

BOARD MEETING MINUTES

July 29, 2019 • 9:30-11:30am • WLA online meeting room

Read in Advance of Meeting: April Board Meeting & June Special Board Meeting Minutes, Leadership Reports, Small & Rural Libraries Task Force Report, Diversity & Inclusion Task Force Report

Present Board members: Rhonda Gould, Emily Keller, Ahniwa Ferrari, Dave Sonnen, Joe Olayvar, Kim Hixson, Steve Bailey, Chris Skausget, Linda Johns

Present Division, Section, & Committee members: Ann Hayes-Bell, Ralph Hayden, Kristin Piepho, Elizabeth Partridge, Greg Bem, Suzanne Carlson-Prandini, Tami Masenhimer, Sonia Gustafson, Caitlin Bagley

Present Task Force Members: Rondi Downs, Alexa Andrews, Angela Morris, Tess Carroll, Warren Chin

Present Staff: Kate Laughlin, Hannah Streetman, Nem Brunell, Brianna Hoffman, Carolyn Logue

Facilitator: Rhonda Gould

Notetaker: Nem Brunell

Meeting called to order at 9:32 am by Rhonda Gould with quorum present.

Approve minutes from April & June 2019 meetings

- Chris Moved to approve the April & June meeting minutes. Kim Seconded. Motion passed.

Leadership Reports: follow-up questions/updates

- Leadership reports were submitted and read in advance of meeting.
- ALA's organizational restructure
 - Staff will work with Steven to compile information to send out to the board for Oct meeting
- School Library Division Chairs
 - ScLD Secretary Hillary Marshall has been appointed to step into the vacant Vice-Chair role for the rest of the year and will be running in the 2020 election for Chair.

Leadership Position Descriptions

- Some position descriptions are over a decade old, and staff has rewritten them in draft form. Descriptions must be approved by the board and will be sent to be voted on out of meeting.

Listserv Policy

- Staff drafted guidelines for listserv and other WLA communications use
 - 'Listsers may not be used for supporting or opposing any candidate for public office.' Kate clarified that this does not include endorsing ballot measures. She also clarified that we can talk about candidates, but cannot explicitly endorse them.
 - Budget comparisons: the anti-trust policy is about price fixing, different from budgets. Members can ask these questions on-list and tell people to respond to off-list.
- Listserv policy vote will be held alongside the position description vote out of meeting.

Committee Revitalization Project

- Largest infusion of new, active, engaged members into leadership in recent memory. Focused on representation from all divisions. All major committees are either meeting or setting meetings.
- That the project is focusing on the eight major committees currently, but will move to intra-division committees.

Small & Rural Libraries Task Force Report

- The task force started with a survey receiving mostly ambivalent responses on WLA's serving of small and rural libraries.
- Most valuable resources: WLA Annual Conference, WLA Wednesday, State and Federal Library Advocacy
- Most Desired resources: in-person connections, mentorships and coaching
 - Mentorship program and the regional meetups, both of which are underway
- Suggestions
 - Cost and travel as huge barriers to SRL staff
 - Need help with cost, need help with justifying to managers. Help staff of all levels.
 - Host regional network events. Value added for presentations or facilitated discussion
 - Meal tables for people to sit at for small and rural library for informal conversations.
 - Virtual Conference, accessible recordings of annual conference
 - RFP will specifically target material that is relevant to SRL
 - Create board position with a special interest in SRL
 - Kate suggested that instead of a board position, to find a way to advocate for SRL with the system that WLA already has, like a section. Brianna mentioned that the bylaws make it very clear how to create a new section.
 - Connect with ARSL
 - Encourage organizations to make leadership and training a priority at all levels of staff
- WALE: Talk about shifting focus of section to Small and Rural Libraries
 - Could host regional events
 - WALE is mostly comprised of members from urban libraries, but could work with the task force to bring SRL workers to the section
 - WALE conference was a value to SRL workers because it was held in eastern WA
- Grants: There was a recent change in the WSL Professional Development Grants that there is no longer the need for the library to match funding. Depending on the cost of the event, it could potentially be fully funded.
- Allowed board to read and digest information, allowing for questions

Diversity & Inclusion Task Force Report

- Suggestions
 - Train the trainer program, trainer in residence program, speaker tour to bring these skills to people. Kate suggested Lucretia Robertson for trainer.
 - Equity council or Diversity officer in each group: review ongoing work and make recommendations
 - A clearer purpose for EDI in WLA: What are our goals?
 - Providing opportunities: Scholarships, knowledge and support. Better guidance to bring people of color into librarianship in addition to supporting those who are already here.
 - More EDI content on social media, Alki, breakout sessions
- Staff will send survey data to the board.
- Reason behind the creation of the taskforce: was there a problem that WLA had experienced? There had not been a singular issue the taskforce was a response to, rather a need to diversify the association.

Legislative Update with Carolyn Logue, WLA Lobbyist

- Working with school libraries on an outline for a bill next year sent to house Democratic staff at their request, meeting with Rep. Pettigrew to get going on drafting that bill. Hopefully will have language to make bill a little stronger in support of school librarians.
- Meeting with Senator Murray on Federal affairs, establishing in-state connection between her staff and WLA.
- Two elections this year to monitor: 13th district & 40th district. Should stay the same.
- New Budget Committee looking at establishing grants for public libraries under Rep. Theringer.
- Public Library filtering bill from Rep Caldier. A similar bill passed in Idaho.
- Legislative Day scheduling: Tentatively February 5th.

2020 Elections, Awards, Scholarship update

- Deadlines approaching for elections, awards, scholarships. Encouraged nominations

OLA-WLA Conference financials update

- A more accurate representation will be available after the July financials are prepared
- The contract gave a 55/45% split, with some exceptions: preconferences, credit card fees, supplies
- There was a verbal agreement that business meals would be split, each association paying for their own. After the conference, Shirley (OLA) brought up that there was no way to separate revenue from the lunches since they were included in the price of registration. After another meeting, staff from both associations agreed to split the difference as long as the boards agreed.
 - \$3,000-5,000 difference
- Kim, Joe, Chris expressed agreement
- Finance Committee and Treasurer will be looking at the financials in their next meeting.

Save the Dates: Future WLA events

- Many upcoming events in 2019-20
- October 5th is Board Leadership Retreat in Wenatchee, Awards Gala to follow
- November 15: CAYAS Workshop in Lacey
- Regional Meetups to be planned: board members will be invited to host in their respective locations

Future Events Survey

- Will be discussed over email

Meeting adjourned at 11:31 am.

WLA Leadership Report Form 2019 (Responses)

Timestamp	Position(s)	Name	Mission of	Goals of	Activities in last quarter	Recruiting activities	How has word fit mission/goals in	Goals or activities to accomplish by
7/14/2019 14:05:51	Continuing Education Committee Chair	Joanna Freeman	The Professional Development Committee (note change from Cont. Ed. listed in this form) supports professional development activities for and by WLA members.	The mentoring program was rolled out at the OLA/WLA conference and we plan to continue to expand and promote that program. We will update and roll out the Seed Grant and Initiatives applications for WLA groups to access funds to provide PD opportunities, particularly in this "conference gap" time. We are anticipating all scholarship applications being turned in by August 1 and we will evaluate those applications in August to be awarded in late August/early September.	The committee has rolled out the mentoring program after a lot of work by the subcommittee, which took a lot of information and created an excellent program to match mentors and mentees. The scholarship subcommittee revised the scholarship application to more closely follow the WLA mission and direction the organization is going (highlighting diversity as one example) and created a rubric so committee members can objectively evaluate applications. The seed grant subcommittee has been meeting to revise the grant process. We meet online monthly (except for June/July).	We recently added a member from the academic librarian library division to replace a retiring member. This member was recruited by the WLA office and discussed the committee's charge and mission with the chair before agreeing to join the committee.	We are following our mission in at least three distinct ways, mentoring, scholarships, and grants, and all three support WLA members at all stages of their careers.	We will hopefully have some mentoring pairs connected, the scholarship will be awarded, and possibly have the Seed Grant/Initiative process complete and ready for applications.
7/17/2019 9:20:58	Member Services Committee Chair	Ralph Hayden	Awaiting board action regarding member services committee activities.	Awaiting board action regarding member services committee activities.	Awaiting board action regarding member services committee activities.	Awaiting board action regarding member services committee activities.	Awaiting board action regarding member services committee activities.	Awaiting board action regarding member services committee activities.
7/17/2019 16:23:54	WALT Chair	Anne Bingham	To share information, communication, learning, and support for training, career development, and continuing education for library staff; and education and instruction for library users.	Probably one online meeting in September; continuing planning, organization, and support of January online WLA event; post minutes of July 12 meeting to WALT webpage; update photo on WALT homepage.	We had a lively, engaging meeting on July 12 at the Pierce County Library System admin center, with 12 WALT members and one guest attending. That's a great turnout for an all day meeting in the summer! And we did not get to everything on our agenda--we have more things to talk about at our next online gathering. Please see the WALT web pages for meeting minutes.	WALT had a table, handouts, and presence at conference to welcome and incite participation. WALT was recognized in supporting conference presentations. Since we hold meetings, our listserv regularly shares info, and invites participation and contributions from all members. Tami Masenhimer is encouraging WALT members to volunteer for the January WLA event. Opportunities will be shared through WALT minutes, listserv, and future meetings.	Our informative gatherings keep WALT flowers cross-pollinated. As we share info about the many programs and resources in our libraries, we all have more info to bring back to our staff, colleagues, and patrons. All of our work directly supports the mission of WALT.	Probably one online meeting in September; continuing planning, organization, and support of January online WLA event; post minutes of July 12 meeting to WALT webpage; update photo on WALT homepage.
7/18/2019 10:09:40	SRRT Chair	Samantha Hines	uphold and maintain the social responsibilities of libraries within the library community of Washington State; encourage continuing education of library personnel and library supporters on topics related to social responsibilities of libraries; advocate for improved library services for all residents of Washington State; provide a forum for discussion of issues related to the social responsibilities of libraries.	Zoom meeting on 8/22, select a large goal for the RT, move toward a face to face meeting, clarify definition of Social Responsibility	online asynchronous meeting via google docs in April/May: viewed/interacted with by about 12 people	Our online meetings are our first attempt; we look forward to holding a face to face meeting at the next conference and possibly recruiting some program submissions	Mostly with our last point about providing a forum for discussion	strengthen and build upon networking activities
7/19/2019 10:57:46	Academic Library Division Chair	Caitlin Bagley	To help and promote academic libraries and librarians across Washington State	Right now we're in the beginning stages of working with CLAWS to establish an academic oriented conference for Spring 2020. Our goals for the next quarter are to firm up plans around establishing roles for the conference, sending out calls for proposals, save the dates, and gathering speakers, etc.	We have been fairly active in figuring out what a joint conference with CLAWS would look like. In particular thanks to Steve Overfelt and Ahniwa Ferrari for helping spearhead some of the initial research into this. I believe we have had two zoom meetings this quarter to discuss initial planning and have now chosen a date and location. In September this should ramp up a bit.	I'm hopeful that the new conference in March will bring new members to the fold, but at the moment there is not an active drive for new members.	Very well. We've been trying very hard to make a conference that academic librarians would want to attend, since one of the most frequent things we hear from our members is that the primary WLA conference doesn't have enough sessions relevant to their work.	A good conference name!

WLA Leadership Report Form 2019 (Responses)

Timestamp	Position(s)	Name	Mission of	Goals of	Activities in last quarter	Recruiting activities	How has word fit mission/goals in	Goals or activities to accomplish by
7/19/2019 12:01:05	CAYAS Chair	Whitney Winn	Promote excellence in library service to children and young adults in Washington State. Work for recognition of work with children and young adults as a service specialty. Achieve a standing equivalent to other service specialties in library classification, salary schedules and promotion. Encourage, promote, sponsor and report workshops, training sessions and continuing education programs for those working with children and young adults. Encourage, promote and develop cooperation with all agencies serving children and young adults. Encourage new members to become active participants in our professional organizations. Recruit children's and young adult librarians.	Select winner for CAYAS Visionary Award. Recruit members for election. Start registration and continue publicity for fall workshop.	Three steering committee members have been working a full-day workshop for the fall, including finalizing a schedule and booking presenters. Another steering committee member is planning another training opportunity focused on diversity, equity, and inclusion. The Chair served as a sponsor for an iSchool Capstone project focused on serving teens with disabilities in the library and hosted a webinar for the students to present their findings.	This continues to be a focus of ours. We have a new Communications Officer who is working on our Facebook page and exploring an email newsletter option. We also plan to have more virtual options and are planning a fall workshop	Our activities are tied to our mission of training and continuing education opportunities.	Open registration for our fall workshop and publicize it. Plan a virtual Books and Brews meetup to talk about books for youth. Establish plans for an email newsletter to members to highlight the work of youth librarians across the state.
7/19/2019 12:59:53	Public Library Division Chair	Sonia Gustafson	The WLA Public Library Division (PLD) facilitates collaboration between public libraries, shares knowledge on innovation and advancements in library service, and represents the interests of public library staff, Friends, and Trustees within the larger organization of WLA.	Help publicize and potentially coordinate program proposals for Virtual Conference. Hold another virtual meetup.	PLD leadership talked about how we wanted to participate in a virtual learning day- looking forward to planning and working together on the virtual conference.			
7/19/2019 13:02:38	WLA Board Member	Linda Johns		To represent Washington at the PNLA 2019 conference.	PNLA conference prep.			I'll be repping Washington at the Pacific NW Library Association conference (Aug. 7-9, 2019) in Spokane; participating in the Regional Reads presentation by highlighting Washington authors; volunteer in various capacities at the conference.
7/19/2019 13:27:14	IFS Chair	Lisa Vos	The purpose of our Section is to raise awareness of intellectual freedom issues such as censorship, protecting privacy and uphold the basic rights of patrons and those in the library community. We also provide an opportunity for training and discussion through programs at the annual conferences and other workshops and communications throughout the year.	We need to make an action plan for the WLA conference in 2020, recruit new officers	We retrieved up-to-date IF information/hand outs and swag from WA ACLU and ALA IF. We took what we received and shared an IF information table with Oregon IF at OLA-WLA. WLA IFS sponsored a session (ALA James LaRue) jointly with OLA IF. I recently attended a Niche Academy IF Webinar	Promotional Material, sponsorships	We created awareness through the conference session and information table. We shared the slide show for the James LaRue Presentation with our members who were unable to attend the conference or session. We also shared Niche Academy IF webinar recording with our members	I would like to create a network of support for libraries pursuing Drag Queen Storytime in order to share ideas, stories and strategies. What works well, what doesn't. We can also create a script to follow for handling the disgruntled public
7/19/2019 13:49:05	LIFE Chair	Elizabeth Partridge	LIFE focuses on developing leadership skills and sharing them with the larger WLA and library community.	Continue to post information for leadership skill development.	I posted requests for participation from members, but received only 2 responses. I followed up with posts about leadership development training I had been participating in.	I have not been able to encourage new participation beyond positive responses to my informational posts.	I have started posting regular informational notes to get people to participate more - even if it is to simply share their own leadership development stories and resources.	I hope to get some more posts up and engage people in some dialogue.
7/19/2019 13:56:07	WLA Board Member	Emily Keller	To support the work of the Board and the President.		Have participated in regular meetings with the Finance and Legislative Committees, as well as meetings with the ED, President, and Past-President. Leading a discussion to put forth a nominee for a WLA award on behalf of the Legislative Committee. Attended the Annual Conference in Vancouver, WA. Participated in discussions on the "conference gap". Listening in on discussions about upcoming ALD conference in March.		Supported the work of the Board and the President.	Complete nomination for WLA award on behalf of Legislative Committee; support conference planning for ALD conference; attend WLA Board Retreat and Awards Gala in October.

WLA Leadership Report Form 2019 (Responses)

Timestamp	Position(s)	Name	Mission of	Goals of	Activities in last quarter	Recruiting activities	How has word fit mission/goals in	Goals or activities to accomplish by
7/19/2019 15:44:37	CLAWS President	Greg Bem	Increasing quality of library services, as well as information literacy development and practices in instruction; Promoting inter-library cooperation, idea sharing, professional development opportunities, and best practices directly benefiting student success; Amplifying system-wide concerns to Library Leadership Council (LLC) and promoting integration and cooperation of library services into college programs; Advocating for equity in higher education and the workforce while emphasizing the diverse and ever-evolving needs of our campus communities; Seeking out innovative and sustainable initiatives that are open and equitable in developing quality library services, collection development, and user experience.	Progress from interim steering committee to first-voted steering committee; seek fuller enrollment; establish an understanding of and contributions to the listserv; develop with ALD the first CLAWS conference.	Zero committees other than formation. No meetings except a planning meeting for said conference.	A lot of emails. And a lot of word of mouth.	We're just getting started, so everything we are doing is geared towards the goals listed above.	The same goals as those listed above. (Progress from interim steering committee to first-voted steering committee; seek fuller enrollment; establish an understanding of and contributions to the listserv; develop with ALD the first CLAWS conference.)
7/19/2019 16:50:33	WLA Board Member	Ahniwa Ferrari		Continue to work on a spring conference for Academics	Begin planning a spring conference for Academics			
7/20/2019 22:24:37	LISS Chair	Hanna White	Build a stable and ongoing professional network for MLIS students within the WLA, promote resources and support for MLIS students who will soon be joining the library profession, advocate for the interests of MLIS students in WLA activities and planning, and promote WLA membership and active participation in WLA events among MLIS students	Finish compiling LISS Resource Library and share to LISS members. Participate (to some extent) in UW iSchool orientation event to promote WLA/the ALA joint membership program. Discuss social plans for upcoming WLA conferences and begin revising existing charter.	Reached out to existing LISS members via listserv to introduce officers and ask for feedback. Familiarized selves with WLA site editing tools for purposes of potentially revising charter. Began compiling resource library for LISS members including creating a graphic to explain WLA structure to new members esp. students. Held electronic meeting with officers to coordinate upcoming goals. Reached out to UW SALA officers to ask about joint event at orientation.	Plan to participate in UW iSchool orientation this year to encourage students to join and become involved.		
7/22/2019 8:26:11	WLA Board Member	Steven Bailey	The ALA Councilor acts as representative and liaison between WLA and ALA; promotes membership and interest in ALA and its activities; and supports WLA strategic planning process and special projects.	I will participate in a meeting with Senator Patty Murray's staff on July 31st in SeaTac, along with Kate Laughlin, Carolyn Logue, and other WLA Board members, to advocate for the Senator's favorable support for legislative issues impacting libraries. I will attend the WLA Board Retreat and Awards Gala in Wenatchee on Saturday, October 5th. And I will continue to identify and promote relevant initiatives and opportunities from ALA that may be of interest to WLA members.	I participated in the special online WLA Board Meeting on June 17th to discuss the Conference Gap Proposal for October 2019. I attended ALA Annual meeting in Washington, D.C., including attendance at the following: Chapter Leaders Forum; ALA Council meetings I, II, and III; and Chapter Relations Committee meetings I and II.	As Chapter Councilor, I continue to expand my knowledge and understanding of ALA, including current issues, initiatives, and strategic planning; and I am exploring new ways to effectively communicate information about ALA to the WLA Board and membership.	I will participate in a meeting with Senator Patty Murray's staff on July 31st in SeaTac, along with Kate Laughlin, Carolyn Logue, and other WLA Board members, to advocate for the Senator's favorable support for legislative issues impacting libraries. I will attend the WLA Board Retreat and Awards Gala in Wenatchee on Saturday, October 5th. And I will continue to identify and promote relevant initiatives and opportunities from ALA that may be of interest to WLA members.	
7/22/2019 9:32:00	WLA Board Member	Rachel Ramey			Forwarded info to UW iSchool and sent out promo info to students, re: WLA scholarship competition, as well as the anonymous student survey (due 7/28).			
7/22/2019 14:01:44	WLA Board Member	Chris Skaugset	To be a connector between the WLA Board and public libraries and their staff	Start to gather and compile information to prepare new PLD Board Representative	The last Board meeting		Not a lot going on over summer, but always looking forward.	Start to gather and compile information to prepare new PLD Board Representative
7/22/2019 14:38:03	WLA Board Member	Rhonda Gould	Lead and represent WLA via online and in-person meetings, work with WLA ED and staff	Continue to work with WLA office, WLA board, and various boards on upcoming professional development events, Awards event, and more	I attended the joint OLA-WLA conference in April, Finance committee meetings, several School Library centric meetings, and several meetings coordinating the CLAWS conference. I was scheduled to attend the Chapter Leaders forum in DC and a meeting with Senator Patty Murray's staff prior to ALA but I had to return to Michigan for a family funeral.			

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7/22/2019 15:16:12	WLA Board Member	Joe Olayvar	Help WLA realize its goals by representing the interest of Special Libraries, and by offering my knowledge, skills, and talents for the betterment of Special Libraries as a whole through WLA action.	<ul style="list-style-type: none"> * Be available for online meetings * Follow through with 501c3 transition needs * Represent SpLD on Marketing and Communications Committee 	<ul style="list-style-type: none"> * Attended online meetings * Completed 501c3 questionnaire * Contributed sweat equity to the OLA/WLA Conference 		All actions taken have been with the intent of uniformly benefiting WLA membership, which in turn benefits SpLD.	No direct plans beyond what's previously mentioned, except to be available as needed.
7/22/2019 15:50:06	WLA Board Member	Dave Sonnen	Represent the School Library Division, school libraries, and school teacher-librarians on the board and communicate between the two groups as needed.	Continue participation on the SLD Steering Committee and the Professional Development Committee. Participation on the PDC scholarship selections, continue to work on WCCPBA tasks.	Attended PDC committee meetings. Assisted WCCPBA in reworking of committee vision/goals. Attended Puget Sound Council for Review of Children's Material mtg.	N/A	All activities fit the WLA mission and goals.	Continue working with PDC (scholarship selection), SLD Steering Comm.
7/23/2019 12:29:55	Legislative Planning Committee Chair	John Sheller	Advise WLA Board regarding legislation impactful to libraries and members.	Incorporating Co-chair position; connecting with electeds; refining recommended WLA agenda.	WLA Executive Director and LPC members met with Senator Patty Murray's staff during ALA annual conference; WLA Lobbyist Carolyn Logue arranged meetings with congressional staff, arranged a meeting to fine-tune school libraries agenda for state legislature; and arranged a review of the Public Libraries capital needs assessment.	Our committee will maintain current membership through the end of the legislative biennium, tentatively March 2020.	2019 WLA President Rhonda Gould is moving into a strong Co-chair position to ensure LPC presence at WLA Board meetings and planning retreats; and committee alignment with ALA chapter advocacy efforts. Co-chair John Sheller will focus primarily on state legislative analysis; and committee member recruitment, training and retention.	Implement new committee structure to draft a proposed WLA legislative agenda.
7/26/2019 11:20:16	WLA Board Member	Kim Hixson	Fiscal Oversight	501c3 update, investment strategies	OLA-WLA P&L, Contract addendm	NA	Financial oversight	Project updates

Small and Rural Libraries Taskforce Survey Recommendations

*Survey written and compiled by Alexa Andrews, Angela Morris,
Tess Carroll and Rondi Downs - July 5, 2019*

Report on current impressions of WLA service to small and rural libraries:

While most respondents indicated that they feel WLA does serve the needs of small and rural libraries, only 10% “strongly agreed” with that statement and 37% either disagreed (30%) or strongly disagreed (7%). We felt this was a fairly neutral response and reflects a perception that WLA is serving this population positively, but that there is room for improvement.

The themes that we identified were similar to those found by Warren Chin in a recent survey of WALE members: a desire for more in-person networking and the challenges of the cost of training and arranging library coverage. We’ve based our recommendations on these themes and it is important to note that some of them are already being addressed by WLA.

The current services that respondents value most are:

- WLA annual conference
- WLA Wednesday newsletter
- State & Federal library advocacy

We would recommend continued work and attention to these services, keeping in mind that small and rural library staff value them. These would be good places for content targeted for this group.

And valued least are:

- Division/section listserv
- Alki Journal
- Library Legislative Day

We were curious about why the division/section listserv was on the least valued list. These groups are where WLA members might receive more information that pertains to their specific interests and they are highly accessible to small and rural library staff due to much of their work taking place virtually. Divisions and sections are important ways that WLA members can get involved and actively participate in the organization so we would recommend exploring this lukewarm response further to find out why they are less valued by small and rural library staff.

1. Facilitate more in-person connections.

From Question 6: What supports have been impactful to either you professionally or your library? For example, a mentor, a community group, connections to lawmakers, etc.

“Connections with other tribal librarians, other regional librarians, and folks in the Washington State Library.”

“Professionally, I feel rather isolated. We operate in a silo.”

“More chances to network with library professionals outside the library system I work for.”

Suggested Strategies

- Hold regularly scheduled (1-2/year) regional networking events. Incorporating a learning opportunity or facilitated discussion would create added value and encourage attendance.
 - This could replace WALE’s annual conference as a purpose-giving function for the group. It would be for library staff of all kinds, but have special appeal for small and rural library staff because events closer to home are easier for them to attend and afford.
 - Have a WLA board member representative at each meeting.
- Provide coaching on how to develop a relationship with a prospective mentor/mentee. Cover topics such as where to start, how to deepen relationships, and etiquette.
 - While formal mentorship programs have not been successful historically, 11 survey respondents specifically mentioned mentors as being impactful for them. It may not work to designate specific relationships, but giving library staff the tools to develop these relationships themselves might be more successful.
- Provide training that would support the development of civic, municipal, and government partnerships and advocacy efforts.

2. Help S&R library staff fund the cost of learning opportunities and justify them to their employers.

38 survey respondents said that cost was a barrier to attending events.

From Question 5: What, if any, specific barriers prevent you from attending WLA in person or virtual events, or, why do you choose not to attend?

“Work scheduling, as well as need for more supervisor and funding support from employer.”

“Unable to travel, conference costs are outside of budget, no subs to cover the library while I’m away.”

“Usually scheduling and cost. For a small library both funding and arranging time away is sometimes a barrier.”

Suggested Strategies

- Compile and promote scholarship/grant opportunities. Make it easy to find the necessary information to apply.
- Provide scholarships designated for S&R library staff.

- Help staff at all levels advocate for time and funding within their own institution to attend learning and networking opportunities.
 - Provide talking points and tips for staff to advocate for themselves.
 - Conduct an education campaign targeting employers about how learning and networking opportunities for their employees benefit their institution.
- Provide no-cost or low-cost events, such as the regional meet-ups.

3. Make in-person learning opportunities accessible to S&R library staff who can't attend.

Suggested Strategies

- Broadcast or record trainings and conference activities so that library staff can attend virtually.
 - NOTE: Quality of virtual events is important to attendees. Poor connection, poor planning, etc. take away from the benefit.
 - We noticed in a recent WLA Wednesday that WLA is working on a virtual conference day in January, which is already beginning to meet this need.
- Offer more opportunities in different areas, such the regional meet-ups.

4. Other recommendations.

- Create a board position that is a designated representative/advocate for small and rural libraries specifically.
- Provide more opportunities for members to connect with organizations such as ARSL that directly serve S&R libraries.
 - This could be a very visible, designated ARSL representative at the annual conference.
 - This could also be a WLA board representative who is tasked with keeping up to date on ARSL activities and involving WLA when appropriate.
- Offer more opportunities for learning how to develop and maintain supportive Friends of the Library groups.
- Be sure to schedule any online meetings, trainings, events, or meet-ups at varying times and days of the week. Always provide access to the recording of such events to those who can't attend.

WLA Diversity and Inclusion Task Force: EDI Recommendations

Overview

In April 2019, WLA convened a group of task force members to “consider and recommend concrete steps our Association can take to be more diverse and inclusive”, specifically to support marginalized members of WLA.

The goals of the task force has been to identify members’ attitudes towards diversity and inclusion and the effectiveness of WLA’s diversity and inclusion practices in order to more accurately provide a list of recommended next steps to the Board. Task force members determined that diversity and inclusion although distinct issues are strongly tied to and often indistinguishable from the issue of equity. As a result, the task force decided to include equity as a topic of consideration and discussion.

In May, the task force conducted a short survey of WLA members. Survey participants were invited to share their responses to 6 Likert scale questions and 5 open ended questions. The survey was completed by 141 respondents.

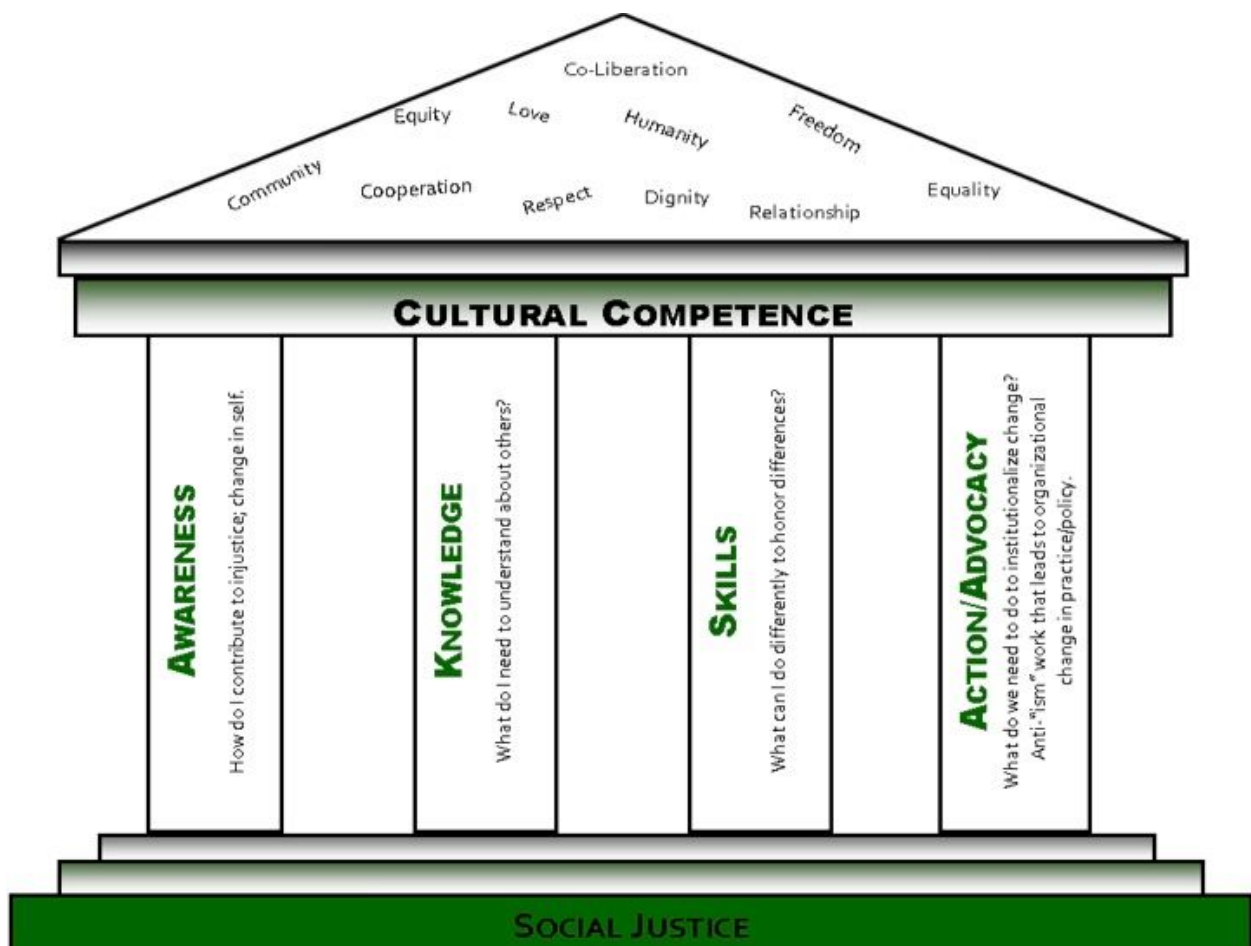
1. Diversity is a priority for WLA.
2. WLA effectively promotes equity and inclusion.
3. WLA is effective at recruiting diverse members.
4. WLA is effective at retaining diverse members.
5. WLA is effective at recruiting diverse leadership.
6. WLA is effective at retaining diverse leadership.
7. What activities would you like to see WLA pursue to address race, equity, difference, and inclusion?
8. What is one concrete idea that you have about how to create a climate that all members feel welcomed and included?
9. In your own words, how should a welcoming and inclusive WLA look and feel and what are you recommendations for getting us there?
10. What can WLA do in order to recruit a diverse membership?
11. What can WLA do in order to retain a diverse membership?

Additionally, task force members conducted one-on-one ‘open’ interviews with individuals who identified as persons of color, as an opportunity to give

those historically marginalized a voice in informing and influencing the recommendations generated by the task force.

Resulting Recommendations

Using The Framework of Cultural Competence developed by [Cultures Connecting](#), as a best practice model, the task force has identified several actions and considerations for the WLA board. Each area of cultural competence list specific recommendations and the audience or role affected for example *leadership, committees, board, etc.*



Awareness – deepen understanding of the impact of one’s personal values, beliefs, biases and attitudes on others; reflect on personal change.

All	<ul style="list-style-type: none"> • Personal reflection and self-assessment tools to explore individual perceptions, attitudes, knowledge and skills around EDI. • Articles, assessments, evaluative tools for individuals and organizations to examine their individual and institutional contributions to injustice.
Leaders and Board	<ul style="list-style-type: none"> • Speak often and consistently about injustice using multiple forums (Alki, conference workshops, classrooms, etc.) • Provide foundational training to committee members (webinars, classroom, instructional media) on the topics of racism, discrimination, privilege disparity, etc.)

Knowledge – develop an understanding of diverse cultures; explore concepts related to equity, diversity and inclusion and historical systems of oppression.

All	<ul style="list-style-type: none"> • Participate in workshop sessions, webinars, etc. that provide greater context, history and content on the impact of oppression and the role of power, privilege and positionality.(Also gives rise to the “why” behind EDI)
Committees, Leaders, Board	<ul style="list-style-type: none"> • Intentionally recruit for diverse membership - provide scholarships for those in need • Intentionally recruit for diverse leadership – consider individuals who have not historically participated in WLA. • Once diverse membership and leadership are recruited, explore strategies for retention of underrepresented groups.

	<ul style="list-style-type: none"> • Develop a train-the-trainer program for library staff (WLA members and non-members) in order to establish a consistent platform, language and understanding about EDI • Bring in a temporary “trainer in residence” to develop the curriculum, discussion guides and training structure - extended to classrooms and conferences.
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Skills – educate and practice applying ally building, bias mitigation, cross cultural engagement, etc. in order to effect change.

Committees	<ul style="list-style-type: none"> • Co-create meeting agenda • Use meeting norms for intentional use of space for inclusive dialogue (see Glen Singleton’s work)
Leaders and Board	<ul style="list-style-type: none"> • Develop a speaker’s tour where subject matter experts would conduct workshops and learning labs for all library staff interested in developing the knowledge and skills needed to be effective

Action/Advocacy – establish and integrate institutional change reflected in the cultural artifacts of system oppression (i.e. policies, practices, norms, roles etc.)

All	<ul style="list-style-type: none"> • Establish and participate in an equity council with the charge to review data, identify ongoing work and make recommendations. • Create diversity officers for each section and division to identify the work that needs to be done in our areas, to lead the charge on EDI issues, and to hold leadership accountable to dismantling systemic oppression • Create and champion for affinity groups • Establish equitable awards, scholarship and other selection criteria along with accountability measures (review panel for example)
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Leaders	<ul style="list-style-type: none"> ● Identify and articulate a clear purpose for EDI. ● Develop and share a concise vision and strategic plan for implementation including how the work will be accomplished. ● Communicate WLA’s position on EDI regularly through social and print media
Board	<ul style="list-style-type: none"> ● Establish a clear and consistent strategy for recruiting and selecting leaders throughout organization that reflects a commitment to diversity and limits positionality ● Develop, in partnership with other diverse groups and roles, a decision-making matrix to increase transparency about processes and decisions made by WLA ● Identify next steps and ongoing work in cultural competence guided by the principles of cultural humility (https://www.apa.org/pi/families/resources/newsletter/2013/08/cultural-humility) ● Allocate space, physically (conferences, workshops) and virtually (online, social media and Alki) for shared voices of POC and LGBTQIA populations ● Provide opportunities for further reflection during conferences using culturally appropriate and culturally relevant approaches

Conclusion:

The Diversity & Inclusion Task Force recommends that WLA leadership adopt this framework for advancing diversity, equity and inclusion within our organization. EDI work is difficult and there will be ups and downs, but we believe that sustained, systemic, and structural change does not happen without intentionality. To build a truly inclusive organization, we need to build an awareness of ourselves, deepen our understanding of others, reflect upon how to become an effective ally, and to take the actions necessary to establish and integrate institutional change. The task force hopes that by

operationalizing EDI work within our organization, we can work to improve ourselves and our libraries for WLA members, library staff and as a result, library patrons.

Submitted by the Diversity & Inclusion Task Force:

- Lucretia Robertson, Kitsap Regional Library
- Josephine Camarillo, Ellensburg Public Library
- Warren Chin, Seattle Public Library
- Jessica Koshi-Lum, Renton Technical College Library

Internal Notes:

Warren Comments:

- Set up Affinity Group.
- Set up Diversity & Inclusion Committee
- Provide scholarships to attend conference, learning sessions, membership.
- Educate current membership on diversity and inclusion.

Josephine Comments:

I recommend WLA create a EDI committee with the following charge:

- to provide support and guidance to WLA board and committees to ensure all activities are diverse and inclusive
- promote equity amongst membership, providing opportunities open to all
- provide strategies to engage all membership across cultures
- continue to seek improvement and growth in the area of EDI