



**TASL Executive Board Meeting
2012**

Saturday, January 28,

Party	Business	Decisions and Action Points
Secretary	Minutes were distributed electronically. Pam Renfrow submitted one correction.	Minutes were approved as corrected.
Treasurer	Report submitted electronically. Current Balance is \$102,994.26.	Report approved as submitted.
Membership	Current membership is 416, including the Metro-Nashville group. We revisited November's discussion about extending the next year's membership to late joiners. Mona recommended a new product announcement area to boost corporate membership.	Membership for the new year will open after conference each year. Mona will explore the corporate area idea.
TLA/Joint Conference	Alice Bryant reported on the Joint Conference Task Force meeting, and Hannah Little reported on what she had since learned from the KSMA president about how their joint conference with KLA works.	We will move forward on the recommended January-May 2012 timeline for investigating a 2015 joint conference with TLA.
Conference Planning	Beth Frerking reviewed progress on the 2014 contract and 2012 plans, requesting volunteers to head the Showcase and to organize volunteer facilitators. Sara Casey has offered to create a mobile conference app.	The conference app idea was referred to the committee for further exploration.
Professional Development	Karen Haggard reviewed plans for Camp TASL, suggested a keynote speaker, and proposed budget details.	The budget of \$6000 was approved.
Technology	Deferred discussion of the website until Unfinished Business.	
Certification	Judy Bivens reviewed current and future opportunities to learn more about the TEAM evaluation process.	
VSBA	No report.	
Advocacy	Becky Jackman reviewed important advocacy initiatives in place and spoke on her project to have librarians present as guests in the State Legislature.	
Constitution/ By-Laws	No report; no work has been referred to this committee.	



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History	Carol Burr updated the Board on the progress of reconstructing the History documents lost in Clara Hasbrouck's house fire.	
Finance	Our insurance company recommends raising our Treasurer's bond and adding checks and balances on our system for how money is handled.	The Finance Committee will be involved in internal checks and balances, and the accountant who does our taxes will also audit our account.
Awards	Hannah is working on appointing an Awards chair. Several adjustments to the Awards process were suggested.	
Newsletter	Sara Casey is developing guidelines for submission of newsletter items. The newsletter should go out in February.	
Nominating	Hannah is working on appointing this committee.	
Long Range Planning	This committee needs to become active and present on future agendas.	
Area representatives	Each representative present shared news and goals from her region.	
AASL/ALA	We need to join national organizations so we can vote. Concerns and commendations are being collected, due at the end of March.	
TLA	The Joint Conference Task Force is pushing forward.	
Tenn-Share/TSERC	Mona and Nancy shared updates about Tenn-Share and TSERC representation and news.	
TEA	Our new TEA representative is Tina Parlier.	
Website Policy	The Website Policy Task Force developed a set of guidelines to govern the use of the TASL website and is drafting a privacy policy.	The guidelines were approved. The privacy policy will be considered in April.
New Business	Discussions were opened on strengthening our volunteer force, purchasing Liability Insurance, the site of future meetings, and guidelines for Newsletter submissions.	



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Meeting start 10:00am – adjourn by noon

Welcome, Introductions, and Call to order
Hannah Little

Hannah Little called the meeting to order and welcomed all members, including new area representative Jamie Bevins. All members introduced themselves. Those present:

Mona Batchelor
Jamie Bevins
Judy Bivens
Lora Black
Alice Bryant
Carol Burr
Wendy Corneilsen
Nancy Dickinson
Beth Frerking
Karen Haggard
Becky Jackman
Lynn Lilley
Hannah Little
Brenda Moriarty
Pam Renfrow
Sarah Searles

Approval of Minutes

Sarah Searles

Copies of the minutes were distributed electronically prior to the meeting. There was some discussion over whether everyone received all attachments via email. Members agreed that Google Docs is not optimal for distribution of minutes because some do not have Google accounts.

Hannah asked for approval of the minutes. Pam Renfrow made one correction to the minutes under New Business: it was Nancy Dickinson who recommended we hire an executive director, not Pam. Karen Haggard moved we approve the minutes as corrected. Mona Batchelor seconded the motion.

Treasurer's Report

Nancy Dickinson

Nancy Dickinson submitted her report electronically prior to the meeting (see attached below) and went over the balance in person, which was \$102,994.26. She noted that she feels behind but will catch up soon. Karen Haggard asked, regarding Camp TASL,



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whether last year's summer professional development was covered in the budget under workshops; Nancy affirmed that the workshops in last year's budget were all in the summer. Nancy believes we spent more last year than we should have. No further questions or corrections were offered from the board. Lora Black moved we accept the treasurer's report as submitted. Karen Haggard seconded the motion.

Treasurer's Report
January 23, 2012

Beth Frerking, previous treasurer, and I met on January 7 for the treasurer transition. Since that time, I have been doing the bulk of the treasurer's work. Beth has been tying up loose ends.

I have been to the bank and completed the paperwork to be on the TASL account. We are working on getting Pam Renfrow on the account, at which time the transition will be complete.

We received a check for unclaimed property from the 2005 conference.

Beth has been working on the increased Treasurer's bond.

We now have a savings account of \$25,000 plus interest.

Attached are the profit and loss sheets for 2011 and for January 1-23, 2012.

Respectfully submitted,
Nancy Dickinson



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Profit & Loss
January 1 - 23, 2012

Profit & Loss
January through December 2011

	<u>Jan 1 - 23, 12</u>
Income	
2012 Membership Dues	4,600.00
Total Income	<u>4,600.00</u>
Expense	
MemberClicks	221.00
PayPal Services	164.72
Treasurer Expense	76.73
Total Expense	<u>462.45</u>
Net Income	<u><u>4,137.55</u></u>

	<u>Jan - Dec 11</u>
Income	
2005 Conference Income	1,025.00
2010 Conference	1,130.00
2011 Conference	73,367.50
2011 Membership Dues	22,510.00
2012 Membership Dues	440.00
Gift Received	60.00
Interest Inc	0.68
PayPal	24.83
Reg.Workshops	1,909.00
Scholarship Income	2,085.00
VSBA Stickers	193.80
Total Income	<u>102,745.81</u>
Expense	
AASL	2,788.62
Accountant	435.00
ALA	4,728.34
Award-Innovative Library	1,500.00
Awards	42.71
Bank Charge	130.00
Conference 2010	65.85
Conference 2011	51,009.74
Conference 2012	2,000.00
MemberClicks	6,902.70
Membership	90.00
Misc	258.32
PayPal Services	1,907.23
PO Box Rental	30.00
Refund - Duplicate Membership	30.00
Scholarship	2,650.61
TLA	130.50
Treasurer Expense	510.96
VSBA	247.21
Website	340.00
Workshops	12,306.61
Total Expense	<u>88,104.40</u>
Net Income	<u><u>14,641.41</u></u>



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Committee and Task Force Reports

1. Membership

Mona Batchelor

Mona Batchelor submitted her report electronically prior to the meeting (see attached below). She noted that as of this morning there were 416 members, 358 of whom are librarians. Area representatives will receive breakdowns of lapsed members in their areas so they can contact and recruit them. Many lapsed members have re-joined upon being unsubscribed from the e-list. Mona is pleased with the progress.

Metro-Nashville members have been joined; Mona has been working with Catherine Bennet of Metro-Nashville to work out this process. Mona is working to ensure that all financial transactions are documented and receipted to smooth this process for the Treasurer. She recommended more concise and clear instructions for group registrations in the future. A few Metro-Nashville librarians had already joined and paid as individuals; they will be reimbursed.

After the Board's vote in November to extend this year's membership to those who joined last year after the conference, Mona has been approached by a few members who have lied about their join date in an effort to get another year for free. She asked to continue the discussion begun in November about extension of membership, hoping to establish a clear cutoff date. We need a policy in place to prevent further problems.

- Rollover is not really a new idea; we used to put out the next year's membership forms on paper at conference each year. It is possible to follow this pattern with our new electronic registration process if Mona prepares the next year's online membership form and activates it early. Anyone who joins once the new form is activated is joining for the next year.
- In discussion, several options were suggested for when to begin rollover:
 - After conference
 - November 1
 - Fully rolling membership year, as in ALA

A change in the membership year requires a change in the bylaws, but the rollover period should not require that.

- Wendy Corneilsen weighed in from TLA that they have a firm date at which rollover begins, but they allow some leeway, especially for SIS students that are new at school. Wendy pointed out that TLA members must renew by January 31 or they can't vote for officers in February. TLA gets many that join for its



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conference in March, then just a trickle later, with few left by the late portion of the year when the rollover takes effect.

- There are some logistical issues behind an extension of membership year that have to be taken into account. If we take in more money than we expect for a given year, we may run into problems with our nonprofit status. Brenda Moriarty said that in the past, we ran into a problem with the tax year, which runs January-December. Beth Frerking said she had not run into this problem as treasurer, but that January is definitely very busy while doing tax paperwork for presenters and preparing our own tax returns, which we still have to file even though we don't pay taxes. Because of the potential for problems, Hannah does not want to treat this extension as a push to promote new memberships. The rollover only affected about ten to twenty people last year.
- The Board generally agreed that we just need to train people about when to join. Many wait until conference to join each year out of habit; some are forced to because they can only receive reimbursement for the expense if it is rolled into conference registration. Hannah hopes the quality of the upcoming summer workshops will push members to renew earlier.
- Nancy moved that for now, we open membership for the new year and close the old year immediately after conference each year. Pam seconded. The motion passed.

Mona recommended an online area for corporate members to make product announcements. This would not be used as a discussion forum, just a place to spread information about new products and services. This is recommended to encourage corporate memberships. E-list members need to be able to opt out of receiving these advertisements, but it may not be an email list in its final form. Mona will look into this further.

**Executive Board Report
TASL Membership Committee
28January12**

The TASL membership year is well underway. Members, excluding a handful, have been extremely receptive to an online process as evidenced by the numbers.

Librarian 358
Librarian on Leave 004
Librarian Assistant 002
Retired Librarian 011



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Supervisor/Professor 007
Student 025
Corporate 005
Friend of TASL 003
TASL Members 2012 415
through 01/27/2012

Respectfully submitted,
Mona Martin Batchelor

2. TLA/Joint Conference

Alice Bryant

Alice Bryant gave a report aloud from the December 3, 2011 Joint Conference Task Force meeting (attached). Hannah reported what she has learned since then from Tara Griffith, president of KSMA, per her agreement that she and Wendy would contact their counterparts in Kentucky to learn more about how their successful joint annual conference works. Wendy reports that she attempted to contact KLA's president but was unsuccessful.

KSMA and KLA hire an outside contractor to handle many of their conference details such as developing the budget, booking speakers, and selecting the venue. The contractor does all of the work, and each organization just steps in at the end to pay the bills per their pre-arranged agreement. They believe the joint conference would not work without this neutral go-between because the needs and interests of the two organizations are so diverse; this arrangement smoothes personalities for the good of both groups. Annelle Huggins, TLA's Executive Director, already uses the company Conference Direct, mostly for picking locations. Some companies will do everything. Pam pointed out that Tara said KSMA does overrule the contractor's decisions when necessary. The Board agreed that if we go this route, we would want to retain personal control over speaker contacts and agreements. KSMA makes some money off conference but not much; they only have about 200 school libraries attend conference.

Nancy suggested that a part-time executive director, which TLA has and TASL has considered, could handle these arrangements instead of hiring an outside company; this was referred as a task for the long-range planning committee.

Judy Bivens added that on special occasions, a joint conference like this could be combined with other state organizations like Tenn-Share and Friends of Tennessee Libraries, so that everybody could focus on one event. A large joint event like this would be powerful for those who cannot make work arrangements to attend everything they want, making every opportunity available to all comers. The Board acknowledged that time of year is then a very difficult problem. Wendy will attend the Tenn-Share board meeting in a few weeks and offered to open this discussion there.



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Pam moved that we move forward on discussions for a 2015 Joint Conference with TLA on the timeline recommended by the task force. Jamie seconded. The motion passed.

**Joint Conference Task Force
December 3, 2011**

Co Chairs: Martha Earl and Judy Bivens

Present: Wendy Corneilsen, Hannah Little, Judy Bivens, Martha Earl, Annelle Huggins, Beth Frerking, Becky Jackman, Sarah Searles, Alice Bryant, Dinah Harris

also on the committee: Cathy Farley, Jennifer Cowan-Henderson
(other members may be appointed/requested by the committee)

Meeting Goal:

Create timeline for approval by TASL and TLA Boards.

A start on the list of questions there are to answer:

- Create a list of the benefits of a joint conference
 - friendships
 - networking
 - book discoveries
 - partnerships
 - shared experiences as sole librarian
 - “we all have the same 18 year olds”
 - college preparation
 - curriculum support
- New survey for members of TLA and TASL
 - focus on end goals
 - same survey for everyone
- Month/Day of week for conference
 - Summer compromise
 - Monday-Wednesday?
- Venue options
 - Conference Direct service is free (paid for by hotels)
 - estimation of room needs
 - exhibit hall needs?
 - concurrent ballroom needs?
- Learn from our neighbors
 - Hannah & Wendy will contact Kentucky, who have joint conference, to learn best practices and report to committee in January.



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Outcomes:

This committee will work together to answer some of the above questions and investigate the options for a Tennessee Library Conference in 2015.

Timeframe: January to May, 2012.

Then both boards can decide if the conference is a feasible option.

3. 2012 Conference

Beth Frerking

We have signed the 2014 contract for the Embassy Suites.

Paid presenters for the 2012 conference will be Anna Dewdney, Bill Harley, David Hudson, Heather Moorefield-Lang, Carrie Russell, Ruta Sepetys, Roland Smith, Wendy Stephens, Suzanne Supplee, and Clare Vanderpool.

We are moving forward on plans for Novel Conversation, the speed dating event discussed at the last meeting. Proceeds from this event will be split with SCBWI.

Beth is looking for people to head up two elements of conference organization: a head for the TASL Showcase, and someone to organize volunteer facilitators for each session. Karen Haggard pointed out that whoever heads the Showcase needs to ensure the Innovative Library Program award winners are invited to participate.

Sara Casey has offered to create a mobile conference app for us. She is looking at the GuideBook company for this. This app would include features such as maps, sessions, to-do lists, a shared photo album, and usage reports to us. The "Plus" plan we are looking at would cost about 1250 dollars and includes phone technical support and enough user licenses to cover our attendees and exhibitors. It is possible to sell ads to defray costs. Several members of the Board liked AASL's conference app and suggested that something like this could eventually replace the conference manual. The Board agreed that this is worth looking into and referred it to the Conference Committee for further exploration.

4. Professional Development

Pam Renfrow and Karen Haggard

Karen Haggard has issued the call for presenters for Camp TASL but has not received many responses yet. Registration for the Camp will run March 15-June 1. Members will pay fifteen dollars toward food, to commit them ahead of time. Non-members will pay fifty dollars. Karen proposed that we contract a keynote and two sessions at each location from Leslie Preddy, author of Social Readers; member presenters will fill the rest of the program at each location. A proposed budget of \$6000 for this event would



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cover Leslie's fee of \$2000 plus expenses; t-shirts for presenters, Board members, and the hospitality committee; lunch boxes for all attendees; and postcards to all school libraries in the state to advertise Camp and Conference. Karen requested help from area representatives to assemble local arrangements teams for each location, then closed by cheerfully admonishing all board members to propose sessions. Nancy moved to approve the budget of \$6000. Mona seconded. The motion passed.

5. Technology Committee

Amy Blanton and Mona Batchelor

Deferred discussion until Unfinished Business.

6. Certification

Judy Bivens

Judy Bivens is getting ready to do some research with her graduate students, in which they will gather feedback on the TEAM evaluation process. They hope to investigate what the commonly given reinforcement and refinement objectives are, and to look at ways library certification programs can better prepare job candidates. Judy plans to send the survey she is using to the Board for feedback.

Other events are in progress and suggested regarding the TEAM process: Judy and Sarah Searles are giving a preconference at the TLA conference, Karen Haggard is interested in hosting an informal networking event with social discussion on this process, and Hannah remarked that the AASL affiliate assembly recommends targeting professional development to school administrators on what they should expect from libraries and how to evaluate them.

7. VSBA

Scot Smith and Missy Dillingham

8. Advocacy

Becky Jackman

AASL, ALA, TLA are pushing for signatures on the online petition to fund school librarians in every school as part of the ESEA reauthorization. TLA is taking the lead on the Love Your Library promotion, formerly Library Snapshot Day; Becky asked area representatives to push for their members to participate. Library Legislative Day will be held Monday, April 9.

Becky is working to develop her Librarians in the Chambers idea, in which state legislators bring librarians as guests during every general session of of the House and Senate. It would be helpful if the librarians in attendance can boast of an award, office, National Board certification, or other qualification(s) to draw emphasis to the high quality of work in the field. Becky is working on more information before we start recruiting volunteers.

9. Constitution/By-Laws

Carol Burr



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No report; no work has been referred to this committee.

9a. History

Clara Hasbrouck is continuing to work on reconstructing TASL's history and archives after losing many documents in a house fire. The committee is working with her to assemble minutes, newsletters, conference and VSBA dinner programs, and other historical documents; when they have determined what they are missing, they will communicate through the listserv to try to fill in gaps through member contributions. Clara has sent the current written history to Hannah. They will make more additions to be made before it is published. Clara would like the history to be published electronically, and they plan to consider physical publications later in the spring. The committee is working to get TSLA to house our physical documents permanently.

10. Finance

Beth Frerking and Nancy Dickinson

The Treasurer's bond is currently only for 40,000, which is not as much as it should be for our bank account as it stands now. Beth talked to our insurance company about what to raise it to, and they recommend setting it at the maximum amount. Additionally, they want us to include more checks and balances in our system for how money is handled. A brainstorming discussion followed, in which several suggestions were made for these checks and balances:

- An additional officer could reconcile the account along with the treasurer at each meeting, four times per year.
- The past President would be a good second pair of eyes, since he or she is already on the account.
- An outsider would be useful as a third check with an independent opinion.
- The Finance Committee could function as a third check, since it is a standing committee. We need to clarify who sits on this committee.
- We can ask the accountant who does our taxes to also audit the account.

The Board agreed that while internal checks and balances are important and inexpensive, an external audit is safer and is well within our capability to afford. The current services we receive with our accountant cost around \$500 each year. This and the cost of an audit should be covered under the Treasurer's expenses in the budget. Mona moved to have our usual tax preparer perform an audit on our account. Pam seconded. The motion passed.

11. Awards

TBD

This committee currently has no chair. Hannah is working on appointing one; Cynthia Ryman and Tracy Parker were suggested. Pam suggested that the Secretary should work with the Awards chair to make sure all correspondence to awardees is official correspondence. This will help avoid pitfalls in communication, such as Lora's worries



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that when she contacted awardees for the TASL Showcase at the last conference, many of them didn't know they'd won. We need to work on guidelines for official communication. It was suggested that past winners would be good choices to work on this committee because they have investment in the quality of applicants and awardees.

12. Newsletter

Sara Casey

Sara Casey is developing guidelines for submission of newsletter items. The newsletter should go out in February.

13. Nominating

Pam Renfrow

Hannah is working on appointing the rest of this committee. She is considering past Presidents, such as Lynn Caruthers, to avoid conflicts of interest for people who may want to serve as officers.

14. Long Range-Planning

We need to add the Long Range Planning committee to future agendas. This committee should include the immediate past President and a representative from each area of the state; it has often used past Presidents for continuity.

Area Rep Reports

1. West Tennessee River Region

Representative Lora Black

Lora presented her goals for the coming year.

2. Mississippi River Region

Representative Karen Haggard

Karen Haggard reported that a Shelby County librarian died in December and Susan Harris in Memphis has had RIF coverage in her library.

3. Western Plains Region

Representative Mona Batchelor

They are trying to recruit a new representative for this region so Mona can step down and focus on her other duties. They have one person in mind, and another name was suggested.

4. Highland Rim Region

Representative Lynn Lilley

Lynn had no report to give but said she had gotten many ideas over the course of the meeting.



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5. Walking Horse Region

Representative Carlotta Wright

Carlotta resigned this week, so we will need to find a replacement. This region includes Williamson and Rutherford county. Hannah called two people who were recommended this week, but both turned it down. Nancy Brown was suggested. Pam suggested looking at the conference's member presenters from that area for ideas.

Cumberland Region

Representative Carol Teeters

No report.

6. Appalachian Region

Representative Jamie Bevins

Jamie Bevins is the new representative for this area, succeeding Anne Smith. Jamie gave a goal of asking lots of questions during the meeting.

7. Volunteer Region

Representative Karen Cragwall

No report.

8. East Tennessee River Region

Representative Cristol Kapp

No report.

Reports from Affiliates

AASL/ALA

Nancy Dickinson and Pam Renfrow

Pam and Nancy reminded us to join our national organizations. We have to be members to vote in ALA officer elections. School librarians are underrepresented in these votes; perhaps only once has a school librarian been ALA president.

It is time to gather concerns and commendations for Hannah and Beth to pass along at the AASL regional meeting for potential national recognition. Commendations should be for programs, not individuals, especially literacy programs not associated with the library, such as Dollar General's and Scholastic's programs. These will be due at the end of March.

TLA

School Libraries Division

The Joint Conference Task Force is pushing forward.



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Tenn-Share/TSERC

Leah Allison and Mona Batchelor

Nancy is on the Tenn-Share board. Leah and Mona are TSERC reps; Leah is active but Mona was at the AASL conference during the last meeting. The Tenn-Share board meeting is this weekend; Nancy invited items for discussion there. TEL is up for re-evaluation.

TEA

TBD

Our new TEA representative is Tina Parlier. She and Donna Jerdan are friends; she requested our group. Hannah hopes she will make it to the April 14 meeting.

Unfinished Business

Establishment of a Website Policy Task Force whose members include Mona Batchelor, Amy Blanton, Sara Casey, Lora Black [Decided by Online Voting]

- 1) Establish guidelines/policies or Etiquette for our eList similar to LM_Net.
- 2) Research and develop policy for housing documents on the TASL website.

This task force was established in November for the above goals. Copies of these goals were distributed. The report was submitted electronically (see attached below).

The group wants to make sure that responsibility for inappropriate communication does not fall back on the organization. They have drafted a sample privacy policy and guidelines to govern use of website and what's housed there. Hannah reminds us that this helps protect the moderator, so that any moderation decisions are based on policy rather than someone's opinion.

It was suggested that the eList's default be changed to reply to individual, but Mona believes in her experience that that will cut a lot of valuable communication and that most folks are not willing to compile responses.

One point of contention was the guidelines' stipulation not to forward items. This cuts out a valuable networking and promotional option, but it also protects the integrity of the eList as an exclusive benefit of membership.

Nancy moved we approve the guidelines as recommended. Pam seconded. The motion passed. Mona asked for an extension to April to finish and vote on the privacy guidelines.

Executive Board Report



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**Website Policy Task Force
28 January 12**

The Website Policy Task Force whose members include Mona Batchelor, Amy Blanton, Sara Casey, Lora Black [Decided by Online Voting]

- 1) Establish guidelines/policies or Etiquette for our eList similar to LM_Net.
- 2) Research and develop policy for housing documents on the TASL website.

This task force has worked electronically to construct guidelines governing the use of the **TASL E-List**, the “members only” forum functioning through the TASL website: www.tasltn.org.

Our recommendation for these guidelines is attached.

Speaking to the second half of the mission of this task force, the force has been in contact with our representatives at MemberClicks for guidance in establishing such a policy. MemberClicks feels a stock disclaimer works. Attached is an example of free language found on the Internet that could be edited to create a more specific statement. This portion of the task has not been completed and we would ask for a brief extension of the force to do so.

Respectfully submitted,
TASL Website Policy Task Force
Mona Batchelor
Amy Blanton
Sara Casey
Lora Black

New Business

1. Goals for the year – “Many hands make light work.” John Heywood
 - a. Recruit new volunteers – and properly mentor so they are confident in their work and avoid mistakes.
 - Many people mark on their forms that they are willing to serve as volunteers, but we need to push to get these members active in roles. We also need to do a more effective job of making sure we’re not forgetting people who want to serve and aren’t being contacted. Brenda suggested more details on membership form to solicit participation. Sarah suggested more publicity about open meetings. Hannah believes that if every member is involved in doing something, it encourages more active growth and strong membership.
 - b. Re-ignite the passion and energy of former / exhausted volunteers
 - c. Have an active and working membership base



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2. Liability insurance [Beth Frerking and Nancy Dickinson]

Beth distributed language to show how our hotel contract has changed and invited discussion about whether it's time to get some liability insurance. The hotel contract currently says we don't have to unless they ask us, but it's changing every year, and it looks like by next year's conference it will be required, definitely by 2014. Hannah wondered whether the TEA can help us with this and plans to ask our new representative soon. Liability insurance was on a speaker contract this year, and he let us take that wording out. However, this is probably something we should have for all our events through the year, and we can probably purchase it easily from the company that provides our Treasurer's bond. Beth offered to do the legwork to investigate this possibility, but other people need to be involved; Karen Haggard suggested empowering the Finance committee. The officers can vote electronically to purchase this before April.

3. Site of Future Meetings - Nashville Public Library Meeting Rooms
http://www.library.nashville.org/services/ser_rooms_branch.asp

Alice is going off the executive board, so we need to start meeting at alternate locations. Hannah is looking at branches of Nashville Public Library, which can be booked for a nominal janitorial fee of around five dollars. The Richland and Hermitage branches were suggested as the easiest to find. Hannah will let us know of the next meeting's location by April 14.

4. Newsletter Submission Guidelines

Sara Casey wants to develop a set of standard guidelines for Newsletter submissions to make formatting easier. Hannah will forward these to us soon. It is fine to go ahead and send news items for February.

In wrapping up, Karen Haggard asked to include the bookmark promotional project on the next meeting's agenda. Alice recommended we review the officer handbook each year.

The meeting adjourned at 12:38.

Adjourn

Dates to Remember

First Exec Meeting - January 28, 2012

TN Library Legislative Day will be Monday, April 9, 2012



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- Second Exec Meeting - April 14, 2012
- Camp TASL July 10 in Greeneville and July 12 in Jackson
- Summer Retreat - Possibly KSMA summer refresher again July 17, 2012
- Conference Committee Meeting - TBD
- Third Exec Meeting - October 26, 2012
- Fourth Exec Meeting - November 17, 2012 or December 8, 2012
- 2013 Conference 10/3-5
- 2014 Conference 10/23-25

Roberts Rules Original Online - <http://www.robertsrules.org/rror--00.htm>