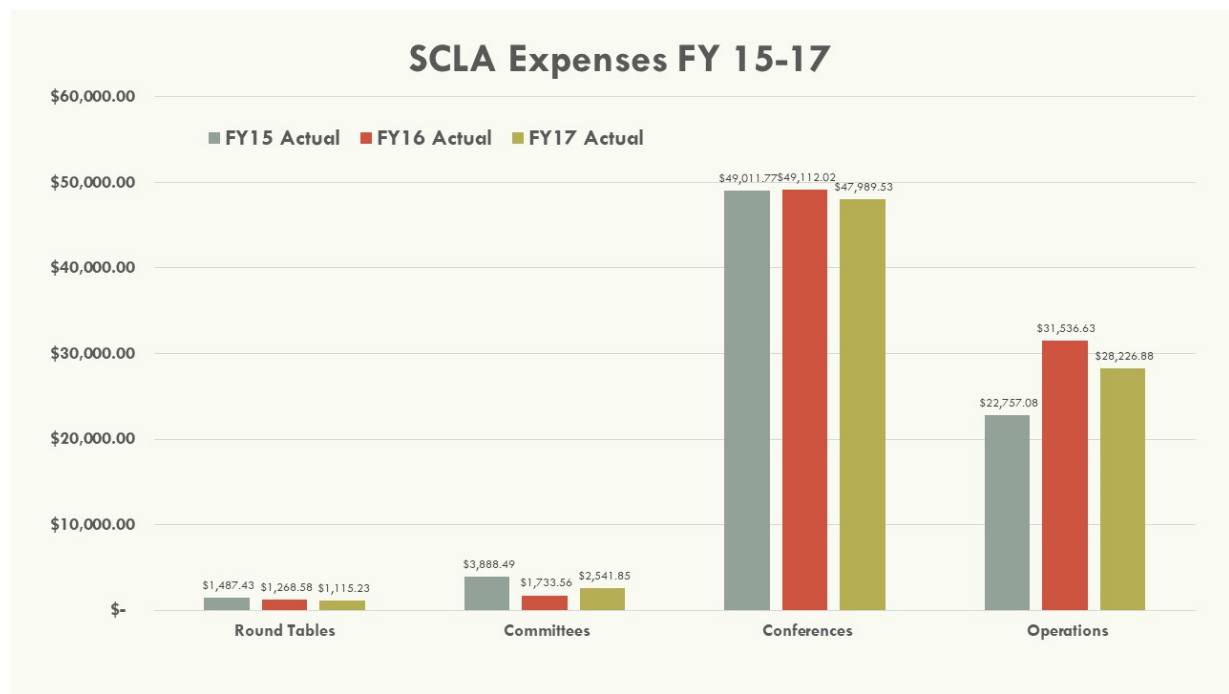


SCLA FINANCIAL REPORT
LEADERSHIP RETREAT 2018

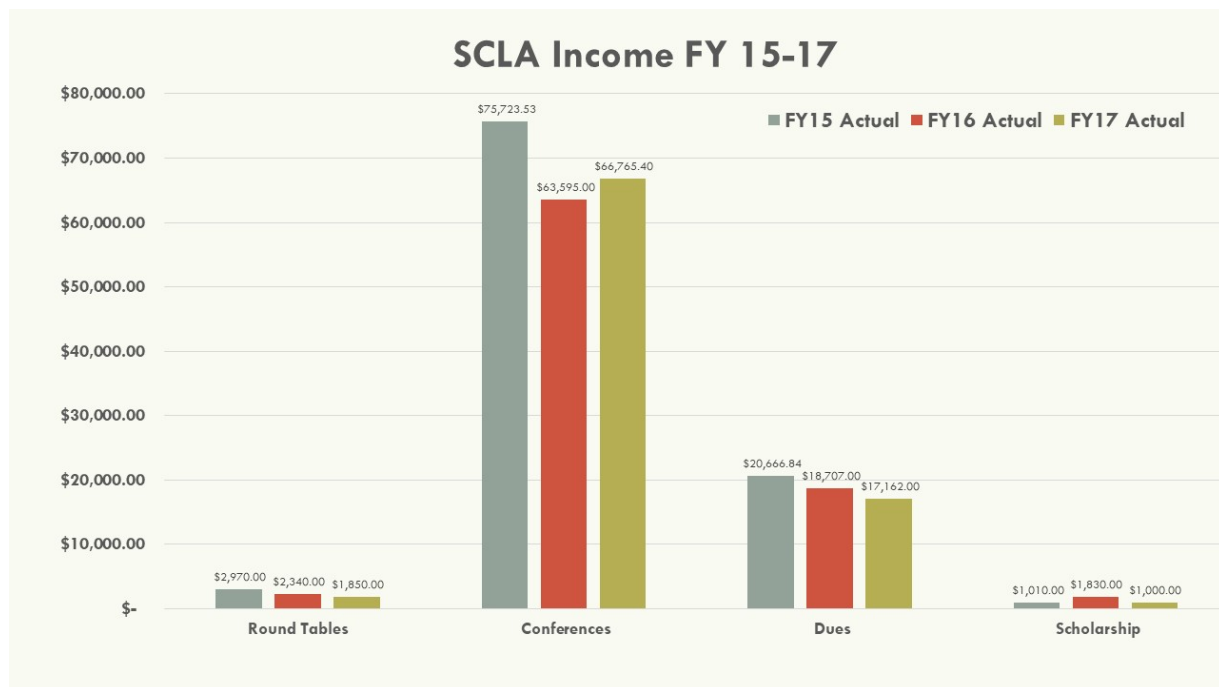
Kevin Reynolds
SCLA Treasurer



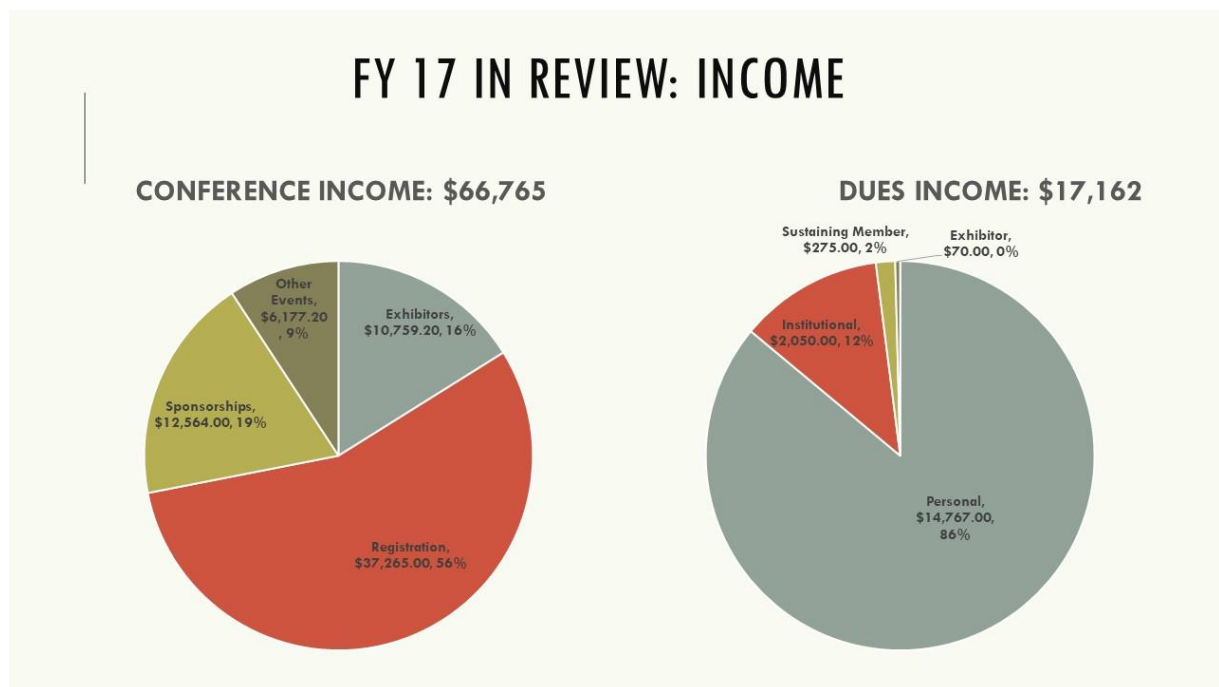
We had a lot more income in 2015 because it was the 100 year anniversary of SCLA. In 2017, we had a profitable conference, which brought extra income. The expenses for the conference were lower, and the sponsorships were higher. We have had a net profit every year for the last few years.



Our operations budget is different because we have had a change in web management fees.



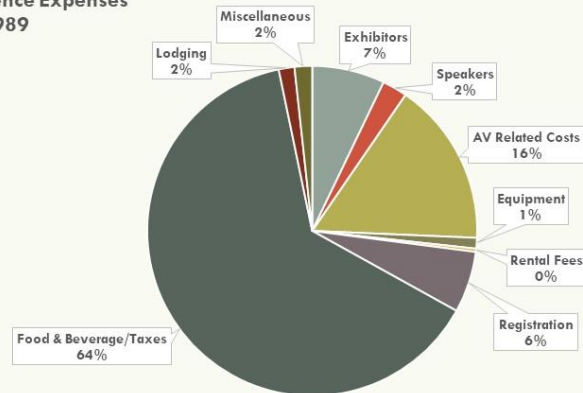
Conferences are our main source of income. Membership dues have been going down.



Sponsors are all library related.

FY 17 IN REVIEW: CONFERENCE EXPENSES

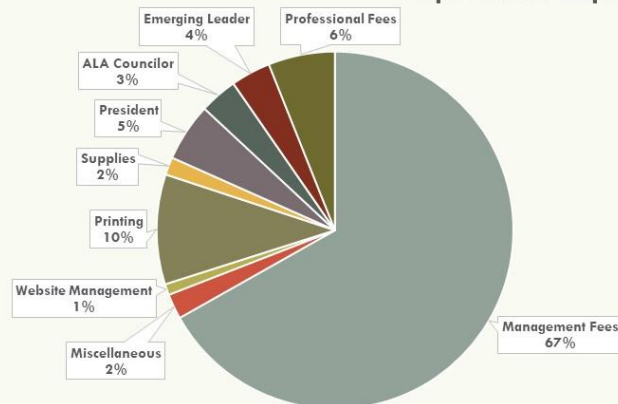
Annual Conference Expenses
\$47,989



We can't afford the best meals, but we still want good meals; therefore, the majority of our conference expenses are spent on food. AV related costs are also expensive. We are charged for every microphone that we rent for speakers. Coffee costs \$30.00 per gallon. We can't afford to keep the coffee flowing. Speakers can be very expensive, so we are hindered by the cost.

FY 17 IN REVIEW: OPERATIONS EXPENSES

Operations Expenses: \$28,226



SCLA BALANCE SHEET INFORMATION FY 16-17

Balance Sheet	NBSC Checking	PayPal Account	Total
Period Ending Dec. 31, 2017	\$ 44,931.54	\$ 9,080.00	\$ 54,011.54
Period Ending July 31, 2017	\$ 46,119.38	\$ 1,262.00	\$ 47,381.38
Period Ending Jan. 31, 2017	\$ 46,344.57	\$ 310.86	\$ 46,655.43
Period Ending Dec. 31, 2016	\$ 45,045.63	\$ 2,750.45	\$ 47,798.08
Period Ending July 31, 2016	\$ 44,067.73	\$ 649.00	\$ 44,716.73
Period Ending Jan. 31, 2016	\$ 42,233.11	\$ 3,931.07	\$ 46,164.18

FY 18 PROPOSED BUDGET

2018 projections based on activity of recent years

- Actual unit expenditures
- Declining dues income
- Increasing conference income

Motion:

The SCLA Board adopt the proposed FY 2018 budget as distributed and discussed here.

	FY18 Proposed	FY17
Total Income	\$ 89,470.00	\$ 86,841.40
Total Expense	\$ 88,750.00	\$ 80,525.95
Net	\$ 720.00	\$ 6,315.45
Income	FY18 Proposed	FY17
Round Table Income	\$ -	\$ 1,850.00
Section Income	\$ -	\$ -
Conference Income	\$ 67,500.00	\$ 66,765.40
Dues Income	\$ 20,370.00	\$ 17,162.00
SCLA Scholarship Income	\$ 1,500.00	\$ 1,000.00
Miscellaneous Income	\$ 100.00	\$ 64.00
Total Income	\$ 89,470.00	\$ 86,841.40
Expenses	FY18 Proposed	FY17
Round Table Expenses	\$ -	\$ 1,115.23
Section Expenses	\$ -	\$ 130.00
Bank/PayPal Fees	\$ 1,000.00	\$ 522.46
Committee Expenses	\$ 4,450.00	\$ 2,541.85
Conference Expenses	\$ 49,000.00	\$ 47,989.53
Operations Expenses	\$ 34,300.00	\$ 28,226.88
Total Expenses	\$ 88,750.00	\$ 80,525.95

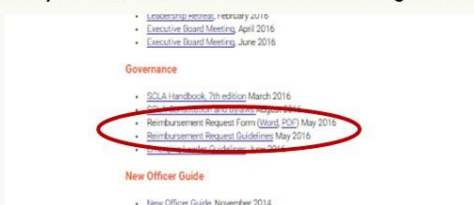
A motion was passed to adopt the proposed FY 2018 budget as presented. The motion was seconded and passed unanimously.

REIMBURSEMENT PROCEDURES: WHERE TO FIND GUIDELINES AND FORM

1. Go to the SCLA website
and click **ABOUT SCLA**.



2. Scroll down to **GOVERNANCE**,
where you will find the reimbursement guidelines and request form.



REIMBURSEMENT PROCEDURES

THREE CATEGORIES OF REIMBURSEMENTS:

1. PROGRAM GRANT

2. SECTION, ROUND TABLE, OR COMMITTEE BUDGET

3. UNBUDGETED OR MISCELLANEOUS EXPENSE



PROGRAM GRANT

NO INCOME EXPECTED



EXPENSES INCLUDE:

Speaker



Facility Rental



Catering



SECTION, RT, COMMITTEE BUDGET

INCOME EXPECTED



EXPENSES INCLUDE:

Speaker



Facility Rental



Catering



SECTION, RT, COMMITTEE BUDGET: THERE'S MORE...



Any income generated over and above the expenses will be split 50/50 between the unit and the association.

~ AND ~

Previous income (rollover) will be used toward the request if the income received does not fully cover the expenses.



The group's rollover funds will not be used unless they're needed.

UNBUDGETED/MISCELLANEOUS EXPENSE

Typically, smaller items related to a program or event:

~ Light refreshments

~Supplies



PAYING FOR FOOD

Preferred Method:

~ Order and invoice in advance. Donald will have a check processed for the vendor in advance.

Other Methods:

- ~ Food is billed and paid after the event.
- ~ Individual pays and is reimbursed.



PAYING SPEAKERS



Send Donald an invoice and a W9 in advance.

A W-9 form titled "Request for Taxpayer Identification Number and Certification". The form includes fields for Name (as shown on your income tax return), Business name (if different from above), Check appropriate box (Individual, Sole proprietor, Corporation, Partnership, Other), Address (number, street, and apt. or suite no.), City, state, and ZIP code, and Taxpayer Identification Number (TIN). There is also a section for Social security number. The form is dated February 2019.

Typically, speakers are paid the day of the event.

**COMPLETE THE REIMBURSEMENT FORM
SEND TO DONALD AND KEVIN**



THANK YOU!



Kevin Reynolds
Wofford College
reynoldsjk@wofford.edu
864.597.4310

Your group's funds do not have to be spent on programs. They can be spent on other things (i.e. tote bags, items promoting your group, etc.).

Any profit that you make from a group event will be split 50/50 with SCLA. The profit your group keeps will be seed money for the next year.

People want to attend programs with their group. If you can do programs that produce funds, the funds can help bring other programs.

Membership Report – Leslie Koller, 2nd Vice President

The most recent membership list shows a total of 560 members. We also have 50 Joint Student Members with ALA/SCLA.

A breakdown of the membership numbers will be presented at the next Board Meeting in April.

What ideas do you have for increasing membership?

- More programs for paraprofessionals.
- Have more training blocks at the conference with similar programs that appeal to particular groups.
- Send a survey to all library staff in the state to ask why they would want to be in SCLA. (A survey was sent to paraprofessionals.)
- Previous letters (from Chris Rogers, Past 2nd VP) asked if directors would be willing to award an employee a membership.
- Promote institutional memberships (\$125, sends 1 person to conference, and that person must have a personal membership).
- Anyone that registers to volunteer at the conference registration table could receive a free year's registration.
- Reach out to new students.
- Recruit in person at events.
- Reach out to more academic libraries.
- Find out who got the positions of recent job postings. Reach out to them re: membership.
- Review director's hiring announcement pages.
- Watch out for retirement announcements and follow up to see who is replacing retired employees.

Advocacy Report/ALA Councilor Update – Virginia A. Cononie, ALA Councilor

The Advocacy Committee will now be creating advocacy agendas. ALA is asking for agendas to see what the committees are working toward.

Visit SCLA.org and click "Take Action."

It's time to survey members. We want to know what they want to see from us.

We are currently supporting IMLS, LSTA, and Pascal.

We are supporting Net Neutrality.

We need to choose a small amount of goals to try to meet at one time.

The Advocacy Committee is trying to meet once per month or so.

We want to try to keep the website updated.

What do you want from SCLA? What are your current challenges? How can we advocate for your state?

After this year, Virginia is going to step back into the Advocacy Committee.

Join us on May 7-8 for National Library Legislative Day. You get to speak to the staff of your representatives to advocate for libraries. SCLA will pay for your Legislative Day fee. Do not be intimidated if you are interested in attending. It is a good way to learn a lot of information about libraries. It can help you learn that you are not helpless in fighting for libraries.

If you are attending ALA Midwinter, there will be a meetup combined with SLIS on Sunday, February 11th.

If you can, try to pick out two things about your library that will resonate with your representative.

You can subscribe to the Advocacy mailing list on the “Take Action” page of scla.org. If something happens in your area that you want the Advocacy Committee to know about, send an email scla.advocacy@gmail.com.

Suggestion: If you are planning to survey SCLA members, work with other groups so that members aren’t getting slammed with surveys from different areas.

Nominations Update – Amber Conger, Immediate Past President

The following positions will be up for election this year:

Secretary—1 year term

Treasurer—2 year term

2nd VP—1 year term

ALA Councilor—3 year term

You don't have to be a director or have 30 years of experience to be involved in SCLA. If you're here, and you care, and you're interested, you can make a difference.

Amber needs the final slate of nominations by the August meeting.

If you're interested in the ALA Councilor position and you'll be at ALA Midwinter, you can attend the Council Meeting to learn more. If you want to travel and advocate for your state, this is a great position.

SLCA has an expense budget for the ALA Councilor.

You can develop skills by serving on the SCLA Executive Committee that you may not get a chance to develop in your job.

2018 Conference Overview and Update – Amanda Stone, 1st Vice President

The 2018 conference theme is: "Illuminating the Future."

This will be a joint conference with SELA in Greenville, SC. The conference will be held at the Hilton Greenville (45 West Orchard Park Drive).

The SCLA website will be updated as more details are planned.

Contact Amanda Stone about anything related to the conference.

Amanda is currently sending out sponsor/exhibitor packets. Faith Line is the exhibit contact person.

Every group within SCLA could sponsor a session. There will be a place on the conference handouts showing that you are sponsoring a session. You can find an interesting speaker or panel for your session.

We need to plan pre-conferences soon. These require additional fees for members to attend.

Wednesday may be all sessions alongside pre-conferences, but we're still working on this.

We are working on securing keynotes and speakers. If you have a suggestion, please let Amanda know.

If you have a long-form track that you want to plan, please let Amanda know so that she can block the times.

We need to plan for special programs.

The Scholarship for Diversity wants a 1.5 hour session, so they have been schedule for Thursday.

Our form will include SELA sessions since we are holding a joint conference.

If you would like to see the feedback from last year's conference, email Amanda.

SELA will send us a list of their attending members. We will compare with our list and cut SELA a check at the end.

SELA's contribution is to send more paying members to our conference.

The hotel will provide a shuttle to downtown.

If you're interested, check to see if any of your local vendors would be willing to sponsor anything for the conference.

The 2019 conference will be in Columbia. We are working on planning future conferences. Columbia is more centralized and more people can attend.

We need themes for the all-conference reception.

Please email Amanda at astone@statelibrary.sc.gov with any questions or ideas.

SCLA Making a Difference—a Discussion of the Future

How do we look to add new members? How do we get them involved? Why are many groups inactive? These are areas that we need to look at.

How can we streamline membership?

What does the organization need now?

How do we make SCLA more appealing? How can the Executive Board better support you? What do you need?

Donna Lolos and Tiffany Hayes from the State Library joined us to facilitate a conversation regarding the future of SCLA.

The term “Inactive” is used for groups that haven’t had any leadership since 2016.

The differences between the groups are:

Section: Broad

Round Table: Focused

Interest Group: Very focused-tied to a section

Committees: SCLA Business

Committee chairs are supposed to be appointed.

A lot of members don’t seem to know the structure and reason for Sections, Round Tables, etc.

If an Interest Group is successful, it could become a Round Table or Section. Interest Groups should be putting on a conference section.

Each Section, Round Table, Interest Group, and Committee should be looking at their duties and review them. Do they need to be rewritten? How can we better meet these duties?

If a Committee is inactive, we could reassign it to be a Round Table and attempt to find members who are interested in running it.

Right now, the Intellectual Freedom Committee is inactive, but Intellectual Freedom is a big issue in South Carolina.

Our website should have descriptions on what Committees, Round Tables, etc. are when you click on the page. Right now, it only lists which Committees, Round Tables, etc. are available. Definitions should be available with clear information on purpose and how to get involved.

The Chair of each group could review the bylaws and see if the group is working within them. They could also review what their goals are for the group and its members.

We need to identify weak areas and how to improve them.

We need to assess if all Committees, Round Tables, etc. are worth keeping.

Many Sections aren’t doing anything. We need to know what we’re working toward.

It's difficult for new people to know what is required of their group. We need accountability to keep our groups running. We need better parameters and goals.

Are we regularly reaching out to new members? After they have signed up for membership?

If you have openings in your group, decide what new members could do to participate.

We need some self-reflection within our groups. Are we meeting our objectives? Are we categorized correctly within the hierarchy?

There will be a template for each group to complete to write out their goals and duties.

What if someone was assigned to each inactive group to evaluate the group from the inside out?

An action item was suggested by the moderators for each group:

1. What is your group?
2. Do the members have support for remaining a Section/Round Table/Committee/Interest Group?
3. What is the group's mission statement or purpose?
4. What is the time commitment? How many meetings will each member need to attend?
5. What is the membership structure? (Chair, Co-chair, Vice Chair, Secretary, etc.)
6. What is the contact information the members?

How are we communicating with members about volunteering? One member said that she expressed that she wanted to be a Committee member, but no one ever contacted her.

Do we need a nominating committee for Committee appointments?

The full membership list is not shared online for privacy reasons. Contact Donald Wood for membership information.

If we had an updated list of open positions within groups, we could inform SCLA members before the annual conferences. At the conference, these positions could be filled.

Donald Wood will pull the list for each Section, Committee, Round Table, and Interest Group and send it out to the appropriate people.

We don't get many self-nominations. Can we target people who say they are willing to serve in a leadership position?

We could send a welcome email to new members and copy the membership chair.

If you contact someone new, send them information about the groups that they are interested in.

We could send physical mail vs. email.

We could emphasize mentorship, especially within a group.

We could send out a welcome packet to new members.

Action Item: By the next Board Meeting, have a clear statement of what your group does. We will send out a Google Form for each group to fill out.

-If a group is inactive, we can try to get someone from that group to fill it out.

Jimmie and Amanda will review the list of members to see if anyone is interested in serving.

New Member Packets: Leslie and Donald will look into this and see what might work. We will present options at the April Board Meeting.

Can we contact people who are first-year Chairs and make sure they know about the bylaws and what their goals are?

We will see what needs to be changed or restructured. We can begin the process for editing bylaws and the constitution.

-Currently, the Constitution and Bylaws Committee is inactive.

If your group wants to do marketing or social media, feel free to reach out to the Marketing Committee for assistance.

If you need access to anything, let Donald Wood know.

If you would like Jimmie Epling to attend an event as President of SCLA, let him know. He is happy to represent SCLA.

Meeting adjourned at 3:50.