

**TennShare Board Meeting
Meeting Minutes for June 9, 2008
Brentwood Public Library**

Present: Chuck Sherrill, Julie Julian, Penny Frere, DeAnne Luck, Marlow Peters, Susan Earl, Sue Maszaros, Tricia Bengel, Deborah Babb, Jim Toplon, David Hajdik, Kim Waller, Susan Whitworth, Cheri McGowan, Ann Rox, Linda Farmer, Sandy Oelschlegel, Deanna Nipp-Kientz, Ken Middleton, Tiffani Conner, Chris Ryan, Leah Allison.

Board members unable to attend: Continuing on the 08-09 Board: Suresh Ponnappa, Margaret Casado, Theresa McMahon, Pam Walker; continuing as committee chairs: Gayle Baker, Nancy Renfro, David Atkins; outgoing board members: Judy Drescher, Don Craig, Mary Vaughn Carpenter, Pat Thompson, Annelle Huggins.

Call to Order

On behalf of President Suresh Ponnappa, President-Elect Chuck Sherrill called the meeting to order at 8:55 a.m. (Central Time).

Board Orientation

Orientation for incoming Board members was conducted per the following:

- History of TennShare – **Chuck Sherrill**
- Three TennShare (*TEL* Phase II) Projects:
 - *TEL* – **Tricia Bengel, Sue Maszaros**
 - *Volunteer Voices* – **Tiffani Conner**
 - *InfoToGo* – **Kim Waller**
- Database Coordinator: Group database subscriptions – **DeAnne Luck**
- Strategic Plan and Goals – **Chuck Sherrill**
- Communication Plan/Important Dates – **Penny Frere**
- Membership – **Deanna Nipp-Kientz**, (since Margaret wasn't there)
 - Invoices/database; Reminders; new members, etc.
- Marketing Committee help from library reps – **Chris Ryan**

Fall Conference

Fall Conference Chair Chuck Sherrill reminded the Board of the dates for DataFest and the Annual Conference (Thursday-Friday, September 11-12, 2008, Nashville Public Library). Metro Nashville Public Schools also sponsors a school librarian collection development fair (open to all Tennessee school librarians) concurrent with the TennShare meetings.

The Conference theme is Tennessee's Digital Debut and will commence with a gala event featuring Volunteer Voices (VV) that will immediately follow DataFest on Thursday. The gala is tentatively scheduled for 5:30 – 7:30 p.m. (CDT) in Special Collections at NPL. Activities being considered include display of equipment used for scanning digital materials, featured speaker, presentation by a student, staged

computers for searching Volunteer Voices , static poster display describing various aspects of VV. Refreshments will be provided. The event is free of charge. Invitations will be sent to teachers and librarians who have participated in VV workshops, and possibly others (e.g., legislators), as recommended by various Board members.

On Friday, the Conference will focus on other digital projects in Tennessee and include workshop-based activities in the afternoon. Chuck will develop a promotional piece to encourage school librarians to attend the collection fair, DataFest, and the Conference. The Conference Committee is considering soliciting contributions from vendors to offer small scholarships that will help defray costs and encourage school librarians to attend the Conference. Penny reminded the Conference Committee to include presentations of interest to academic libraries, which represent a large proportion of DataFest and Conference attendees.

Chuck reviewed the Conference schedule. Ken Middleton provided detail on the panel discussions (morning). Several potential speakers were offered for the Web 2.0 presentation (afternoon). Tricia Bengel requested a small block of time to present the prizes for TennShare's Learn & Discover program.

Breakout Sessions (Lunch)

During lunch, Board members adjourned into groups to complete the transition of materials and information from outgoing to incoming representatives and to discuss Communication Plan activities.

Respectfully submitted,

Christine Ryan
Secretary

At 1:00 p.m., (Central time) Chuck Sherrill called the meeting back to order.

Website Committee Report

Jodie Gambill and Wendy Cornelisen gave an overview of the TENN-SHARE website and logo redesign. On the new site, the home page will be comprised of three columns- menu on the far left side (including sections for Membership, Resources, Organization, etc.); center column will have rotating pictures as well as the T-S mission statement and news section; and the far right column will host up coming events and RSS updates / news feed. A place for archived copies of the TENN-SHARE newsletters will also be housed on the site. An update date will be posted at the bottom of each webpage, and as well as contact information located at bottom of home page.

Vanderbilt University, where Jodie is the Systems Librarian for Library Information Technology Services, will host the new web site.

Chuck inquired as to how long it would take to have new information added. To do this, TennShare committee heads and board members would email information to Jodie or Wendy. Drupal, the software used to write the site, is easy for 'non-techies' to update. With Wendy and Jodie both working on the

TENN-SHARE page, turn around time to have something updated should be fairly quick. Wendy and Jodie are also working on creating a document that could be filled out and emailed to them requesting updates.

Jodie Gambill and Wendy Cornelisen unveiled the new TENN-SHARE logo. The new logo is comprised of a red, white, and blue theme reminiscence of the state flag. Distinctive, in the center of the logo, is "TENN-SHARE." After the overview presentation, the floor was opened for questions.

Suggested by board members, as additions to the new site, were sections for the TennShare membership list, a blog feature, and a membership login area. Deanna asked if the membership list could have an update date added to the bottom of it, and if the list could be posted in as an Excel document. The membership login section would be so that organizations could check and see what outstanding TennShare items (such as payment and invoices) they owed. As part of the blog section, moderated comments could be added, as well as information on upcoming TennShare events. A page for committee heads to call for volunteers was also proposed. Penny asked if links for both the annual conference and Learn and Share would be made bigger so that these sections would stand out and be easier for users to find.

Julie Julian remarked that it might be best for the new site to be online for a while before any addition of blogs or wikis. Sue reminded the board that the website is still being developed, and that the mock up shown by Wendy and Jodie is by no means the final version. Sue also suggested that all board members go back and look at the old site and help choose what should go on the new webpage. She also brought up that the board needs to put into place policies on what can and can not be put on the website (content, images, etc.).

DeAnne Luck asked what the board's opinion was on the new logo. It was suggested that the TennShare name could be shrunk a bit and fit to the size of the state outline. The lettering could be a bit more defined so that it pops more from the page. DeAnne's other concern is that there would need to be a spot for two membership lists (those for the current year and those from last year). She stated that vendors like the ease of importing information, performing a "mail merge," and mailing information easily. This led to a discussion concerning whether or not it is a good idea for T-S to have its membership list open to the public. Jim suggested that all email addresses on the website be encrypted so that no one could harvest them for spamming purposes.

Sue and the website committee recommended that Wendy and Jodie be implemented as web-mistresses for the TennShare website. The board verbally passed this recommendation.

Membership Committee's Report

Deanna Nipp-Kientz distributed handouts to the attendees listing this year's TennShare members delineated by library name and type.

Susan Whitworth, a School Library representative, inquired of the committee if there was available letterhead with the TennShare logo. Penny Frere stated she would be sure that Susan received a copy of the letterhead. Susan also asked for a blank form membership to be sent out with the solicitation letter.

Deanna pointed out the total membership is up from the previous year. It was suggested that this increase is due to the board's hard work and good ideas.

Deanna has received assistance with File Maker Pro so that she now has an easier time manipulating the membership database.

As part of a membership / thank you package that libraries would receive when joining T-S, Penny presented a mock up of a membership certificate. Penny also said she would send out copies of the TennShare logo, letterhead, and certificate to the board so that sections can send them out as part of their membership drive.

A discussion concerning the TennShare Listserve ensued.

It was recognized that not every library contact was a member of the listserv. Deanna sends all new and updated contact information to Jim Nance so that the listserv can be updated. There are some people currently on the listserv who are not TennShare contacts for their libraries. This brought about a discussion concerning how does the T-S organization want the list to be used? How can TennShare get contact people to distribute what they are getting from the list with their staffs? Or, does TennShare want contact people only to have access to the listserv? Chuck Sherrill suggested that when people renew their memberships, they list the people on their staffs they would like to receive TennShare information via listserv.

Workshop Committee Report

Learn and Discover

Susan Earl gave kudos to the group of folks who have worked so hard to get Learn and Discover up and going. Everyone who completes the course will get a free MP3 player thanks to Overdrive. June 20th will be the first lesson-8 weeks of lesson- 8 lessons total. Learn and Discover will wrap up right before DataFest begins. No registration is required. Tricia Bengel will send out the website's information that holds the lessons. TASL, TLA, and T-S and Tennessee public libraries' listservs will be used as distribution points. In order to participate in the Learn and Discover program, folks will have to be from TennShare member libraries.

Strategic Goals Committee Reports

Goal #3-Develop a PR plan

Chris Ryan stated that bullet point lists will be put together so that they can be copied and pasted into email messages.

Bylaws

Changes were made to some of the TennShare bylaws so that they reflect the following:

As far as the TENN-SHARE name, the board decided to get rid of all capital letters, hyphenated name. In written documents, the organization will be referred to as "TennShare." A tag line may be added for clarification: TennShare: A Tennessee Information Resource Sharing Consortium.

Article VI Section 2: Executive Committee acts for the Board when decisions are needed between Board meetings; and the Executive Committee is accountable to the board for said actions.

Article VIII: Board should meet at least three times a year

Article IX: Committee members shall be employees of member institutions. Exceptions may be made at the request of the Committee Chair to the Executive Committee.

Article IX Section 1 Item A: The Nominating Committee shall solicit nominations for officers and board members, and the Tennessee Resource Sharing Award.

Article IX Section 1 Item B: The Treasurer shall serve as chair of the Finance Committee.

"A quorum of 50% of the board will be necessary to conduct Board business." It was suggested that Article 5 Section 4 is a better place for this notation.

The board verbally voted and passed these changes to the TennShare bylaws.

DataFest

DeAnne Luck said that the DataFest committee had decided to keep the second scheduled break in the afternoon so that the sessions will end closer to the Gala start time. There will be 3 concurrent demonstration sessions going on, plus TEL training. The question was raised by DeAnne as to what amount does the Board want to ask the vendors to donate to T-S? Originally vendors donated \$100. The last two years, vendors were asked to donate \$150. In order to increase T-S's income a bit, the DataFest committee members were looking into upping the donation price to \$200.

Tricia Bengal suggested that perhaps the Nashville Public Library could give a tour of its digital equipment (editing suite, etc.) to fill time after the last session and before the Gala begins.

Metro Nashville Public Schools Collection Fair- vendors are limited to display based upon 6ft table size.

TennShare Sponsored Programs

TennShare is sponsoring programs at upcoming conferences: TAIS, TASL, and TETC. All of these conferences will be held in Nashville. Programs will include promotion of web 2.0, and the Learn and Discover program.

Dates for future meetings

-Sep. 4, 2008- Video-conference meeting at TBR school

-Feb. 2009 -Face to face, two day meeting

-Mar. 3, 2009-Library Legislative Day

-June, 2009-Face to face meeting

Meeting was adjourned at 3:00 p.m. (Central time)

Respectfully submitted,

Leah Allison