**Special Libraries Roundtable Meeting Minutes**  
Sunday, March 3, 2019, 8:00 AM  
AkLA 2019 Conference, Centennial Hall, Juneau, Hammond Room

<table>
<thead>
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<th>SUMMARY of ACTIONS &amp; IMPORTANT DECISIONS</th>
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<td>A. Freya will ask Daniel about where bounced email is being sent. To Rose, ASAP.</td>
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B. Motion: The process will be to rewrite the Special Libraries Roundtable description and seek input from the E Council as well as current and future members of the Roundtable. Description will be reviewed by Roundtable members and will be acted on at next quarterly meeting. -Freya/Sarah. Unanimous. Rose will send email and begin seeking input ASAP.

C. Motion: Rose will continue as chair and Gwen will be Chair-elect. Although there will be no AkLA Conference in March 2020, the switchover will occur then. –Freya/Sarah – Unanimous.

1. Meeting called to order at 8:02 AM. Chairs moved to facilitate dialog.

2. Tracy agreed to take minutes.


4. Agenda approved with no changes/additions. Freya/Veronica.

5. Unfinished Business: Minutes from previous meeting are unavailable. Tabled.

6: New Business:

**Proposal to discuss adding archivists to the roundtable. Tracy/Freya.**

There are many librarians throughout the state who have important archival duties within their small libraries. These librarians do not feel that they are official archivists, but the work they do is important and would benefit from interaction with colleagues. There is a grassroots movement to welcome all archivists as well as curators of any special collections into this Roundtable.

- Would it be possible to merge the special libraries mailing list and archival mailing list. Freya will asked Daniel about where bounced email is being sent.
- Change name to Special Libraries and Archives Roundtable.
- Add “and archives” to purpose number one.
- In purpose number two change to “special collections, archival issues, records management, and related topics”. 
• Add a new purpose. “Communicate and collaborate with other AkLA roundtables and committees on related interests (such as the Awards (Alaskana) Committee, Cataloging Roundtable, Or Continuing Education Committee).”
• Remove membership number two. Regional groups are impractical at this time.
• Change membership one to bring in line with the AkLA bylaws about minimum of 40% of group must be AkLA members.
• Remove references to regional meetings from the meeting section.
• Draft description update is at end of minutes.

Motion: The process will be to rewrite the Special Libraries Roundtable description and seek input from the E Council as well as current and future members of the Roundtable. Description will be reviewed by Roundtable members and will be acted on at next quarterly meeting. -Freya/Sarah. Unanimous.

Chair/Chair-Elect
Motion: Rose will continue as chair and Gwen will be Chair-elect. Although there will be no AkLA Conference in March 2020, the switchover will occur then. –Freya/Sarah – Unanimous.

Meetings
Meetings will be quarterly. Mode of communication will be some kind of audio or video process. This is being looked in to.

Alaskana Awards
This group should be actively submitting nominations. The awards committee will be contacted to see how we can be a part of the nomination process. This should be added to our purpose.

Brainstorming AkLA/PNLA Conference Ideas
• Collaborating in academic libraries to encourage use.
• Housing, preservation, storage, and care.
• Copyright in special collections.
• Digitizing unpublished works.
• Vendors audiovisual, photo, book housing.
• Housing workshop (with supplies done by a vendor)
• Vilda workshop.
• Archives on a small scale.
• SLED and primary sources.

What is PNLA doing? It would be interesting to talk with libraries with special collections and archives in the other states.

Adjourned at 9:03 AM. Veronica/Sarah.
Special Libraries & Archives Roundtable

The Special Libraries Roundtable is organized within the Alaska Library Association. The Roundtable is entitled to a voting representative on the Executive Council of AKLA.

Purpose

The purpose of the Roundtable is to:

1. Promote special libraries and archives and their interests.
2. Encourage communication between the various special libraries and about special collections, archival issues, records management, and related topics within the state.
3. Provide input into AKLA programs, including Continuing Education courses, the annual meeting, and pre-conference programs.
4. Elect a nominee to the Governor’s Advisory Council on Libraries.
5. Communicate and collaborate with other AKLA roundtables and committees on related interests (such as the Awards (Alaskana) Committee, Cataloging Roundtable, Or Continuing Education Committee).

Membership

1. Membership in the Roundtable is open to any interested party. Roundtable members must be current members of AKLA. The Roundtable will maintain a minimum of 40% of its membership as AKLA members.
2. There will be at least three regional groups, reflecting the major concentrations of special libraries in Juneau, Fairbanks, and Anchorage.

Meetings

1. The major meeting of the Roundtable will be in conjunction with the annual AKLA conference.
2. This Officers consisting of a Roundtable Chair and a Chair-Elect will be selected at this meeting. Regional representatives are elected by their region.
3. Regional Meetings will be held at least quarterly, reflecting current topics of interest for the group. Regional representatives will report to each other on the regional meetings, as well as on any other matters of statewide Roundtable interest.
4. The regional groups Roundtable will work together to provide a program of substance for the annual AKLA conference.