

CASL Board Retreat Minutes
August 27, 2005

In attendance: Jody Howard, Dave Sanger, Nance Nassar, Gwen Giddens, Susan Gilbert, Kim Meyer, 2006 Secretary Nancy White, AASL Past-President Dawn Vaughn, and staff member Heidi Baker.

Kim welcomed the group after breakfast. She reviewed that she met with Gwen, 2006 CAL President Judy Barnett, Conference Co-Chair Glenda Hawkinson, and CAL Continuing Ed Chair Naioma Walberg the night before to discuss conference and continuing ed plans for the coming year.

School/Public Library Week – April 2006

This idea grew out of a presentation by C'YAAL at a previous board meeting. We want to pursue this partnership with CoPLA, the public library association of CAL. A list of possibilities for local library partnerships was brainstormed.

- Youth/kids' librarians to district retreat
- Happy hour/social gathering
- Share staff development
- CDE school/public partnership model—Nance is looking for pilot locations
- Booktalks at school by public librarians
- Database instruction at school by public librarians
- Field trip to public library
- Books on hold at public library for research projects
- "One Book" community reading partnership, with possibilities for grant funding
- Collaborate on Constitution Day activities
- Offer public library cards at Back to School Night
- Promote Colorado Library Card at school
- Summer reading promo & enrollment during school
- Lunch with a Librarian during Library Week
- Trade newsletters and share info within
- Cross-promote book-fairs and sales

And finally, connect with CoPLA for their ideas! In order to implement a partnership week, CASL will work with CoPLA for their ideas to formulate and announce a project for the Spring.

CASL Listserve

Although we have promoted the use of LIBNET to CASL members, it does not meet the needs of school librarians as effectively as a forum devoted solely to school issues could. It was determined that CASL should immediately pursue the establishment of a free listserv to which members could self-subscribe. Heidi will set this up through Yahoo, Google, or another source.

The name of the list shall be CASL Community and it should include:

CASL mission

The Colorado Association of School Libraries encourages the development and effective utilization of school libraries as an essential component of student achievement in the educational process. CASL encourages professional growth, advocates for school library media programs, promotes information literacy and facilitates student achievement of Colorado's Standards. CASL serves as the purveyor of

standards for library media services, literacy, and educational technology and acknowledges school library media leadership and meritorious service.

Statement of Purpose

The CASL Community list facilitates communication and sharing of ideas and best practices between Colorado Association of School Librarians members and others interested in supporting school libraries and information literacy.

Rules for Use

Questions may be posted; responses shall incorporate positive feedback and constructive dialogue.
NO SHOUTING.

No advertisement of products for sale.

Use jargon and acronyms judiciously, if at all.

Provide a clear, concise subject line. Have a subject line.

Please limit cross-postings on or from other lists.

Those who violate these etiquette principles may be removed from the list.

Heidi will set up a list for the board to join and beta test in September. Information will be provided to members via a mailing as well as at the conference to encourage registration. Kim will work with John Williams to promote the list at the conference CyberCafe.

A group at the TIE conference developed a Best Practice blog being maintained by Pam Jordan and Christie Frost. This information can be posted to the CAL website, although there is not a blog option. Both the CAL webmaster and Kathleen can update the CASL page with anything we wish to post.

“Spring” Workshop

After a suggestion last year and the interest in having a workshop that didn't conflict with CSAPs, spring break or the end of school, CASL will hold its 2006 workshop during 1st/2nd week of February, not to conflict with CCIRA, Feb. 25 (18 is Presidents' Day weekend). We decided to refer to the workshop as 'Midwinter' to reflect AASL's January conference.

Naioma Walberg, CAL Continuing Ed Chair, is interested in coordinating an adjacent Friday workshop that appeals to public and school libraries as well as those traveling from a distance. We want to keep Saturday focused on school topics. We will need to arrange hotel options, and a Friday evening optional activity. The location can't be at school library on Friday, but perhaps at a district instructional center such as Colorado Springs' D11. Heidi will research an appropriate location.

CAL is holding a southwest workshop September 22-23 in Durango with mini-workshops appealing to both public and school librarians.

Library 101

This former 101 online curriculum was written by the Three Rivers library district. Kim is discussing with CLiC the re-release of the school version of Library 101. Nancy White sent the link to the program,

<http://web.archive.org/web/20031011182534/www.colosys.net/three/101/school/questions.htm> and another at Utah's Alpine School District,

http://www.alpine.k12.ut.us/depts/media/elemllessons_rev.html.

There was also formerly a workshop produced by High Plains RLSS called Library Bootcamp. Like CASL, CoSLL was interested in replicating this event but Deb Kirk of Weld County Schools is no longer able to pursue this. The focus was paras and new librarians. August would be an ideal time. This might be an ideal workshop to present online. In order to find out more information about this workshop's content, Heidi will contact Beth Hager or Lorena Mitchell to find Lois Brown, formerly of High Plains.

Special Funding

CASL received \$1000 through an unknown bequest; some of these funds may be allocated to next year's school speaker at conference, much like CoSLL has been asked to sponsor this year's speaker at \$500. We also need to ensure that the \$1750 ABC-CLIO grant was spent in its entirety. Heidi will work with Kathleen to categorize \$1250 of these funds to the spring workshop and \$500 for a brochure to be produced this year.

CLiC is offering \$1000 in scholarship funds for school librarians to attend the CAL conference. They are requested that CASL recommend how to allocate these funds; Kim will report to CLiC that the CASL board recommends on 5 scholarships x \$200 cash, to be used for registration, lodging, and/or travel.

Other ideas for using funds that were brainstormed include: offering a membership incentive for new members, conference scholarships, a mailing to all schools (possibly in partnership with CDE's all school mailing twice a year), cash prize drawing from among new members or conference registrants.

Membership

Nationally, Dawn reminded us that an AASL survey showed that mid-career professionals don't want to volunteer, and they want professional development and advocacy services from their associations. Per her suggestion, Kim will explore Missouri's excellent practices of getting schools to their state conference.

There was discussion of producing a brochure specifically for CASL. We will need an estimated \$1000 for design, printing, distribution, and the funds can be drawn from the grant and the bequest. This could promote membership in CASL and its benefits, as drawn from the flyer developed after the 2004 retreat. Anthony LaCombe may be willing to design brochure.

CASL has achieved several successes this year that should appeal to members. The CAL board approved a full-time student membership category, year-round membership renewal is now being offered, there are specific school sessions at conference, university and CDE credit will be offered at the conference, and a school listserve will help members communicate.

Heidi distributed lists of current, 2004, and former members. There was discussion of not renewing because of not receiving reminders, and several key Power Libraries and students were not current members. The new CAL membership system will allow everyone to receive a renewal notice via email and then join and pay online. This should alleviate some of the communication difficulties. It was suggested that CAL print membership numbers on any mailing labels to make accessing the number easier. CASL should be represented on the re-forming Membership Committee.

Heidi will email 2004 non-renewing members a reminder to join online.

Volunteers

Heidi distributed a list of CAL committees; there is a change—Linda Lillwitz is now the chair of the Membership Committee. Knowing that people respond to personal requests, board members can approach key leaders and members to be involved in helping to tailor some of the CAL activities to the needs of school libraries. The following committees were determined to be priorities for recruitment: Conference, Intellectual Freedom, Membership, Awards, Continuing Education, and Legislative.

CAL also offers Roundtables and Interest Groups for any member who wishes to join. New groups can be created by petition to the board. This is an opportunity to create school-specific groups and be a presence within CAL at the board meetings, website, and reports.

Short-term opportunities for CASL volunteers were also brainstormed:

- Researching and updating school weblinks at CASL web page
- Updating CASL web page, including linking to award winner's schools, posting credit info to the CASL page, etc.
- Contributing to the newsletter (deadline on the first of even-numbered months) and the Colorado Libraries journal (any quarter; a school column edited by Cat DeRose is published in the Fall and Spring.)
- Assisting the CE subcommittee in hosting workshops and offering topic suggestions via email.
- Participate in a specific email group to solicit school nominations for awards and leadership positions.

The new listserve will help to move ideas and leaders to the forefront. Heidi distributed a "Leaders" list of district coordinators, Power Libraries and intern hosts. Gwen's nominations list for this year's ballot that can also be tapped for leaders.

Advocacy

CASL is the sole entity in Colorado's library community that primarily oversees advocacy for certified librarians in elementary schools. The current hot topic is high school redesign. There may be some opportunities for CASL to reach out to school associations such as CASE & CASB to present at conferences and in their publications. The group should target current & past administrator award winners to present at administrator conferences. In order to gain admittance and attention, a presenter must be administrator, with school librarian as a partner. Proposals should de-emphasize libraries while emphasizing results for students. The Power Libraries team has an administrator from Doherty HS in Colorado Springs.

Nuts & Bolts

For 2006, the CASL policies and bylaws could be reviewed, with job descriptions created for board members and representation changed from the outdated regional systems. The CASL web page at www.cal-webs.org should be updated. We will have 3-4 positions on the CAL ballot for 2006 board members, including a President-Elect. Joann Perry has agreed to run for election as High Plains representative. Sherry Crow will be elected to the CAL board as an ex-officio member and the AASL representative. In that role, she will also act as a liaison to the CASL board. At the October meeting,

we will appoint Beth Filar Williams to fill the Pathfinder regional representative position and reappoint Nance Nassar and Jody Howard as the state library and higher education representatives, respectively.

CAL Conference

The CASL board will meet casually on Thursday, November 10 from 8-9PM in someone's room at the conference.

Board members should plan to bring two items to conference for donation. The CASL board will donate a basket with the theme 'Dewey Decimal' to the CAL Legislative Education Fund to be raffled at conference. Items can be anything but should be labeled with their Dewey number. The board divided the numbers as follows: 300—Jody & Dave, 400—Gwen, 600—Kim (cookbook), 700—Kim (CD), 800—Nance (DVD), 900—Nancy White. 100, 200, 500, and other specific numbers are still available.

The second item is one small gift or library item to be given as door prizes at the CASL business meeting. This year, the PAC fundraiser is a 'costume challenge' whereby individuals can be challenged, for a fee, to dress up as the suggested character or pay a fee to not accept the challenge. CASL would like to challenge Judy Barnett to come as a Sweet Potato Queen. Donations to the PAC for the challenge will be collected at the October board meeting.

In October, we will finalize the content of the CASL Membership Meeting to be held Saturday, November 12, at 3:15PM. Heidi will again produce 'business card' advertisements for board members to distribute at conference, containing the time and place and room to write name for prize drawing.

Kim will draft a letter and a document showing conference highlights for school librarians. CASL has budgeted for a mailing to all current and former CASL members; this mailing will go out in late September and include the new listserve subscription info. The school conference summary will also be posted to the CAL website.

Some of the highlights appealing to school libraries are several Thursday preconferences, the free luncheon on Friday (the CAL business meeting) for which CASL brainstormed a list of possible roundtable topics, Friday evening's keynote by Dr. David Conley, and Saturday's CASL business meeting at 3:15.

Next meeting:

October 1, 9:00 – 12:00, Castle Rock Miller Library

Respectfully submitted,
Heidi Baker