

# **SCASL Board of Directors**

## **Meeting Minutes**

January 12, 2013

### **I. Call to Order**

Heather Loy called to order the regular meeting of the SCASL Executive Board at 10:17 a.m. on January 12<sup>th</sup>, 2013, at Christus Victor Lutheran Church in Columbia, South Carolina.

### **II. Roll Call**

Attending: Heather Loy; Anne Lemieux; Charlene Zehner; Steve Reed; Kathy Sutusky; Cathy Nelson; Leigh Jordan; Diane Geddings; Martha Taylor; Marcia Kalayjian; Will Strait; Gloria Coleman; Susan Myers; Irish Anderson; Jenny Dilworth; Diane Ervin; Kelly Knight; Samantha McManus; and Susan Easter

Absent: Donna Shannon; Karen Gavigan; Julie Putnam; Jennifer Tazerouti; Fran Bullington; Patrice Green

Guest: Ida Thompson

### **III. Agenda Items**

- A. Welcome and Call to Order
- B. Secretary's Report - Approval of Previous Minutes
  - a. Kathy Sutusky made an amendment to the minutes from the November 2<sup>nd</sup> meeting that Connie Dopierala should be listed as a guest.
  - b. Charlene made a motion to approve the Board of Director's minutes as amended from November 3<sup>rd</sup>, 2012
    - i. Unanimous approval
- C. Committee Report – Research Task Force
  - a. Ida Thompson summarized information regarding the possibility of pursuing a research study about South Carolina librarians. Dr. Lance is interested in working with SCASL on a school library media center study and will meet with the board in March at conference. His preliminary suggestions were to focus on the research questions we want to study as well as the major messages about school libraries and school librarians we want evidence to support.
  - b. A suggestion was made to investigate grant funding to cover a portion of the costs if the study goes forward and to investigate partnerships with other organizations and venues to support funding the study.
- D. President's Report
  - a. Advocacy
    - i. Participation on the last three snapshot days has declined from every previous event - April 2011=422; April 2012=359; and at time of report 348 for November 2012. Heather shared at the Supervisor's meeting that data is still being collected. Fran is also asking for folks who have created presentations, reports, data sheets, for either their school or district, to please send her their examples.
    - ii. A suggestion was made that information about Snapshot day be emailed to all SCASL members but technology limitations for a mass email blast prevent that possibility at this time.
    - iii. Cathy Nelson asked if board members are aware of regional network information that is not being shared by their network representative, to pass the information along to their

district/region. And to also go ahead and send out that we are still accepting Snapshot Day data.

b. Information Technology

- i. Jennifer will have a webinar software proposal at our next board meeting. A task force is being formed to review our website and make recommendations for improving our online presence.

c. Supervisors

- i. Brandon Loudermilk, Educational Associate from the SCDOE Office of Assessment, presented some of the results from the 2011-12 LMS Survey and tips on how to improve the survey for this year at the recent supervisors meeting. All of this information can be found on the supervisors website, email Julie Putnam for the Supervisors Section URL.
- ii. 987 survey attempts, 680 completed surveys indicating the survey is too long. It would also be better to be able to leave and come back to the survey to improve completion percentage.
- iii. 68.9% completion rate is above average for online surveys
- iv. 48% of survey completers reported they were not members of the building leadership team (43% are) – It is concerning that more school librarians are not in leadership roles
- v. Some questions are poorly designed, for example - The average number of volunteer hours per week in the school media center? Answer: adults 455 hours; students 433
- vi. Brandon made suggestions that our redesign take the form of a “test” instead of survey so that schools would receive a score that could be used in conjunction of quality and could then be used to correlate to student achievement.
- vii. Brandon, Ida Thompson, Diana Carr and Julie Putnam will be presenting survey data as a panel/discussion at the Jan 30<sup>th</sup> LMS Town Hall Meeting taping (airs Feb 7).
- viii. A suggestion about providing a handout about how to collect data to complete surveys may be included to support data collection. Martha Taylor suggested this information be shared with the Supervisors group. A presentation to administrator at their conference may support data collection as well. Leigh stated that school districts are looking for accountability and requiring data collection from school library media centers is in line with district initiatives. It was suggested that a letter be send to each school superintendent regarding school library media participation with the LMS and Snapshot Day surveys to raise awareness and participation.

d. USC-SLIS

- i. Holding orientation today: 45 students admitted; 12 are interested in certification as school librarians. 24 students are working on internships this semester. Thursday, April 4<sup>th</sup> SLIS will hold the Beta Phi Mu induction and annual Dean’s Lecture.

E. President-Elect/Conference Report

a. Conference Update

- i. Door prizes are being solicited
- ii. Information about the Bring Your Own bag will be shared
- iii. Entertainment has been secured for conference
- iv. Pictures of everyone on the Board are needed for program
- v. 2014 Conference speakers are being developed
- vi. Concession stand will be open on Thursday during conference
- vii. Next year Google docs may be used to streamline the process for session submissions

F. Treasurer’s Report

- a. Net income is positive at the present time and bills are coming in for conference costs

G. Executive Secretary’s Report

- a. Membership is at 709 members as of today

- b. There are currently over 250 completed registrations for conference
  - c. Early Bird registration deadline has passed
  - d. Due to fees associated with our current vendor to process credit card payments, a recommendation was made for Steve to investigate other credit card payment options
- H. Advocacy Committee
- a. A thank you letter for all who submitted data for Snapshot Day will be sent and then an email that if you did not receive a thank you letter that your data may not have been received in order to help clean up the data from the Snapshot Day. Survey data is still being collected and corrected. There needs to be a system in place to confirm data. There may be issues with data collection and it will be discussed and investigated.
- I. Auditing Committee
- a. The committee has made the following recommendations:
    - i. All travel account vouchers (those with credit cards) must be separated into one calendar month with a voucher for each month
    - ii. Storage room contact and payment should be covered under a separate line item within the budget
    - iii. Treasurer must print and retain a file of bank reconciliation documents
    - iv. Report for end of the fiscal year must be completed, printed and kept immediately following June 30<sup>th</sup>
- J. Awards Committee
- a. Recipients for all awards have been selected except for the student scholarship, where no nominations were accepted
- K. Book Awards – 2013-14 Book Award Nominee List
- a. Nominee lists have been submitted to the Board
  - b. Crossovers include –
    - i. *City of Orphans* by Avi is on the JBA and CBA Lists
    - ii. *The Running Dream* by Van Draanen is on the YABA and JBA Lists
    - iii. *Between Shades of Gray* by Sepetys is on the YABA and JBA Lists
    - iv. *Between Shades of Gray* will be removed from JBA and *Waiting to Forget* has been added based on existing scores developed by the committees
  - c. Diane made a motion to adopt the nominees with the amended JBA list
    - i. The motion passed unanimously
- L. Bylaws
- a. Information about changes to wording previously approved will be shared in the MCM
- M. Intellectual Freedom Committee
- a. Award deadline is February 1<sup>st</sup>
- N. Legislative Committee
- a. A packet of letter samples were distributed to invite our legislators to SCASL for feedback
  - b. There is no deadline for RSVPs and that information should be shared with Samantha
  - c. Guidelines for the SCASL Legislator of the Year Award have been shared for input and may include some compensation for the nominator to select book titles in honor of the awardee, please provide any feedback to Samantha
  - d. The Read-In's website is now active
- O. Other Business
- a. Archives & History – Please look at the handbook to make sure you start compiling what you need to submit by the end of the year
  - b. Editorial – MCM deadline for submission is Wednesday
  - c. Paraprofessional – A page for the handbook has been created about this committee
  - d. PreService – Presentations are being prepared and institutions will receive another email in January

- e. Public Awareness Committee – Free publication venues to publicize SCASL and the conference are being pursued
- f. Regional Network - Cathy Nelson expressed concern that due to the level of participation in the state survey and Snapshot Day that participation may not be sufficient for a possible school library survey. Heather expressed that other venues will be utilized to garner more participation including working with administrators to place emphasis on completion.

#### **IV. Adjournment**

Heather Loy adjourned the meeting at 12:24 p.m.

Minutes submitted by: Charlene Zehner, SCASL Secretary