

CASL Board Meeting Minutes October 1, 2005

In attendance: Kim Meyer, Gwen Giddens, Dave Sanger, Susan Gilbert, Sharyn Markus, Jennifer Hubbard, Beth Filar Williams, Nance Nassar, Heidi Baker (CAL staff)

The meeting at the Castle Rock Miller Library opened at 9:20 with introductions and approval of the retreat minutes.

Listserve

The listserve—CASL Community--has been set up on YahooGroups. The home page includes the purpose of the group and basic info on CASL as well as the logo. The board is testing the operations; some have had difficulty subscribing from work. Some tips were developed for usage: Sign up from personal internet access, but have emails sent to work address. Go to website to choose login and password, but does not require a new or a Yahoo email. Recommend, under preferences, choosing Daily Digest rather than Individual Emails once you are logged in. Save the 'TO' email, caslcommunity@yahoogroups.com, in your address book. Files can be posted to the Files storage area at the listserve website—this is encouraged rather than attachments; attachments are sent to those who receive individual emails and to those who can receive external attachments. Add CAL membership info to website and promotional materials, but the list is open to all, regardless of CAL membership.

Beth offered to create a tri-fold brochure with basic listserve information. We can also condense this info into bookmark form for distribution at the conference during the business meeting, through board members, and at the CyberCafe. Heidi will investigate 'invite/promote' options online and develop an email to send to CoSLL and LIBNET, one that can be shared with any other lists.

We can discuss and revise the statement of purpose through the listserve. It is important to emphasize that this is a service that CASL is providing to school librarians.

Workshop

The workshop date that does not conflict with other major events is February 25. CAL Continuing Education committee and/or CLiC will offer a workshop on Friday.

Regarding location, schools may not be an ideal location because of the Friday workshops, but district training centers could be used. If there was a location without a lab, CDE has a mobile laptop lab. Gwen will investigate the D11 center TESLA and Monument schools, and Heidi will contact Arapahoe Library District and the Castle Rock library. Other options include Cherry Creek district center, Aurauria campus, Douglas County district center (Joann Patterson).

We need volunteers to work on the subgroup to plan the event; Betty may have some suggestions from Power Libraries. The planning group will meet at the conference, Friday, November 11 at 7:30 in the hotel restaurant, and then again on Saturday, December 3, at 9AM at the Castle Rock Miller Library.

2006 spring workshop registration will be the same fees, \$50 members and \$85 nonmembers. If there is a two-day event with the CE committee, then the two-day price will be reduced, likely to \$85 for members. In order to post the registration form by January 1, all details must be submitted to the CAL office by 12/19. Registration will close February 18.

The board brainstormed topics and themes for the workshop planning team.

Workshop Topics

- Student achievement/gap/multicultural education
- 21st Century Learning / trends
- AASL hot topics
- Resources / grant writing
- Winning (programs, awards, Power Libraries)
- Poster sessions (Colorado's award winning programs)
- Library promotion / advocacy—Top 10 things to do today
- Promoting certified positions
- Leadership
- Library Research Service info
- Cooperation (resource sharing, ILL, Colorado Library Card, school/public, Summer Reading, high school achievement, school administrators)
- NiSafe / copyright
- Backwards Design 201
- Booktalks/YA/CYAAL/storyteller/author
- Intellectual Freedom
- ETIL
- Tech trends
- Best practices/tracks/potpourri
- Customer Service
- All-school Reads

Workshop Theme

- February
- March Madness
- Midwinter CASL
- Blues/blahs/ahs
- Blow the blues away
- Turn blues into ah-has!
- Oz (rhymes with blahs)
- Win-ner/winter
- Mardi Gras
- Erase blahs with the blues
- Erase blahs with Mardi Gras.
- Jazz up your winter.
- (masks, beads, Cajun lunch, high school jazz or marching bands)
- Time of re-inspiration

Continuing Education

Beth provided an update on CLiC's upcoming trainings. They wish to partner with other groups around the state who are already conducting, or wanting to hold, workshops.

CLiC and other groups are talking about and developing Library 101 training opportunities. CASL supports these efforts, which seem well underway and the board looks forward to recommending them to members. CASL will not develop its own program, as the current interest and efforts will likely address the need.

Budget

The 2006 budget request was discussed. Last year's request of \$5500 was used as a baseline, and items were kept at the same level. Some line items were made more specific such as workshop versus general postage, workshop honorarium versus general expenses, and specific supplies.

Because we have a one-time gift of outside funds—the bequest, we are able to attribute funds toward sponsoring 2006 conference school speaker. After a motion (Gilbert/Markus) and unanimous approval, \$500 will be earmarked for this purpose; the other \$500 will be earmarked for 'member services' to be determined by the new board. CASL can also 'endorse' this year's school speaker for no charge, but it was decided not to interfere with the credit CoSLL will receive for sponsoring.

Brochure

Developing a brochure about the benefits of being a CASL member will raise the visibility of the association and increase membership in CAL. CASL has traditionally assumed a strong role in membership outreach, and much like AASL, encourages potential members to join the parent organization.

CAL enables us to lobby, address intellectual freedom issues, and have more continuing education and information opportunities because of its larger size, but it was felt that members join because of their ability to associate with those in similar professions. Kim spoke about her membership in ALA, which was so she could participate in and benefit from the services of AASL.

The CAL membership committee is reinventing itself and CASL should appoint several school representatives. The board decided to propose to the membership committee that they print a marketing brochure as a prototype for each of the association groups. The CASL board will develop the brochure, and will suggest that the marketing committee request funds for printing. The brochure should be approved by the CAL board.

Volunteers

Kim will contact Judy Barnett, as the CAL nominations chair, regarding the process of appointment to committees. It was recommended that CAL consider appointing a volunteer coordinator. There has been some confusion regarding recruitment at past conferences, and the lack of follow-up. This could arise because of the difference in recruiting for conference tasks and recruiting for committees. Heidi will ask for more information from Kathleen.

The board revisited the key CAL committees; this will help raise the visibility of CAL in the school community and increase services to schools. A good method of recruitment for select committees will be to email a call for volunteers to CoSLL.

Conference: Kim will ask Glenda which 2006 subcommittees need volunteers.

Susan Gilbert
Connie Neumann, D12 (or Spring Workshop for CASL)
Gay Lynn Jameson (from D12)
Melody Reedy (from D12)

Membership

Jennifer will be the board liaison and guide the creation of a CASL brochure.
Nance is interested, but must be conscious of CDE linkage.
Judy Barnett should serve as key rep, or provide key info to committee from CEMA's history of regional representation and membership outreach.
Jody Gehrig

Intellectual Freedom

Katherine Williams
Jody Howard
Carol Pederson

Awards: This is a good committee for electronic involvement. CASL might also form a short-term committee that solicits school nominations.

Susan Mahoney

Legislative: Chris Bell is the co-chair and could be asked how best to engage school librarians. The committee's electronic network is another easy way to get involved without attending meetings.

Nicolle DeCrette
Mark Skinner

CE: This committee operates more as an on-call team in different locations to put on workshops. It's not clear how the committee engages members. Beth is on the committee and assisted with the CAL Southwest workshop.

Christie Frost would be an excellent resource.

Other volunteers:

Julie Hyde Porter
Marcia Parrish
Becky Russell
Cathy Veges
JoAnn Patterson
Mary Johnson

Conference

At the conference, CASL board members are asked to bring three donations: a small door prize for the business meeting, an item for the fundraiser basket raffle ("Dewey Decimal" theme), and a cash donation for the Colorado Libraries Political Action Committee costume challenge.

The board will meet at conference November 10, Thursday evening, from 8-9PM to gather these items and finalize the agenda for the Saturday business meeting, CASL Celebration. The location will be announced via a sign at the conference office. We will pass around an envelope for personal contributions to the PAC; Judy Barnett has accepted our challenge to dress as a Sweet Potato Queen.

Susan will bring a basket to hold the fundraising raffle items and Kim will create labels and signage. We have videos, CDs, and books, but anything relating to a Dewey number topic can be contributed. Board members should label your item with the appropriate Dewey

number; Heidi will accept contributions prior to conference or in the conference office if board members are unable to attend Thursday night's meeting.

CASL Celebration will be held Saturday from 3:15-4:15. Gwen will run the meeting as her first duty as president. We will have short introductions of the board, provide a 2005 report, announce the 2006 workshop, recognize new members/new to conference/longest drive, etc. and honor members such as Sherrie Galloway, who is serving with the Library of Congress for a year. The bulk of the meeting should connect and network school members in an interactive way and celebrate successes. This is also an opportunity to ask for feedback and volunteers. Kim and Dave will investigate small giveaways for attendees.

Heidi will distribute two items to board members at conference: bookmarks promoting the listserve, and cards inviting school librarians to the CASL celebration. These cards will then be used for Celebration attendees to enter the door prize drawing by writing their names on the back of the card. Heidi will investigate ribbons or stickers for CASL members' nametags.

Board Members

Unanimous approval was received for Beth Filar Williams to fill the Pathfinder regional representative position and for Nance Nassar and Jody Howard to be reappointed to one year terms as ex officio representatives of the state library and higher education, respectively.

2006

Some items remaining on the board's agenda for 2006 include revamping the CASL web page, updating the bylaws to reflect different representation than the former regional systems, and reviewing the member recruitment plan. In the past month, 80% of renewals have been from school members—memberships are now for one year from date of renewal. Heidi will distribute updated membership lists to the board. We will set 2006 meetings at the November 10 meeting.

Announcements

A CAL interest group and listserve is being formed by Colorado Springs librarians. Contact Gwen Gregory at ggregory@coloradocollege.edu or Mary Beth Chambers at mchamber@uccs.edu to join.

Newsletter deadlines are changing to *odd* numbered months starting in January. CASL tries to publish something in each issue between the president, AASL, or other articles pertaining to school events as submitted by the board or members.

The Publications Committee will consider publishing a new membership directory after January. Membership renewal now takes place through an online system.

Regarding recognizing Power Libraries at the conference, Joy Van Meter and Glenda Hawkinson need to connect to confirm the venue. This will also inform an all-contact mailing that Kim is creating that will highlight relevant CASL and school activities at the conference.

The CASL board will tentatively meet at the Castle Rock library on January 28, 2006, 9:30AM.

The meeting adjourned at 12:00PM.