

CASL Board Meeting Minutes
April 22, 2006

Members Present: Gwen Giddens, Susan Gilbert, Dianna Fricke, Nancy White, Jody Howard, Kim Meyer, Mary Katherine Johnson

Guests: Naioma Walberg (CAL CE), Shelley Walchak (CLiC/CAL Marketing), Heidi Baker (CAL)

Workshop Recap

Thanks for a great workshop, Gwen announced. The board reviewed evaluation feedback from the workshop. To date there have been 3 action plans submitted for credit. A suggestion was made to send a message to the CASL list serve to remind people to turn those in. Jody will send this message out.

Discussion: Should CASL repeat the workshop? Nancy is doing an expanded workshop at TIE. Perhaps we could do this at CCIRA? CASE? Bonnie McCune has been interested in presenting on behalf of school libraries at CASE, but it must be done jointly with an administrator. Mike Miles might be a good candidate. CAL conference –we could possibly do a ‘principal panel.

Jody: In Texas, they have panel discussion with administrators and offer scholarships to principals around area; she and Nance had planned to request LSTA funds for this but timeline was too short.

A suggestion has been made that school librarians do a workshop at CAL conference for public librarians on how to teach. Others: 21st Century Learning and Public Libraries – working together or expand 21st Century Assessment.

Wrap up: Thank you notes circulated to presenters and Linworth for books. Durango is following a different model of ‘21st Century Learning.’ Good attendance – Topic was needed. Timing was good – probably best to continue having workshop in February.

CAL Continuing Education opportunities

Grand Junction: August 3-4 and Durango: September 21-22

Naioma: Last year in September, two days of workshops in Durango were very successful, but there are a lot of school librarians and they want to do workshops geared toward them. Idea: CASL could do one track. Other workshops that will be offered include cataloging and basic book repair, storytelling with Julie Herrera & new standards (ET-IL). Paul Paladino will give an update on the legislative committee. Government docs, MS Word, grant writing. Sherry Galloway, Library of Congress fellow, on how to research in the 21st Century. Friday morning will have 3-hour sessions, afternoon 1.25 hour workshops.

Discussion: CASL could do 4.5 hours worth of continuing education. Friday would be best. This would require Thursday travel, Friday workshop, and Saturday travel back. It would be a good idea to meet/talk with librarians from Durango and meld together the 21st Century learning models. Nancy will contact them and do a 3 hour workshop if we can use a lab, 1.5 hours if not. Ft. Lewis College has a computer lab but Naioma is not sure if we can schedule it; if not, Kim will check to see if she can get a lab from JeffCo. Kim will do the website workshop. Gwen is also available to attend, and Naioma suggested a school reception on Friday evening.

Would CAL reimburse our travel expenses? Heidi will check, but since it is budgeted, sub pay can be covered.

Constitution Day/Diversity Poetry Contest

Shelley: The CAL Marketing Committee wants to support to school librarians for Constitution Day. This year’s slogan is “Freedom: It Looks Good on You.” They are assembling a toolkit of resources school libraries can use. The State Library August mailing will include copies of constitution, bill of rights, lesson plans, etc. and possibly some incentive. There are many organizations already doing this, and the info will show schools how to tap in to those resources. There should be an announcement on CASL listserve in late May to give teachers a heads up.

CASL suggested sending a note to curriculum directors to have them contact their school librarians for Constitution Day resources. Shelley will draft a letter.

CAL Board Update

Workshop Fees: Judy is trying to work out something with Kathleen to get workshops and/or conference presenters reimbursed.

CASL logo usage: Gwen is clarifying policy with Judy Barnett.

Membership Recruitment/Brochure: Jennifer Hubbard is the CASL rep to the CAL membership committee, chaired by Linda Lillwitz, and with reps from each of the CAL associations. Jennifer was hoping to design a CASL piece, but has redone the CAL brochure with mission statement and quotes from members. The committee is identifying bulk mailing and printing options, something that Jennifer's school cannot support in the way that public libraries might be able to.

Jennifer will email the draft to the board. CASL wanted to know what the outreach plan will be so more new members can be recruited, and offered to do a mailing to every school and library media specialist. Can we do an association insert? Jennifer will check and Dianna will work on content. Heidi will help Jennifer clarify the details on mailing.

By-Laws & Policies Revisions

Kim undertook the task of updated the by-laws and policies current with practice and to address the non-existence of Regional Systems.

Second page – Section 4: Regional Directors changed to “regional representatives.” Remove “up to 7” as bylaws define number; “4-6 regional representatives” is desirable.

Section 7: Accept change “not serve more than two consecutive terms...”

Section 10: Match wording with Section 4. AASL rep should indeed be elected as money is involved.

Policies: Change “Librarians” in title to “Libraries.” Clarification: “Board of Directors” includes all reps. Executive committee = 3 “presidents” (past, present, future) and secretary. Need to clarify this difference in our policies.

Two appointed reps are Higher Ed and State Library. These are non-voting members of the board.

Should regional reps be “elected” or “appointed”? Group agreed we are okay the way it is written.

II. Board – Item 4: President Elect would fill vacancy for President to match bylaws.

President– Leave 7 as is. Add something to president-elect about being AASL rep. Remove ‘life membership’ from past-president benefits.

Secretary – Secretary is responsible for duties even if Heidi currently fills some of these.

Elected Directors – Clarify with Membership Committee if it is okay to “contact and recruit new members.”

Take out a. and make 4. one sentence.

Page 6: Affiliations – We don't pay dues to AASL. We do pay portion of cost to attend AASL conference for president-elect & AASL rep.

Substitute pay – delete “not to exceed \$75 per day.”

Kim will assemble discussed changes and re-send to board. Changes need to go on the ballot by August for a vote of the members. Heidi will work with Kim to simplify language and submit for the ballot.

Newsletter Template/Contributions

Kathleen is okay with the concept of CASL having a full page in the newsletter. Her concern is if there is enough content to fill this up, and that someone takes responsibility for gathering CASL content. Dianna distributed a template handout and suggested rotating responsibility for each article. Great idea & good topics! Dianna will be the contact person. While we wait to hear about the logo usage, Heidi will email CASL logo to

Dianna who will e-mail template with logo to Gwen. The title of the page was changed from CASL Corner to CASL Connections. Kathleen sends an alert as call for newsletter articles and Heidi will have Dianna added; the deadline is the first of the month.

For June issue: Gwen – from the President, Nancy – web highlight, Dianna – Continuing Ed. Jody (Professional) & Susan (YA) & Kim (Children’s) – books – Best Practices/Tips – Kim
May 25 is deadline to get information to Dianna

For the August issue, Dianna and Heidi will announce via e-mail. Contributors may have a variety of tips that won’t fit in the first issue, or will want to continue doing their ‘column’ or others may want to contribute.

CASL Webpage update: Nancy talked with Kathleen about updating the CASL webpage or creating a separate page. The content needs to be on the CAL website; CAL maintains a web server, webmaster and a single point of information for all members. Nancy distributed a list of other school library association websites as examples of content. The current CASL page is at <http://www.cal-webs.org/index3.html#casl>; it is hard to find and not as useful for school librarians to visit for updated content. For interactive posting of lesson plans, tips, links, newsletters, etc., a blog linked to the site may work; Nancy will investigate Yahoo. Gwen will mention ideas to Judy. Nancy will explore templates that could possibly be used by other organizations.

Membership statistics:

2002-2005: CASL membership was down 100 members after its pre-merger high of 600 (final conference held in first year of merger with CAL conference that same year.)

2005: Total CAL membership is 950.

Public Librarians – 500

School Librarians– 270

Partnerships: CASL/School-Public Libraries: Mary Katherine reported that the Delta area is doing a lot of partnerships. Two sites in Grand Junction are sharing public and school libraries. We had hoped to organize something for National Library Week this year, but planning for the workshop took priority. Gwen had not heard from the CO-PLA president about planning something for 2007 and will try to connect at the retreat.

CASL Community listserv & automatic enrollment: Automatic enrollments in the listserv can’t be done for privacy or through YahooGroups. But we can send out automatic messages to members when they join. Heidi will work with Kathleen and Gwen to set this up.

CAL Conference: Susan reported that schools will have fair representation in workshops and speakers; actually, school content was greater than school attendance in 2005. Last year, Kim did a grid highlighting workshops and events of interest to school librarians that was effective; Gwen will do the same. Workshop proposals are due by May 15.

CAL Awards: Deadline is June 15. The exemplary library media program award needs to have some applications. Mary Katherine will write a proposal for a school paraprofessional library award. The Awards Committee suggested recognizing a library trustee. The Awards Committee may look in to writing an amendment to allow award to go to school board member who shows support of school libraries.

ALA: Sherry will attend ALA this summer. Gwen has asked for district permission to attend. Are there any issues that need to be addressed there? Sherry should post a request to the listserv.

August Retreat: CASL board will participate in the CAL retreat in Grand Junction. CASL is not in favor of organizing school workshops in conjunction with the retreat as this is an overextension for the board. Expenses for travel, food & lodging will be covered; CASL has \$1000 budgeted. Doubletree Hotel is the location for the

retreat; CASL will meet on August 5, with CAL meeting on the 4th. There will be an evening social for all board members on Friday.

Continuing Education: Shelley stated she hopes that new State Library program director will coordinate continuing education opportunities for the state. This year CLiC and CDE held 8 school workshops and 8 all-encompassing workshops. Next weekend, these workshops will be held in Grand Junction for 2 days. This model seems to work. CliC is planning for school libraries next year via 2-day workshops in 3-4 locations in state. Grand Junction would be one in the spring. They will arrange tracks for different types of librarians. CliC is also looking at planning summer institutes.

Discussion: Like SEALS/Canon City with CliC, could a partnership happen with CASL? CliC (Shelley) would love to do that! School librarians like workshops focused on their needs. CASL usually has a one-day workshop on Saturday (in February). CliC might arrange for workshops on the Friday before with multiple tracks. Some concerns were losing school librarians, duplicating efforts, registration fees/budgets, and coordination.

There is a need for all the various groups that provide continuing education to get together—CAL CE, CliC, State Library, CAL Spring Workshop groups—to come together and coordinate efforts. There should be representatives that have authority to make decisions present at this meeting; Gwen will forward this idea to Judy Barnett, CAL President.

Respectfully Submitted,
Nancy White, CASL Secretary

Action Item	Who
CASL listserv message reminding UCD credit applicants to turn in action plans from Midwinter Mardi Gras	Jody Howard
Coordinate CASE, CASB, CAL presentations by school administrators	?
Send Constitution Day pre-announcement to listserv in May; send letter to curriculum directors reminding them of library as resource	Bonnie McCune
Brochure draft to board; check on outreach and CASL insert (draft)	Jennifer; Dianna
By-laws & policy updates sent to board; condensed for ballot by end of July	Kim; Heidi
Newsletter articles due to Dianna by May 25; to Kathleen by June 1	Gwen, Jody, Kim, Nancy, Susan; Dianna
Webpage updates & functionality research	Nancy, Gwen
School-Public Partnership with CO-PLA discussion at retreat	Gwen, CO-PLA
Set up new member message	Heidi with Kathleen, Gwen
Remind of awards; bring forth school amendments to committee	Mary Katherine
Submit award nominations by June 15	ALL
Request for AASL items to listserv	Sherry
School workshop grid for conference	Susan, Gwen
Continuing ed—continue to coordinate with CLiC for 2007 spring workshop, ask for clarification from Judy; clarify Durango details with Naioma, JeffCo, Kathleen & Durango schools	Gwen, Heidi, Beth, Nancy, Kim