

## Minutes of the 2019 ASDAL 39<sup>th</sup> Annual General Meeting

### Business Sessions

#### Monday, June 24, 2019 – 1<sup>st</sup> Session

1. The meeting was called to order at 3:47 pm by the President, Lori Curtis.
2. **Approved** – Neal Smith – to serve as Parliamentarian for the 2019 Business Sessions.
3. **Approved** – Motion to forgo the creation of an ad hoc Resolutions Committee as called for in the standing rules, and to remove from Section 12, rules calling for the creation of a Resolutions Committee at the beginning of each Conference.
  - 3.1 ASDAL Executive will thank the hosts.
4. **Approved** – Report from the Nominating Committee: Per Lisle presented the results of the ASDAL election, with the following individuals being voted into office.
  - President-elect – Ashlee Chisolm (2019-2020)
  - Secretary – Jason St. Clair (2019-2021)
  - Treasurer – Neal Smith (2019-2022)
  - Constitution and By-laws Committee (filling 2 positions)
    - Daryl Bennedbaek (2019-2022)
    - Lori Curtis (2019-2022)
  - SDA Classification Advisory Committee – Cristina Thomsen (2019-2022)
  - Site Planning Committee – Pamela Stevens (2019-2022)
5. **Approved** – Motion to accept the following as members of the 2019-2020 Nominating Committee:
  - Lori Curtis, Chair
  - Lynda Baildam
  - Don Essex
  - Carolyn Gaskell

It was noted that there were only three positions that would need to be filled next year: President-elect; Constitution and By-Laws (1); and ASDAL Action Editor
6. Election of a member to the ADL Content Sub-Committee was halted as it was determined that position would be appointed by the SDA Periodical Committee, not elected by the ASDAL membership.
7. Scholarship and Awards Committee's report was postponed to the 2<sup>nd</sup> Business Meeting, since a decision had yet to be made on the recipient. There was only sufficient funds for one awardee, but both applicants equally deserving,
  - 7.1. Discussion – The committee was down one member as that person did not renew membership; another member was currently on leave, and the ASDAL president was also the Interim Treasurer. The discussion was focused on whether or not the structure should be changed to that of appointing a coordinator to receive the applications, present them to the Executive, communicate with the awardee, and liaise with The Community Foundation. The membership agreed to continue with the structure stated in the Bylaws. This past year may have been an anomaly.

*End of first session*

## **Thursday, June 27, 2019 – 2<sup>nd</sup> Session**

8. **Approved:** Report from the Scholarship & Awards Committee – Both applicants will be awarded scholarships thanks to a special gift from ALICE (see 9.3 of the 2019 ASDAL Business Session Minutes). Recipients are: Adaliz Cruz and Bliss Kuntz.
9. **Received:** Report from ALICE – Per Lisle  
The ALICE Council met on June 25, 2019, at 7:00pm.
  - 9.1. Carolyn Gaskell presented the Project Manager’s report which was accepted. ALICE has 18 members and subscribes to 11 databases
  - 9.2. Lawrence Onsager presented the Treasurer’s report which was accepted. The balance at April 30, 2019 was \$43,464.25
  - 9.3. The Council voted to contribute \$1,500 towards a second scholarship in addition to the D. Glenn Hilts Scholarship for 2019
  - 9.4. The Council voted to thank Lawrence Onsager for his 15 years as ALICE Treasurer
  - 9.5. The Council elected Don Essex as Chair for the period 2019-2022
  - 9.6. **ALICE Council Officers:**
    - Chair: Don Essex (2019-2022)
    - Project Manager: Carolyn Gaskell (2018-2020)
    - Treasurer: Paulette Johnson (Library Director at James White Library, fiscal agent for ALICE)
    - Secretary: Per Lisle (2018-2021)
10. **Approved:** Report from the Site Planning Committee – Paulette Johnson
  - 2020 – Andrews University
  - 2021 – Southern Adventist University
  - 2022 – Nairobi, Kenya
  - 2023 – Union College
11. **Received:** Report from the SDA Classification Committee: The Classification Scheme has been updated/edited.
  - 11.1. The Scheme will be posted on the ASDAL website, please try to implement it in your library.
  - 11.2. Lori Curtis was the chair of the Classification Committee. As she is no longer at Loma Linda University, the institution will advise ASDAL when an original cataloger has been hired that will be the Loma Linda representative on the classification committee.
12. **Approved:** Report from the Membership Committee – Adorée Hatton was selected as the membership coordinator.
  - 12.1. Adorée was praised for her work. She reached out globally to Adventist institutions for contact information for their library staff; compiled a list of approximately 160 librarians not yet ASDAL members; worked with Allison Fox to design a recruitment email to those librarians; created a welcome email to send out to new member, and created tracking system
  - 12.2. There are 91 members
    - 12.2.1. 80 regular
    - 12.2.2. 7 retirees
    - 12.2.3. 4 student members
    - 12.2.4. 32 new members (includes international, and previous members who had lapsed in membership)
13. **Approved:** Report from the Treasurer – Lori Curtis
  - 13.1. Note: ASDAL financial year runs from June 1st to May 31<sup>st</sup> so conference activity recorded is normally for the previous year.

13.2. Balance Sheet:

<b>Total Available ASDAL Funds</b>			
	<b>Current Period</b>	<b>Prior Period</b>	<b>Increase/Decrease</b>
	06/01/2018 to 5/31/2019	05/31/2017 to 05/31/2018	06/01/2018 to 05/31/2019
<b>Union Bank &amp; Trust</b>	\$ 20,220.99	\$ 24,872.45	\$ (4,651.46)
<b>Lincoln SDA Credit Union</b>	\$ 5,976.41	\$ 5,943.99	\$ 32.42
<b>Total Available Funds</b>	\$ 26,197.40	\$ 30,816.44	\$ (4,619.04)

(This amount is down from last year's report, primarily due to the fraudulent event; and the payment of \$5,532, for last year's conference, which came out of this year's budget)

13.3. Discussion: The online-payment system fees, for membership and/or conferences, are too high. The company we use works primarily with entities that do a much larger volume of business. This year we spent \$883.90 for the system to collect membership fees. The Executive discussed alternatives, such as returning to the PayPal system we used before. The previous system been changed because one of our members, outside of the US, was unable to use that system. The incoming Executive will look at whether or not we want to keep that payment system.

13.4. Discussion: The Executive also looked at the issue of changing its physical bank. It is hard to work with a bank that is located only in Lincoln, NE, where it is mandatory to make changes or special transactions in-person. The Executive felt that ASDAL would be better served with a bank that was represented nationally, as well as globally. Our incoming treasurer will continue to research this.

13.5. The D. Glenn Hilts Donor Advised Scholarship Fund, at The Community Foundation, through the end of March 2019 had a balance of \$41,719.55, of which, only \$1,812.00 (the interest) was available for granting. Please continue to support the fund.

14. **Approved:** Report of the SDAPI Board with the following note in 14.5 below.

14.1. ADL Board:

Carolyn Gaskell, Walla Walla University  
Cristina Thomsen, Southwestern Adventist University

14.2. Content Sub-Committee

Katy Van Arsdale, Pacific Union College  
Adorée Hatton, Burman University

14.3. Systems Sub-Committee, Gerald Rezes [re-elected]

14.4. Detailed discussion (for historical purposes): About two years ago, the SDAPI Advisory Committee submitted a proposed revision to Section 4, in the by-laws. Since there were questions regarding the proposal it did not advance to the Constitution & By-Laws Committee. It was recently resubmitted, but there were still some issues, and once again it failed to move on to the By-laws' committee. The ASDAL president intended to bring the proposed revision to the membership, but as she was preparing to present it, she noticed that the ASDAL President was not listed, as a member of the Advisory, in the revision. At one point, the President had been listed as a member, but on the Agenda passed out at a previous SDAPI meeting, the president was listed as an "invitee". There was concern that the ASDAL President was listed an ex-officio member of the Advisory Committee on the website, but it was not in the By-laws. Lori felt that

the Committee needed to have someone on the Committee representing ASDAL, as a whole, “not an individual supporting institution.” She presented her thoughts to the memberships and wanted our opinions / advice.

14.4.1. Another issue presented was that of having the ADL liaison also be the secretary. Before this “incarnation” of the by-laws, it had stated that the secretary would be selected from one of the representative institutions. Everyone there is a member of ASDAL, but the role the ADL representative has, is that of representing ADL, not ASDAL, per se. There should be some separation. How should we proceed?

14.4.2. Suggestion was made to take vote issues one at a time, and call for a vote on whether or not to include the ASDAL president on the SDAPI Advisory Committee. Point of order – change has to be made first by the Constitution and By-Laws and then to the membership.

14.5. **Approved:** Motion to include the ASDAL President as an Ex-Officio member of the SDAPI Advisory Committee. It was noted that decision needed to go to the Constitution and By-laws Committee for editing and then properly voted at the 2020 Annual Meeting.

14.6. Further discussion of 14.4.2

14.6.1. Members are passionate about the ASDAL, SDAPI and ADL.

The Chair of the Committee is the Dean of the James White Library (Andrews University)

14.6.2. Meetings are called and the agenda set by the Chair of the Committee.

14.6.3. Over time we might need to address this issue, but there has been a recent change at James White Library, and the issue of who is “in control” of the ADL / SDAPI may be unwarranted.

14.6.4. A copy of the concerns should be kept in the minutes.(See 14.7)

14.7. Concerns / Statements / Discussion about 14.4.1 that are noted for historical purposes

14.7.1. “SDAPI is part and parcel of the ADL even when there were no prior plans to move it.”

14.7.2. “ASDAL is a small, volunteer organization; where members and officers wear multiple hats; therefore, it is convenient for Jim, in his role at CAR, to be the Board secretary. We understand concern about propriety, but not sure that concern rises to the level that a change is merited.”

14.7.3. “ADL chooses the liaison, so that means ADL is choosing who would be the secretary of an ASDAL committee, and if the secretary is the same as the liaison, it means that he [or she] is in the position for life; yes, it says 5 years, but they will always choose the managing editor, unless the job description is changed.”

14.7.4. Discussion continued on the proper committee reporting structure; who should be responsible for selecting ASDALs liaison to the ADL; should the managing editor of the Periodical Index be the secretary; who was responsible for calling the meeting and setting the agenda; and whether or not ADL had too much influence over the SDAPI.

15. Approved: Report from the Constitution and By-laws Committee (the red denotes approved changes):

15.1. Article I. **Section 4. ASDAL Acronym Usage**

15.1.1. **No ASDAL member shall use the acronym ASDAL in a private email address.**

15.2. Article II. Dues

15.2.1. Annual dues for regular members shall be **\$25.00**. Retired persons and students shall pay \$10.00.

15.3. Article IV. Section 1. Executive Committee

15.3.1. Duties of the Executive Committee shall include: approval of the agenda for the ASDAL business session, oversight of the publications of the Association in all formats,

appointment of the coordinators, and selection of an auditor for the treasurer's records.  
Furthermore, Officers and Committee members shall normally use the email address issued to them by their employing organization for ASDAL business.

15.4. Article IV. Section 6. Treasurer

15.4.1. The term of the Treasurer shall be three years. The duties of the Treasurer shall be to receive dues, dispense Association funds, and maintain such financial records of transactions as may be required, and present an annual financial report to the Association. The responsibilities of treasurer shall further be as follows:

- 15.4.1.1. All payments must be supported by genuine invoices specifying the services or goods for which payment is requested.
- 15.4.1.2. All new business or vendors must be voted by the Executive.
- 15.4.1.3. Normal business above \$200 must be authorized by the President via email and face-to-face or via videoconferencing.

15.5. Article IV. Section 9. Vacancies

15.5.1. Office of the President vacancy:

- 15.5.1.1. If the President resigns before their one-year term is complete, the current President-elect will serve out the remainder of the resigned President's term as well as their own full-year term.

15.5.2. Other Offices:

- 15.5.2.1. Vacancies for other offices shall be filled by the runner-up for that office or, if that person is unavailable, the position shall be filled by Executive Committee appointment.

16. The ASDAL Archives – Lori Curtis reminded the membership of the importance of the ASDAL Archives. Many are forgetting to send important ASDAL material (i.e., conference programs, presentations, minutes, treasurer's reports, articles of incorporation, etc.) to the Archives at the James White Library. Please send a copy of ASDAL related information to Jim Ford at Andrews University.

*End of second session*

**Thursday, June 27, 2019, 3<sup>rd</sup> Session**

- 17. The last meeting of the conference was called to order by our outgoing president, Lori Curtis.
- 18. On behalf of ASDAL, Lori thanked the Local Arrangement Committee (Ashlee Chism, David Trim, Roy Kline, Rowena Moore, and Kenrie Hylton), ASTR, General Conference of Seventh-day Adventists; the General Conference banquet chef and staff; Richard S., our bus driver for Tour Day, from Washington Adventist University; and Cheryl Adams and staff, Library of Congress,
- 19. Lori acknowledged the following retirees:
  - Joel Lutes, Pacific Union College, 2018
  - Hilda Smith, La Sierra University, 2019
  - Jerry Daly, Loma Linda University, 2019
  - Steve Sowder, Andrews University, 2019
  - Lawrence Onsager, Andrews University, 2019

Lori adjourned the meeting and the conference, at 8:10 pm, and passed the ASDAL gavel to Katharine Van Arsdale, ASDAL President 2019-2020.