

**Massachusetts School Library Association Executive Board**

**Meeting Minutes: May 11, 2011**

**Chelmsford High School**

**Attending:** Vicki Biancolo, Linda Coviello, Valerie Diggs, Julie Farrell, Gerri Fegan, Linda Friel, Linda Kimball, Kathy Lowe, Sarah Marks, Judi Paradis, Ann Perham, Kathleen Porter, Kathleen Ross, Charlotte Sidell, Christine Steinhauser, Carrie Tucker, Jen Varney, Lynn Weeks

**Consent Agenda:** passed unanimously

**ACRL:** Sarah Marks announced she will be replaced on ACRL for next year

**AASL P21 Workshop with Pam Berger:** Gerri said we are still looking for venue for this workshop, scheduled for Wednesday, August 17 at 9:00 a.m. The day will begin with coffee and registration at 8:30 a.m. Gerri said she is hoping for 50 people. There is a possibility of using Coolidge Middle School in Reading. Chris Steinhauser will look at getting permission to use a larger room than the library if we need it. Gerri will advertise through NESLA to increase attendance. The fee will be \$95.00 for program and food. We are continuing to see if we can arrange credit for this—perhaps through Framingham State—Kathy will investigate; Gerri will work on flyer

**Job Description for School Librarian :** Julie said our goal is to ensure that the MTA has a job description that can be used to support librarians being laid off and replaced with paraprofessionals or parent volunteers. To that end she supports a shorter version of the job description. Sandy proposed that we change the word “multiple” literacy to “information” literacies “in all their formats”. Sarah Marks agreed that it is more precise. We agreed to accept that change. Kathy also recommended that we change first qualification to end after the word “studies.” Jen and Sandy recommended that we change the first bullet to read: “a highly qualified candidate will be state certified as a school librarian, have completed a teacher preparation program/educational degree, and a master’s degree from a program accredited by the American Library Association or from a master’s level program in library and information studies.” Carrie moved that we accept the shorter document with changes proposed; Jen seconded. Unanimously approved.

**Working Group for Excellence in Education:** Sandy said there is an opportunity to join in an effort to develop pilot projects for Attleboro, Revere and Brockton using Race to the Top money. Tim Sullivan, Vice President of MTA, is running this group. Sandy said that a strong job description combined with new research from Manchester University can help to make a case that projects developed should have a strong school library program as part of their pilot programs.

**Library Caucus:** Rep. Kate Hogan asked MSLA to speak to the Mass. Legislative Library Caucus and want us to present at some point—though we are not sure when. Rep. Frank Smizik

has once again filed language to change Chapter 70 to include school librarians. There is a hearing on June 7 at 10 a.m. before the Joint Committee on Education. This bill was not submitted by MSLA.

**Strategic Planning Retreat:** This retreat is scheduled for May 21 at the Chelmsford Learning Commons with Susan Ballard serving as moderator. Gerri recommended pot luck. Judi will set up google.doc to let people sign on for what they will bring for lunch (including paper goods). Gerri and Valerie will work on organizing some breakfast—Valerie will provide beverages: coffee, soda etc. It is recommended that those attending read the Strategic Plan from last time and determine its relevancy. It is in the Executive Handbook.

**Advocacy Workshop:** MLA, MSLA, and MLS will host a joint advocacy workshop on November 5 at Worcester State College. Nancy Dowd, who recently spoke at NESLA conference, will be keynote speaker. Julie said the suggested fee at present is \$35. MLS is supporting the fee and MLA is providing food, MSLA is providing online registration.

**AASL Vision:** Judi described events planned for Nancy Everhart's visit on May 13 to the Plympton School in Waltham. She noted who was coming and will send out information to those who could not attend. There were several recommendations about contacting press.

**Awards Updates:** We have a new co-chair for Awards, Nell Rogers from Dedham High School. Carrie and Gerri announced we are looking at some new awards, especially as the conference is changing to be held at the end of the school year. They hope this will give people more time to identify good candidates. Candidates names should be turned in by December and honorees would be announced in January and awarded at the March conference. Carrie made a recommendation that we initiate a new award for a parent advocate. This is based on an award that Texas Library Association gives out. In making this award, MSLA would be looking to highlight projects where parent groups are jumping in to help. We need a name for the award. (Parents as Partners. Parents as Library Supporters (PALS) awards). We discussed whether we want to differentiate between one-time projects/events and ongoing support. Kathleen recommended that we accept a first reading of the award with modification. Carrie seconded. Unanimously Accepted.

Carrie also recommended that we think about offering an award similar to the Ellen Byrne for someone getting a lateral certification in instructional technology.

### **Fiscal Matters:**

*Conference Coordinator:* Melissa Lynch's contract for coordinating the MSLA annual conference was presented. She is asking for a \$200 fee increase, which Gerri stated was reasonable considering the number of changes coming with our new conference schedule and venue. Ann moved to accept contract and Valerie Seconded. Unanimously Approved

*Executive Director:* Kathy Lowe's evaluations were reviewed. She is asking for a raise in mileage reimbursement to 40 cents per mile. Federal standard rate is 51 cents. Ann moved that MSLA tie our reimbursement rate to the IRS standard mileage rate and it changes as the IRS rate changes. Linda Kimball seconded this motion. Unanimously Approved

*Legislation day in Washington D.C.:* We currently have \$800 budgeted for an MSLA member to attend this annual event.

*Snapshot Day:* Kathy said this year there was no budget for this year. Kathy reported that Massachusetts had more libraries participating than any other state. Kathy said it would be good to have someone else from MSLA serve on this committee—typically meets in Danvers/Peabody area. Linda K moved that we approve \$200 to help fund this event, seconded by Char.

Unanimously Approved

*Conference Attendance Fees:* We send our members to conferences, including Massachusetts Library Association (MLA), Massachusetts Reading Association (MRA), Massachusetts Computer Using Educators (Mass CUE) and Massachusetts Teachers Association (MTA). Attendance for these events can include hotel, restaurant and registration. Gerri recommended that we budget \$700 to cover each of these conferences.

*Budget for FY2012:* Regional directors did not use their allocations this year, but we encouraged people to submit expenses for reimbursement. Kathy encouraged regions to consider using some of their budgets to host Legislative Breakfasts. We discussed the expenses involved in Legislative Day as that event was over budget. Funds were spent for refreshments, printing handouts and postcards, and purchasing some materials for our display area.

Ann discussed the expenses for the MSLA Forum. Ann said if we can continue to do the print Forum for publication in the early fall she can continue to lay it out, but if we want to change the timing for that issue, we may need to hire someone else to do layout. Web hosting fee was increased to \$200 and \$400 for internet access.

Conference outflows: Conference coordinator to \$5200 and mileage needs to increase to \$500. Conference mileage to \$500; dues and refunds to \$500, registration online feeds to \$5000;

Operating costs: executive officers increased to 500; Executive Director –mileage increased to 2000, office technology was for laptop, but may need a printer this year; MSLA-Sponsored Professional Development: \$500 ; Valerie moved to accept the budget as amended today, seconded by Chris. Unanimously Approved

Adjourn: Kathleen Porter made motion to adjourn and seconded by Linda Coviello