AkLA-J Membership Meeting
September 20, 2018
Juneau Public Library, Douglas Branch
Minutes taken by Katie Fearer

Call to Order / Members Present
5:31 PM – Jenna Guenther, Patience Frederiksen, Robert Barr, Freya Anderson (Chair), Tracy Swaim, Daniel Cornwall (Web Coordinator), Jennifer Ward, Sheryl Wittig, Katie Fearer (Secretary)

Additions or Changes to the Agenda
The Chair called for additions or changes to the Agenda. No additions or changes were proposed.

Approval of Meeting Minutes
Tracy moved to approve minutes of the August 16, 2018 meeting, Robert seconded, and all approved.

Treasurer’s Report
David Cox, Treasurer, was not present. In his absence Freya reported that she believed the chapter account has balance of about $500.

Conference Planning
Freya reported that Ilana Kingsley has agreed to coordinate website work. She has added hotel information to the site. Freya indicated that she can continue to make small site updates, but more significant website requests should be directed to Ilana.

Freya reported that she had not received many program proposals yet, but anticipated many around September 30th, the deadline for proposals. Freya asked anyone interested in assisting with proposal evaluation to contact her. Daniel and Jonas both volunteered to help.

Freya reported progress on invited speakers. Robert suggested Andrew Aydin and will follow up with him about speaking at conference, potentially with his illustrator.

Other speakers include:
- ALA Executive director Mary Ghikas: Endnote
- Peter Bromberg: Keynote
- Kyle Courtney: Preconference
- Patience Frederiksen: State of the State

Members discussed whether we need more paid speakers, and if so who. Jonas will check with UAS staff. Patience suggested a speaker to address technology overload. Freya mentioned that Peter Bromberg may address this. Jennifer suggested someone from the publishing world.
Daniel, who is coordinating technology for the conference, indicated that he started a page [get URL], nailed down registration’s technology needs, and will be working on a budget, but anticipates around $3,600. He is communicating with Centennial Hall to nail down costs. He anticipates wi-fi for everyone on a separate network than wired internet for speakers and vendors.

Tracy, who is coordinating vendors, discussed anticipated costs for vendors, and distributed a proposed budget. Based on anticipated costs and revenue, and a number of assumptions about registration, he budget projects a $2,544 profit. Tracy proposed separating the cost of a table from meals, and the members agreed that this would be a good approach. The members then discussed whether $150 may cover meals, and concluded that it would not. Tracy asked the members about possibly offering vendors cube space for display at $50, and the members were receptive to the idea. The members generally agreed on a higher price for an unoccupied table than was in Tracy’s proposed budget. Patience recommended being very careful about nonprofit pricing, to ensure that only nonprofits benefit. The members also decided not to offer a lower price to local vendors. The members agreed that Tracy’s proposals to offer sponsorships and product donations were good ideas.

The members discussed use of a shipping company to help members ship out items purchased at the silent auction and vendors to ship their materials. The members pointed out that Kindred Post has provided this service in the past, and also sold some of their products. Robert and Freya indicated that Centennial Hall will accept incoming shipments from vendors in advance of the conference.

Tracy mentioned the need for volunteers to assist with vendors, including an MC for the reception and chaperones for individual exhibitors. Vendors will be provided one ticket each for drinks.

Katie distributed a list of anticipated registration expenses and ideas for bags and lanyards, and reported that she anticipates ordering bags and lanyards through Alaska Litho. The members agreed that the only items we will purchase for members are bags and lanyards/name tags, although it is possible that a vendor will donate lanyards or other items. Katie is requesting a budget of $7.00 per registrant, which includes registration supplies. The members agreed on allocating $6.00 per registrant ($1,500), plus $200 for supplies. The members also asked that a Juneau map be included in bags.

Freya made a general call for people to share information about the APK Marketplace over Thanksgiving weekend.

Patience shared the proposed budget. Questions discussed and decisions made include:

- The members agreed on buffet style meals instead of plated meals given the large price difference.
- There will be no store.
- A one-day rate will be offered only if the AkASL Battle of the Books grant assumes a one-day attendance.
- Speaker gifts have already been purchased but reimbursement is still required.
- $1,500 will be allocated to printing programs, schedules, etc.
- $1,500 will be allocated to bags and lanyards for registration (as described above).
- $200 will be allocated to miscellaneous registration supplies.
- Registration fees should be no less than $225 for early registration.

Patience indicated she would revise the budget for presentation at Face-to-Face.
Robert reported that hotel contracts are underway. He will check on Alaska Airlines discounts.

The members decided to meet again in one month at the APK, ideally on a weekday evening in conjunction with an evening event.

**Budget/Priorities for Face-to-Face**

Freya asked for comments on a budget request and ideas for changes in legislative priorities. The members noted that E-Council will decide on a budget request for AKLA continuing education grants. With regard to legislative priorities, the members mentioned:

- Freya reviewed current priorities, which include: (1) recruitment and retention of certified school librarians and effective school library programs; (2) full funding of the Alaska State Library and statewide resources including the OWL Broadband Program, School BAG Program, the Alaska Library Catalog, the SLED databases, and Live Homework Help; (3) role of libraries in a democracy to provide open and unrestricted access to information for all Alaskans.

- Patience mentioned that the number of schools applying for School Bag Grants has decreased and there is more than $1 Million unused. The Department of Education and Early Development asked for ideas for use of the funds, and Patience suggested a one-year collection development grant. The members agreed that this does not need to be identified as a legislative priority.

- Jennifer will check with colleagues at UAS. Jennifer indicated that UA Library’s budget has been decimated. The members agreed that restoring UA library’s budget to FY 2015 levels may be a good addition to legislative priorities. Jennifer will draft language.

**Other Matters**

Sheryl asked about a report to AkASL for their upcoming Board meeting. Patience will contact Jill Gann.

**Adjourn**

The members adjourned at approximately 6:45 pm.