BOARD MEETING MINUTES | SCLA Executive Board Meeting | April 9th 2015

|  |  |  |
| --- | --- | --- |
| Name | CTE, IG, RT, or SCTN | Email |
| Virginia Alexander | Secretary, Chair SCLA LMO | alexanva@uscupstate.edu |
| Thomas Lide | NMRT | tlide@richlandlibrary.com |
| Sarah Hood | Treasurer | shood@columbiasc.edu |
| Amber Conger | 2nd VP | aconger@richlandlibrary.com |
| Donald Wood | Executive Secretary | dwood@capcons.com |
| Kristin Amsden | Paraprofessionals RT | amsden@gmail.com |
| Edie Koumparakis | Youth Services | eKoumparakis@florencelibrary.org |
| Crystal Johnson | President | cjohnson@richlandlibrary.com |
| Cathi Cooper Mack | scholarship for diversity | ccoopermack@scsu.edu |
| Jimmie Epling | APLA | jimmie.epling@darlington-lib.org |
| Thomas Maluck | Public Libraries | tmaluck@richlandlibrary.com |
| Steven C. Sims | RAAC | ssims@fmarion.edu |
| Stacy Winchester | ILRT | winches2@mailbox.sc.edu |
| Amanda Stone | Editorial Committee | astone@statelibrary.sc.gov |
| Faith Line | SELA | fline@andersonlibrary.org |
| Ed Rock | Past President/ Nominating | erock@clemson.edu |
| Heath Ward | YSS/ Chair | heathw@pickens.lib.sc.us |
| John Kennerly | 1st VP/ conference chair | kennerly@erksine.edu |
| Jonathan Newton | Legislative/ Past president | jnewton@greenville library.org |
| Lis Gieskes | Finance | lgieskes@richlandlibrary.com |
| Jessica Harvey | TSS | harveyj4@mailbox.sc.edu |
| Anita McCray | Paraprofessional | amccray@richlandlibrary.com |
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SCLA EXECUTIVE BOARD MEETING MINUTES

SCLA Executive Board Meeting April 9, 2015

|  |  |  |
| --- | --- | --- |
| **Executive Committee** | Call to Order | Crystal Johnson, President |
|   | Approval of Minutes | Crystal Johnson |
|   | Approval of Budget | Sarah Hood, Treasurer |
|   | Approval of Board Reports | Crystal Johnson |
|   | Executive Secretary’s Report | Donald Wood, Executive Secretary |
|   | Membership Report | Amber Conger, 2nd Vice President |
|   | Nominations | Ed Rock, Immediate Past President |
|   |   |   |
| **New Business** | Conference Update | John Kennerly, 1st Vice President |
|   | NLLD Update | Jonathan Newton, NLLD Chair |
|   | Announcements | Crystal Johnson |
|   |   |   |
| **Other Reports** | ALA Councilor | Nathan Flowers |
|   | APLA Representative | Jimmy Epling |
|   | SCASL Representative | Jenny Dilworth |
|   | SELA Representative | Faith Line |
|   |   |   |
| **Adjourn** |   |   |

\*The next Executive Board meeting is scheduled for June 11, 2015 at 10:00 a.m.

Richland Library Northeast Meeting Room

7490 Parklane Rd.

Columbia, SC 29223

# REPORTS SUBMITTED TO SECRETARY VIA EMAIL BEFORE BOARD MEETING:

**SCLA President Report**

April 9, 2015

* March 26, 2015 - Met with Amber Conger (SCLA 2nd Vice President) and Melanie Huggins (Richland Library Executive Director) to discuss a potential conference speaker who can speak on leadership and methods for adding value to the conference for vendors.
* March 27, 2015 - Met with Donald Wood (SCLA Executive Secretary) and Sarah Hood (SCLA Treasurer) to discuss the budget structure as well as finalizing guidelines for reimbursement and program funding procedures. Sarah Hood will finalize the guidelines and reimbursement form to be posted online for the membership to easily access.

**Treasurer**

**Treasurer’s Report, SCLA Executive Board Meeting, April 9, 2015 Richland Library (Northeast), 10:00 am – 12:30 pm**

**Prepared by Sarah Hood, Treasurer**

· Sarah presented at the Leadership Retreat on Feb. 28, giving a report on the Budget and Reimbursement process

· As a result of questions generated during the Retreat presentation, Sarah is currently working in close consultation with Crystal and Donald on revising and updating various funding forms with the goal of making these forms findable and accessible on the association’s website

· The “Program Reimbursement” line item in the association budget has made into two new line items:

o Program Grant

o Operational Expenses Reimbursement

Each is $1000**.**00. Ultimately, the purpose of this adjustment is to help Sections, Round Tables and Committees to put on effective programming throughout the year. These two line items will help these groups differentiate between monies intended for program expenses - such as facility rental and keynote speakers - versus operational expenses – such as food and hospitality – so that they may apply for funding appropriately.

**COMMITTEES:**

**ARCHIVES & HISTORY:**

No report as of 4/3/15

**AWARDS:**

No report as of 4/3/15

**CONFERENCE PLANNING:**

**SCLA Conference Planning Committee Report** SCLA Executive Board Meeting April 9, 2015

**Committee activity:**

· Recent committee meetings held on 2/28/15 and 3/31/15.

· Have been in contact with vendors concerning possible sponsorships. Have received a couple commitments already; others have expressed interest.

· Sponsor/Exhibitor Packet close to being finalized. Will be made available on Conference webpage once ready.

· Conference webpage (<http://scla.org/content/scla-conference-2015>) has been updated to include a navigation menu.

· Call for Poster Session proposals has gone out. Proposal form available on Conference webpage.

· Conference Session Proposal Form is being finalized and will be available online very soon.

· Three possible venues have been identified for the All Conference Reception/Centennial Celebration. Location will be determined largely by sponsorship commitments.

· Collecting short video clips (10-15 seconds) of “Happy 100th Birthday, SCLA” shoutouts. Have already received several. If you have an opportunity to video a high-profile individual or a group (i.e. author visiting a library, library staff, group/class, etc.), you may send the video clip to kennerly@erskine.edu.

· Discussions underway about the following possibilities:

o Pre-conference workshops

o Vendor breakfast with library directors

o Vendor Showcase

o Tying the State Library’s Annual Performers Showcase to the Conference

– Report submitted by John Kennerly, 1st VP/Conference Chair

**CONSTITUTION & BYLAWS:**

No report as of 4/3/15

**CONTINUING EDUCATION:**

*SCLA Continuing Education Committee Report*

*At the SCLA Leadership Retreat on February 28, Meghan Johnson and Kevin Reynolds met to discuss the status of the Continuing Education Committee and possible future directions. It is our understanding that the committee has been dormant for some time. Therefore, we began with a review of the membership and charge, which are:*

*Membership:*

*Membership shall include four members representing the different types of libraries; one representative each from the S.C. State Library and the USC College of Library and Information Science; with both the First Vice-President and the Executive Secretary serving ex officio.*

*Duties:*

*• Evaluates the continuing education needs of South Carolina librarians and makes recommendations and suggestions to the various Sections, Round Tables, and Committees of SCLA.*

*• Endeavors to assure quality in continuing education activities by providing guidelines, training, and information to the Sections, Round Tables, and Committees.*

*• Evaluates continuing education activities in conjunction with Sections, Round Tables, and Committees and to report findings of the same.*

*• Coordinates continuing education activities and maintains records on programs, providers, and resources.*

*• Publicizes and promotes continuing education activities and opportunities.*

*Once we feel we have a sense of direction and some experience with the committee, it is possible that we might suggest modifications to the above in order to reflect need and actual practice.*

*A number of other points we discussed include the following:*

*· We believe that one of the most important things that needs to happen in order to advance the work of this committee is to carry out some form of needs assessment. We recommend that SCLA survey its members to determine what is needed in the area of continuing education and professional development. Additionally, we discussed that the fact that we believed the state is working on developing Continuing Education Statewide Standard. Inquiry into this determined that the effort to develop the standards is being led by Kristi Sligh at the State Library. It is projected that it will take a few years to get this fully into place.*

*· We believe that every program that any SCLA unit conducts should have some sort of assessment so that we can begin to gauge the effectiveness of our activities. This does not have to be especially burdensome.*

*· We believe that another area in which we could help is to identify trends surrounding which we believe librarians are going to need or want opportunities for continuing education.*

*· Finally, we discussed how offering career services for librarians would be beneficial. Kevin is working on proposing resume review and related services for the Annual Conference and possibly building a larger career services program for SCLA. The committee might also sponsor a program related to career development at the conference.*

*Respectfully submitted,*

*Meghan Johnson and Kevin Reynolds*

*Continuing Education Committee Co-chairs*

**EDITORIAL:**

No report as of 4/3/15

**FINANCIAL PLANNING AND DEVELOPMENT:**

No report as of 4/3/15

**INTELLECTUAL FREEDOM:**

No report as of 4/3/15

**LIBRARY AND PERSONNEL STANDARDS:**

No report as of 4/3/15

**MEMBERSHIP REPORT:**

**SCLA Membership Report**

**April 2015**

**Membership Recap**

Total Current Members: **378** (as of 4/1/15), 410 (as of 2/26/15)

**Section/Round Table/Interest Group Membership**

|  |  |  |  |
| --- | --- | --- | --- |
| ***SECTIONS:*** | **As of 4/1/15** | *As of*2/26/15 |  |
| College and University | **94** | 105 |   |
| Library Management | **51** | 51 |   |
| Public Library | **106** | 108 |   |
| Public Services | **30** | 32 |   |
| Technical Services | **32** | 30 |   |
| Youth Services | **32** | 32 |   |
| ***ROUND TABLES:*** |  |   |  |
| African American Concerns (RAAC) | **36** | 36 |   |
| Archives and Special Collections | **17** | 14 |   |
| Digitization of Cultural Heritage Materials | **22** | 22 |   |
| Government Documents (GODORT) | **15** | 12 |   |
| Information Literacy | **40** | 56 |   |
| Library Marketing and Outreach | **31** | 28 |   |
| New Members | **114** | 116 |   |
| Paraprofessional | **22** | 24 |   |
| ***INTEREST GROUPS:*** |  |  |  |   |
| GLBT | **1** | 1 |   |
| Scholarly Communication | **12** | N/A |   |
|  |  |  |  |  |  |  |  |

**Institutional Members:** **13**

**SCLA/ALA Joint Membership Program:** Student – **29**

**Other Membership News**

· Will propose bylaw change to include maintenance of Officer Guide in the duties of 2nd VP/Membership Chair.

“Article III, Section 3, f. Annually update, distribute, and present the Officer Guide (guidelines for orienting Section/RT/Committee officers to informal procedures of the Association).”

· A member input survey will be developed. Assistance from the Executive Board will be needed for survey development and distribution.

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**INSTITUTIONAL MEMBERS:**

No report as of 4/3/15

**NOMINATING:**

*So far, other than the nominations communicated for the Leadership Retreat, we have received an Executive Committee nomination for 2nd Vice-President: Jimmie Eppling.*

*In another nomination, we have Lisa Gieskes for the Financial Planning Committee. Michelle Sellars has also been contacted to see if she would continue as Chair of the Intellectual Freedom Committee. The Executive Committee would also like to have discussed at the April Board meeting the nomination deadline for the Call for Conference which has the slate of nominations for the Executive Committee.*

*Also, this is for the* ***Announcements*** *section, as I mentioned I wanted to send it in to you:*

*For those SCLA members who may also be ALA members: vote in ALA Elections which close on May 1st, here is the ballot for South Carolina:*

*SC*

*Candidate Name Ballot Position*

*DAWKINS, APRIL M. AASL. MEMBER-AT-LARGE*

*MOOREFIELD-LANG, HEATHER AASL. REGIONAL DIRECTOR, REGION 4*

*ERIC C. SHOAF LLAMA\_HRS MEMBER-AT-LARGE*

*JONES, SHANNON D. RUSA\_MARS VICE-CHAIR/CHAIR-ELECT*

*LIDE, THOMAS MAGNUM LEARNRT. MEMBER-AT-LARGE*

**PLANNING:**

No report as of 4/3/15

**PUBLICITY:**

No report as of 4/3/15

**SCHOLARSHIP FOR DIVERSITY:**

Scholarship for Diversity in Librarianship Committee Report

Richland County Public Library – 7490 Parkland Road Thursday, April 9, 2015 10:00 a.m.

The Scholarship for Diversity in Librarianship Committee has been working diligently to provide some great fundraisers and activities for the 2015 conference in Columbia, SC. We would like to have one of our fundraising activities (Karaoke) on Wednesday, October 21, 2015.

We will have a Silent Auction. I will be contacting my favorite Silent Auction donors soon. (You know who you are). We would like to have a different type of fundraiser this year for the 100th Year Celebration. We want to have Karaoke (70’s or 80’s theme), a Silent Auction and a Formal Dinner/Dance is we can afford it. I need some feedback from the SCLA Executive Board ASAP.

If anyone has other ideas/suggestions/comments for the Scholarship for Diversity in Librarianship committee we welcome them. Please send suggestions to ccoopermack@scsu.edu. Also, this year we would like to give away some big door prizes during Karaoke. If anyone has connections with some organizations/companies, etc. that would donate a prize(s), please let me know ASAP.

Thank you for your continued support of the Scholarship for Diversity in Librarianship.

**SPONSORSHIP:**

No report as of 4/3/15

# INTEREST GROUPS:

**GLBT INTEREST GROUP:**

No report as of 4/3/15

**SCHOLARLY COMMUNICATION INTEREST GROUP:**

No report as of 4/3/15

# ROUNDTABLES:

**AFRICAN AMERICAN CONCERNS (RAAC):**

No report.

**ARCHIVES AND SPECIAL COLLECTIONS**:

No report as of 4/3/15

**DIGITIZATION OF CULTURAL MATERIALS:**

No report as of 4/3/15

**GOVERNMENT DOCUMENTS (GODORT)**:

No report as of 4/3/15

**INFORMATION LITERACY**

**Information Literacy Round Table Report for SCLA Executive Board Meeting Richland Library, Northeast April 9, 2015 10:00 am – 12:30 pm**

OFFICERS: Sarah Hood, Chair (Columbia College)

 Stacy Winchester, Vice-Chair (USC, Thomas Cooper)

 Amy Edwards, Treasurer (USC, Thomas Cooper)

 Rachel Zitzman, Secretary (Midlands Tech)

· All members of the ILRT attended the afternoon planning session at the SCLA Leadership Retreat on Saturday, Feb. 28. This time was very productive and included fruitful discussion about planning a day-long summer program/workshop, continuing publication of our newsletter, the ILRT’s role in the annual conference, and we also appointed an officer, Stacy Winchester, to represent the ILRT at all SCLA Executive Committee meetings, since our current Chair is serving as SCLA Treasurer.

· The ILRT has since met twice to further discuss progress on our summer program plans: Friday, March 20 and Monday, April 6.

o We have identified a potential Keynote Speaker and this individual has been contacted.

o Venue will likely be Thomas Cooper Library

o June dates are being negotiated with the potential KN speaker

o Format will be similar to last year

**LIBRARY MARKETING AND OUTREACH**

Chair Virginia Alexander reports:

The second informal meetup of 2015 for the Library Marketing and Outreach RT will be meeting downtown Greenville on April 17th. Please correspond with Alexander if any questions: alexanva@uscupstate.edu.

IF you are interested in being a local contact for your area, or to host a meetup, please also get in touch with Alexander.

The Library Marketing and outreach urges interested parties to sign up for its newly developed Listserv. Please click through this link to learn more about the service and connection point. <http://www.scla.org/content/library-marketing-and-outreach>

**NEW MEMBERS**

The New Member Round Table has scheduled brunches throughout the state for New or not-so-new SCLA Members. These brunches are a great way to meet and catch up with fellow SCLA members, and to hear from our newer members about how SCLA can help them succeed. We’ll be meeting with no set agenda, no awkward icebreakers, just an informal and dutch-treat chance to get to know one another in a relaxed atmosphere.

April 11 (THIS WEEKEND) – Midlands Area Brunch at Yesterdays (<http://www.yesterdayssc.com/>) in Columbia at 11 a.m. RSVP to Thomas Lide (tlide@richlandlibrary.com) by Wednesday, April 8.

May 2 - Upstate Area Brunch at Southern Culture Kitchen and Bar (<http://www.southernculturekitchenandbar.com/>) in Greenville at 11 a.m. RSVP to Vanessa Ames (vames@andersonlibrary.org) by Friday, April 24.

May 2 - Lowcountry Area Brunch at Toast (<http://toastofcharleston.com/toast-of-summerville/index.html>) in Summerville at 11 a.m. RSVP to Thomas Lide (tlide@richlandlibrary.com) by Friday, April 24.

**PARAPROFESSIONALS**

The paraprofessional roundtable officers met on March 23rd to discuss plans for the year. In attendance:

Kristin Amsden, Anita McCray, Amanda Bracken and Donna Ciriello.

We have sent out a survey asking library paraprofessionals about their opinions of SCLA and received 39 responses so far. We are still working on getting it sent out in Lexington County. We will present our findings at a later date.

**Mini-Conference for Paraprofessionals**

Date: Wednesday, August 26, 9:00 - 4:00

Place: Irmo Branch Library

Program:

Morning session: Merry Taylor of Taylor and Associates ([taylorandassoc.com](http://taylorandassoc.com)). Her usual rate for a three hour session is $500. She is willing to work with our budget. We are going to start our negotiating at $300. Her topics will be: Staying Productive and Composed Under Pressure, and Managing Change in the Workplace.

Lunch: will be “on-your-own.” Committee will provide drinks/snacks.

Afternoon session will be led by committee. Possible topic is “running a book club.” Donna will contact Hope Clark (local mystery author) about speaking during the last hour.

Registration fees:

Members: $15

Non-members: $25

Students: $15

We are working on setting up an online registration through SCLA's website.

Also, we have contacted Ian Lashbrook of ALA regarding the certification program for paraprofessionals. He is willing to speak at conference, but we will need to be able to pay for his travel and lodging. We are exploring ways to partner with others to see if we can make this happen.

We will hold our next meeting, Monday April 20th.

# SECTIONS:

## COLLEGE AND UNIVERSITY:

Working on a few possible webinars focused on communication in libraries for the summer.Working on a few possible webinars focused on communication in libraries for the summer.

**LIBRARY MANAGEMENT:**

No report as of 4/3/15

**PUBLIC LIBRARY:**

No report as of 4/3/15

**PUBLIC SERVICES:**

No report as of 4/3/15

**TECHNICAL SERVICES:**

No report as of 4/3/15

**YOUTH SERVICES:**

No report as of 4/3/15

**PARTNER REPORTS**

***ALA Council REPRESENTATIVE:***

No report as of 4/3/15

***EMERGING LEADER REPORT:***

No report as of 4/3/15

***SELA REPRESENTATIVE:SELA Report:***

*April 8, 2015*

*The Southeastern Library Association is meeting with the Alabama Library Association April 7-10 at the Grand Hotel in Point Clear, Alabama.*

*2015 SELA Summer Conference*

*The Summer Conference will be held on August 14-15, 2015 University of Alabama, Birmingham at the Mervyn H. Sterne Library. There will be a workshop for the state representatives during the conference. Linda Harris has made all the arrangements. Guest speakers include the dean of Sterne Library, John Meador and author Miranda James (Cat in the Stacks series). A tour of the Medical Library has also been arranged.*

*Web Site Strategy*

*SELA is looking for a new webmaster. The current webmasters will remain until May, 2016.*

*Advertisements will be sent out on the web site, listservs, journals, etc. The state representatives will be asked to post it on their state organization web sites, email, and all other means of communication.*

*Secretary Meeting Minutes Notes: Begin Here*

* Executive Reports:
	+ Call to order 10:00 AM
	+ Approval of minutes. They were approved by all.
	+ Approval of Budget. It was approved by all.
		- Not much activity has taken place. Two line items have been created. These two line items are titled Operational expense reimbursements, and program grant. We are working on documentation for how to apply for these funds, and also creating guidelines. Program grant (no income to be generated) includes but is not limited to speakers, core cost, program place and Operational expense reimbursements (income to be generated) includes refreshments, etc.
	+ Approval of Board Reports. Reports were approved.
		- It was added that SELA is looking for a webmaster.
	+ Executive Secretary’s Report.
		- Lists are being updated. Membership is being checked against officer lists. These officers must be current.
	+ Membership Report.
		- Please renew your membership if you are behind. We have 410 in february, but now we are down to 378. This is normal. Please encourage others to join and please understand that a personal contact helps for more renewals. GLBT IG is down to one person.
		- We are officially proposing to include the officer guide in the duties of the second vice president. This will provide some form of guidelines for new officers. A motion was made to move this for vote at the conference.
		- Amber would like to understand where we are, and she wants to completely understand where the group is headed. By way of accomplishing this, Amber would like to make a membership suggestion and input survey. This survey will be for SCLA members and non-members.
	+ Nominations.
		- There have been quite a few nominations sent in since the leadership retreat. We would like to put out a call for nominations earlier than the conference. Jimmie Epling has been nominated for 2nd vice president. The board would like to put out a deadline date to receive nominations. We would also like to have a statement from the candidate at least by June. We will be able to look at the nominations by August.
		- We would be able to create a template, and send out via SCLA platforms. This would include qualifications or recommendations. Chairs of sections would be able to be the persons who vet nominations.
		- Please also include nominations on the conference website page.
* New Business
	+ Conference Update
		- Please see report above.
		- If you know vendors that should be contacted, please let Nathan Flowers, Faith or john kennerly know.
		- Continuing to collect Celebration Videos, memorabilia, and ephemera. Happy Birthday SCLA videos. Please send these videos to John Kennerly or Michelle Rubino. Please send these videos by august/september.
		- Preconferences are in the works. Vendor’s showcase, state library performer’s showcase, director’s breakfast. Commemorative memorabilia options.
		- It was suggested to bring a city official as a speaker, written greetings, and video greetings. (laura bush, nikki haley, mayor of columbia).
	+ NLLD Update
		- We have a delegation of 9 to 10 people to go to NLLD on May 4th and 5th. We have three solid appointment times. The last couple of years, one of the things we have talked about “no child left behind” which is due up for renewal. We have been asking our representatives to include dedicated funding for school libraries in elementary and secondary education. Please review the email sent out to the listserv for more information, and also call your representative to support this amendment.
	+ Announcements
		- Cathi Cooper Mack has been awarded an award for her work with the scholarship of diversity.
		- LIBRIS is May 15th, and the call for sessions has closed. We will have a SCLA table at this conference.
		- If you are interested in attending the Chapter’s Leaders Forum at ALA please let Crystal know.
		- Crystal needs by law revision volunteers, and would like to have a revision by October.
		- If you are looking for speakers for your conference sessions, please contact John Kennerly for help. There are persons who could help with the cost, and confirmation for these speakers.
		- Amber will be doing a webinar for those who are interested in becoming ALA emerging leaders May 13th at 3-4.
* Other Reports
	+ ALA Councilor
		- 2014 state of the chapter report has been submitted to ALA.
	+ APLA Representative
		- APLA has secured Katherine Hacklaosperg, who is the author of “be a great boss.” she will be speaking on thursday for the SCLA conference as the key note and also offer 2 one hour session workshops. APLA members are a part of the exhibits committee. APLA is also giving $500 for the food towards the director’s breakfast at SCLA on thursday morning. We will need a list of directors.
	+ SCASL Representative
		- Two representatives will be going with SCLA to NLLD.
	+ SELA Representative
		- Webmaster needed. Summer conference in birmingham alabama that will be august 14th through the 15th
	+ Announcements:
		- Library Marketing and Outreach Roundtable will be meeting next Friday at 5 Pm in Greenville.
		- Tom Maluck: Episode from SCLA is up on circulating ideas. SCLA attendees talking about themselves at last year’s conference!

<http://circulatingideas.com/2014/12/30/episode-57-scla-2014/>

* + - NMRT has several brunches next saturday and then also on May 2nd.
		- Amber asks the group if we would consider using go-to-meeting for any of the scla meetings. UP to 25 simultaneous users.We have the option of going completely virtual, or hybrid. This would change how we converse, but do we want this option? (cons: speaking with microphone, internet connection).
		- For June, we hope for those to always attend in person, but we will also offer an online option on a trial basis.

Adjourn: 11:35AM