LAMS Board Meeting  
Friday, July 20, 2018 @ 11:00 am  
NYLA Headquarters, 6021 State Farm Road, Guilderland, NY

MINUTES

Present: Jen Cannell (left at 11:20), Anne de la Chapelle (virtual), Julie Dempsey, Tim Furgal, AnnaLee Giraldo, Ron Kirsop, Barb Madonna (arrived at 12:00 pm), Edwin Maxwell (virtual), Amy Peker, Amanda Perrine  
Absent: Lauren Comito, Frank Rees  
Guest: Jeremy Johannesen

I. MOTION to approve the minutes from the March 14, 2018 meeting was made by Amanda and seconded by Jen. The motion passed.

II. Confirmation of electronic votes:
   a. Conference curator – voted on at last meeting
   b. Affirmed $300 donation for 2018 Advocacy Day
   c. Affirmed $250 honorarium, 1 hotel night, and 1 flight for NYLA conference speaker

III. Treasurer’s report distributed electronically in advance
   a. Advocacy day payment is not reflected in the report
   b. Motion to approve made by Ron and seconded by Tim. Motion passed.

IV. Micro-Credentialing Update/Discussion (Amy/Jen/Amanda)
   a. There was a brief discussion about the recent NYLA-wide initiatives relating to continuing education and the concern that some of this work may be duplicative.

V. NYLA Liaison Reports
   a. NYLA Council (AnnaLee)
      i. Jeremy was given permission to dedicate time to research sustainability certification programs so NYLA may consider offering certification for libraries.
      ii. A new evaluation form for the NYLA executive director was drafted to formalize the evaluation process.
      iii. There was a resolution honoring Bernie Margolis who passed away.
      iv. There was a resolution honoring John Hammond who recently retired.
   b. Legislative Committee (Lauren/AnnaLee)
      i. No report
c. Membership Committee (Julie)
   i. An email was sent out to the LAMS board soliciting questions for a member survey. Membership is currently at 499.

d. Continuing Education (Amanda)
   i. No update

e. Communications Committee (Jen)
   i. No report

VI. Committee Reports
a. JLAMS (Carol Anne via Barb)
   i. Carol Anne distributed her report to the board through email.
   ii. Submissions for articles will be accepted through the University at Albany's Scholars Archive [https://scholarsarchive.library.albany.edu/jlams/policies.html](https://scholarsarchive.library.albany.edu/jlams/policies.html). This platform allows for:
      1. Statistics and display of the most popular papers
      2. Archiving of back issues
      3. Alerts and RSS feeds
   iii. Policies were updated to reflect the move from email submissions to a web application process
   iv. The co-editors have created several issues of the journal and would like to return to at least 2 issues a year. Anne Kearney has agreed to be a guest editor and will push us forward with another issue in fall/winter. This issue will move back to a general approach (from a theme based approach) in an effort to bring in more submissions.
   v. There was a brief discussion about a how the Board may be more involved in the management of the publication. Anne will contact Carol Anne to have a conversation about JLAMS. She’ll talk to her about her future involvement and management.

b. Web & Social Media (Amy/AnnaLee)
   i. AnnaLee is currently updating the website. There was a suggestion to remove information that may not be relevant because it is outdated.
   ii. Amy suggested the board replace the Facebook page with a group. She will organize a strategy to transition the page and encourage members to join during the next NYLA conference.

c. Scholarship (Julie)
   iii. There were 15 applicants total (3 for Dewey, 6 support staff, and 9 directors/managers).

VII. Old Business
a. By-laws update (Ron/Amy/Barb/Jen)
   i. Ron distributed suggestions to the board and briefly described some of the significant changes. Changes were made to how the by-laws are organized and relevant information was consolidated as appropriate.
ii. There was a discussion about some of the significant changes relating to terms, attendance, resignation, annual meeting, regular meetings, electronic voting, council representation, quorum, committees, and the budget.

iii. Ron shared that according to NYLA’s by-laws, sections should have a budget. Amy will draft a budget for the next fiscal year to share with the board at the September meeting.

iv. Ron will send out an email for each topic that will include some significant changes. The email will be used for discussion and to help create the final revised by-laws draft.

b. Conference Update (Amanda)
   i. There are now 5 programs instead of 6 programs because a presenter never responded to Amanda to confirm.
   ii. Amanda will share 2018 speaker costs for an electronic vote.

VIII. New Business
   a. Booth for 2018 conference
      i. The LAMS booth will be reserved by August 15. There was a discussion about 1 or 2 booths and an estimated cost of $350 for each booth. The decision was to reserve 1 booth.
      ii. Anne and Julie volunteered to help organize the booth.
      iii. Amanda suggested recruiting LAMS members to be room monitors. She’ll send Julie an email to send to LAMS members seeking volunteers.
      iv. **MOTION** to allocate $350 for the cost of the booth made by AnnaLee and seconded by Ron. Motion passed.
      v. The suggested raffle prizes are conference registration and gift cards.
   b. Speaker Honorariums for 2019
      i. There was a discussion about flat honorariums, mileage, and hotel rooms if the travel was a certain distance or time.
      ii. Jeremy attended the meeting to clarify the policy relating to NYLA members being reimbursed for presenting at conference. He shared that members who present are reimbursed for 1 day of the conference registration, but members cannot receive honorariums.
      iii. Pre-conference is different and speakers who are members can receive an honorarium.
      iv. There was a discussion to create a policy for the 2019 conference that luncheons and CE’s will be considered independent of conference presentations. For 2019, speakers for NYLA sessions will be given mileage and lodging if they are traveling more than three hours.
      v. **MOTION** made by AnnaLee for reimbursement of the following for NYLA conference session speakers: 1 day of NYLA conference, mileage based on the federal rate that may go toward airplane travel if the speaker prefers, and reimbursement for lodging after 3 hours of travel. Seconded by Julie. Motion passed.
      vi. **MOTION** made by AnnaLee that Honorariums for non-NYLA members speaking at a session/luncheon/pre-conference will receive an honorarium at the board’s discretion. Also, NYLA members speaking at pre-conference or luncheon will be offered a flat honorarium at a rate of $100/hour for the duration of their
presentation in addition to mileage at the federal rate and lodging if they are traveling more than three hours. Seconded by Ron. Motion passed.

vii. It was suggested that the above made motions should be a board policy so they are available to refer to. Ron and Amy will draft a policy for board approval that will outline the above motions relating to conference programmer reimbursements for 2019 and going forward.

c. Conference Programmer Reimbursements for 2019
   i. There was a discussion about the board reimbursing the conference curator’s registration fee. There will be continued discussion about reimbursement when additional board members are present.

d. This conference will be LAMS 15th anniversary!

e. Future of JLAMS
   i. Anne will contact Carol Anne.

f. LAMA working group
   i. The working group will meet on August 7 from 10:30 am – 3:00 pm. AnnaLee, Edwin, and Amy are planning to attend the meeting.

IX. The meeting adjourned at 2:03 pm.

Action Items:
1. Anne will contact Carol Anne Germain about LAMS Board involvement with JLAMS.
2. Amy will develop a strategy to transition the LAMS Facebook page to a group.
3. Amy will draft a budget.
4. Ron will begin an email conversation about significant changes in the by-laws update.
5. Anne and Julie will organize the booth.
6. Amanda will send Julie an email to recruit members to be room monitors at conference.
7. Ron and Amy will draft a board policy relating to conference programmer reimbursements.

Submitted by Amy Peker and Jen Cannell