

## Library Southwest Minutes – May 14, 2014

Host: Beauregard Parish Public Library, DeRidder – Erin Chesnutt

Present: Debbie Johnson-Houston, Jessica Hutchings, Renee Grantham, Beverly Laughlin, Gabriel Morley, Loretta Gharst, Pam Edwards, Mary Foster-Galasso, Suzy Lemoine, Mary Frances Sherwood (Secretary)

Howard Coy called the meeting to order at 10:05 and adjourned at 12:15.

1. Membership List
  - Howard Coy distributed a combined list of trustees and members
2. LSW Board of Directors List
  - Howard Coy distributed the list for the new LSW Board of Directors and requested corrections by sent to Linda LeBert-Corbello.
3. June Meeting Location
  - Mary Foster-Galasso requested to change her meeting date. SOWELA will host on June 11 and Evangeline Parish will host on October 8.
4. Cataloging Records for Overdrive Titles
  - There was an extensive discussion on the records received from OCLC.
  - Routinely minimum MARC records are sent without subject headings. Catalogers make corrections and then a second load may overlay full records with minimum records
  - Allen, Calcasieu, and Vernon Parish load MARC records.
  - Loretta Gharst will speak to OCLC about replacement records.
  - Calcasieu is also going to get audio books from Hoopla – with no restrictions, unlimited, simultaneous users.
5. Author Dinner Speakers
  - Renee Grantham gave a report on the cost and availability of prospective speakers for the October Author Dinner.
  - At the June meeting a vote will be taken.

Ronda Rich: "Could you afford \$2,000 plus expenses? That's a 50% discount but I love libraries and Louisiana libraries have been good to me. If you could get another library to have me on Monday, y'all could split the expenses and I would do each one for \$1500 apiece. I have an event in Arkansas on the 23rd so I'll need the 22nd as a travel day."

**Ken Wells:** "here's a brief bio (it's a bit skewed toward my journalism career but has my book & speaking highlights.) So I'd be happy to come for whatever you paid the author who spoke last year, plus travel expenses. Again, thanks for thinking of me."

**Mark Merchant:** "I think that I should be available on that date, and there is no fee for my presentation. My only requirement is that you email me about 3 days prior to the presentation to make sure that I have not forgotten!!!"

**Michael Lewis:** His agent refused to put anything in writing but said he gets at least \$100,000 for an appearance.

**Nick Pizzaloto:** too busy to do speaking engagements.

**Ashley Weaver:** prefers to wait until later.

#### 6. Reciprocal Borrows Agreement

- Pam Edwards distributed the Libraries Southwest Reciprocal Borrowers Agreement. She also handed-out information on the Lynda Carlberg Memorial Scholarship, LSW Card, and Innovation Studio.

#### 7. Treasurer's Report

- Jessica Hutchings stated that we are now bonded.

#### 8. LSW By-Laws

- Erin Chesnutt and Beverly Laughlin are reviewing the By-Laws and Articles of Incorporation.
- There was extensive discussion on the authority of the directors and those of board members and the requirements for maintaining the 501C3 status.
- Further research and discussion will continue. Rob Bremer will be consulted.

## Library Southwest Minutes – June 11, 2014

Host: SOWELA Community & Technical College – Mary Frances Sherwood

Present: Linda LeBert-Corbello, Howard Coy, Debbie Johnson-Houston, Jessica Hutchings, Beverly Laughlin, Gabriel Morley, Loretta Gharst, Pam Edwards, Helen Curol, Erin Chesnutt and Mary Frances Sherwood (Secretary)

President Linda LeBert-Corbello called the meeting to order at 10:00 and adjourned at 11:55.

### 1. Membership & PR Lists

- Jessica Hutchings tracks the paying members.
- Howard Coy has the PR list with all paid and non-paying members.

### 2. Board of Directors List

- Linda LeBert-Corbello verified that all the info was correct.

### 3. Retirement Party

- Beverly Laughlin is retiring from Allen Parish. Her retirement party is June 20.
- She will continue to be involved with LSW.

### 4. School Librarians' Summer Meeting

- Helen Curol announced that an August 7 and 8 sixty-five school librarians are meeting at DeQuincy Elementary School. She suggested that Jessica Hutchings attend the meeting to discuss the perks of LSW membership which includes the author dinner and scholarship opportunity. She also suggested mentioning the MSU library degree.

### 5. Author Dinner Speakers

- Pam Edwards suggested having Mark Wygoda speak about his book *In the Shadow of the Swastika*. A vote was taken, Mark was first with Rhonda second.
- \$500 was suggested as a speakers fee.

### 6. Treasurer's Report

- Jessica Hutchings said LSW was almost out of checks. She proposed purchasing new checks from Vista Prints -- \$8.84 buys 150 checks.

## 7. LSW By-Laws

- Erin Chesnutt and Beverly Laughlin distributed the By-Laws of LSW. Yellow highlight indicates wording changes that will be discussed at a future meeting.
- Also distributed was an excerpt from the Articles of Incorporation with proposed revisions included.
- Board members are the only members to vote on the Articles of Incorporation, but the general membership must be notified 30 days in advance of a vote. The vote on the proposed changes will be held at the August LSW meeting.
- On October 21 at 5:30 before the Author Dinner will be the next membership meeting to vote on board members.
- Calcasieu will send meeting notices with the Author Dinner flyer.

## 8. LSW Status

- Jessica Hutchings recommended speaking to an accountant about the association status and the 501c3 nonprofit status. Howard Coy made the motion that LSW give Jessica Hutchings the authority to meet with a CPA, to get answers to our questions, and to pay for services rendered. Beverly Laughlin seconded.
- LSW's annual income is approximately \$2,000.

## 9. MARC Record

- Loretta Gharst reported that TLC sold records for \$1.00 and that OCLC records cost \$1.50. Discussion can be held next month, to determine if the consortium would prefer going back to TLC MARC records.

Pam Edwards made the motion to end the meeting, Jessica Hutchings seconded. The meeting adjourned at 11:55.

## Library Southwest Minutes – July 9, 2014

Host: Vernon Parish Public Library – Mr. Howard Coy

Present: Linda LeBert-Corbello, Howard Coy, Debbie Johnson-Houston, Jessica Hutchings, Beverly Laughlin, Pam Edwards, Patricia Boatman, Renee Grantham, and Mary Frances Sherwood (Secretary)

President Linda LeBert-Corbello called the meeting to order at 10:00 and adjourned at 12:25.

### 1. Articles of Incorporation and Bylaws

- There was extensive discussion on this topic. At the August meeting a vote will be taken to reconstitute the Board of Directors (BoD) defined in the Bylaws. It is not necessary for BoD to attend the meeting if the Library Directors hold their proxy.
- The voting meeting is scheduled for 10:00 at Central Library, Lake Charles. McNeese is hosting.
- President Linda LeBert-Corbello recommends making a clarification change to the Articles of Incorporation; reference to the Board of Directors or Directors would be revised to say simply “the Board.” The term director would solely apply to library directors.
- Treasurer, Jessica Hutchings is to meet with an accountant on July 10 about the 501c3 nonprofit status.
- Beverly Laughlin recommended using nonprofit boiler plate language.
- Howard Coy recommended sending an annual report to the membership.

### 2. Retirement Party

- Beverly Laughlin had a nice retirement party on June 20. LLA President Rob Bremer was in attendance. Congratulations.

### 3. Author Dinner

- President Linda LeBert-Corbello contacted Mark Wygoda about speaking at the Author Dinner. He agreed and was happy about the \$500 stipend.
- Calcasieu Parish Public Library will handle the brochures and include the food choices from Pat's of Henderson. However, if the venue needs to be changed the dinner will be at Marilyn's.

#### 4. Carlberg Award

- President Linda LeBert-Corbello called for recommendations for the Carlberg award. Debbie Johnson-Houston will provide information about Sara Zimmerman's assistance to the academic libraries in the state.
- Mrs. Johnson-Houston will prepare a biography of Sara's accomplishments and her assistance to public libraries in the state.

#### 5. Treasurer's Report

- Treasurer Jessica Hutchings distributed the current financial statement and announced that the new checks from Vista Prints had arrived.

There was a unanimous adjournment at 12:25.

## Library Southwest Minutes – August 13, 2014

Host: McNeese State University Library at Central Library – Debbie Johnson-Houston

Present: Linda LeBert-Corbello, Howard Coy, Debbie Johnson-Houston, Gabriel Morley, Loretta Gharst, Jessica Hutchings, Beverly Laughlin, Pam Edwards, Renee Grantham, Nancy Khoury, Helen Curol, Erin Chestnutt, Barbara Malbroux, Danielle Manuel, and Mary Frances Sherwood (Secretary)

President Linda LeBert-Corbello called the meeting to order at 10:10 and adjourned at 11:40.

### 1. Articles of Incorporation

- Erin Chestnutt moved that changes to the Articles of Incorporation be accepted; Debbie Johnson-Houston seconded.
- The proposed changes were discussed and unanimously passed.

### 2. Libraries Southwest Board

- The 2013-2014 board consisted of Erin Chestnutt, Debbie Johnson-Houston, Mary Frances Sherwood, Danielle Manuel, a trustee from Vernon and a trustee from Allen.
- Debbie Johnson-Houston nominated Helen Curol to the Board and Erin Chestnutt nominated Renee Grantham to the Board.
- The new board for 2014-2015 consists of Danielle Manuel, Renee Grantham, Erin Chestnutt (public library employees), Helen Curol, Mary Frances Sherwood, and Debbie Johnson-Houston (school, academic and special library employees).
- There will be one board meeting a year.
- Motion 1: Nancy Khoury moved and Jessica Hutchings seconded the name change from Board of Directors to LSW Board.
- Motion 2: Beverly Laughlin moved and Erin Chestnutt seconded the name change to appear throughout the Articles of Incorporation.

3. Lynda Carlberg Award

- Linda LeBert-Corbello thanked Debbie Johnson-Houston for the letter nominating Sara Zimmerman, Executive Director of LOUIS for the 2014 Lynda Carlberg Award. President Corbello will officially contact Mrs. Zimmerman regarding the award.
- Debbie Johnson-Houston distributed information about Mrs. Zimmerman.

4. Author Dinner

- President Corbello thanked Calcasieu Parish and Christy Duhon for preparing the Author Dinner program and registration form.
- The registration form will be revised to state -- Trustee meals are paid for by the library system and Trustees' must pay for their guests.
- Jessica Hutchings will order the award.
- Howard Coy will say the prayer at dinner.

5. Treasurer's Report

- Jessica Hutchings distributed the August Financial Report.
- Jessica has the finances under control and found the consultants advice helpful.



## Library Southwest Minutes – October 8, 2014

Host: Evangeline Parish – Mary Foster-Galasso

Present: Linda LeBert-Corbello, Debbie Johnson-Houston, Jessica Hutchings, Pam Edwards, Renee Grantham, Gabriel Morley, Erin Chestnutt, Barbara Malbrue, and Mary Frances Sherwood (Secretary)

President Linda LeBert-Corbello called the meeting to order at 10:00 and adjourned at 12:00.

### 1. Author Dinner

- Calcasieu Parish Public Library will print brochures with the agenda on the front page.
- Mary Frances Sherwood will MC and introduce the guest author, Howard Coy will lead the prayer, and Debbie Johnson-Houston will introduce the Linda Carlberg award winner.

### 2. Treasurer's Report

- Treasurer Jessica Hutchings distributed the current financial statement and announced that she has received several membership applications from school librarians.

### 3. By-Laws

- The By-laws will need review and revision in the future.

### 4. November Meeting

- Helen Curol is hosting at 2423 6<sup>th</sup> Street, Lake Charles. We will meet in Keith LeLeux' s office, Director of Child, Welfare, & Attendance. The library office is full of books.

### 5. New & Renovated Libraries

- Evangeline Parish – Mary Foster-Galasso showed us her new library.
- Jefferson Davis Parish – Linda LeBert-Corbello invited everyone to the October 20<sup>th</sup> open house for the renovated library in Jennings.

The meeting adjourned at 12:00.