



**Pennsylvania School Librarians Association  
Annual Committee Report  
For PSLA Business Meeting  
May 5, 2018**

**Date: April 27, 2018**

**Committee: Operations**

**Chairperson(s): Vickie Saltzer and Robert McConnell**

**Summary of Committee Accomplishments**

**A. Archive – Bethany Lewis , Task Coordinator**

- a. Bethany Lewis will be the new task coordinator
- b. Bethany's email address: [bethanyinlewis@gmail.com](mailto:bethanyinlewis@gmail.com)

**B. Budget and Finance – Natalie Hawley, Board Treasurer**

- a. PSLA did not purchase any equipment this year.
- b. The 2016-2017 books were audited during Leadership , July 2017 and were found to have no major issues.
- c. Members submitting bills for reimbursement need to include the original receipt. A scanned copy of the receipt(s) and voucher is now being accepted. Please forward them to Natalie Hawley by June 30, 2018 at the following email address: [nhawley@epix.net](mailto:nhawley@epix.net)
- d. Beginning July 1, 2018, all bills and receipts will be sent to Shannon Resh at the following email address: [shannon.res@gmail.com](mailto:shannon.res@gmail.com)

**C. Constitution and Bylaws – Kate Palladino, Task Coordinator**

- a. Peggy Mourer will be a Co-Task Coordinator along with Kate Palladino beginning May 1, 2018
- b. The Past President will assist the Constitution and Bylaws task group
- c. The PSLA policies have been update and posted to the website
  - i. Financial updated 1-20-18
  - ii. Fixed Assets updated 7-13-17
  - iii. Membership updated 2-4-18
  - iv. Officers updated 7-13-17
  - v. Policy Updates updated 7-13-17
  - vi. PSLA Presidential Award updated 10-14-17
  - vii. Resolutions - Form updated 7-13-17
  - viii. Awards Committee updated 2-14-18
- d. Resolutions will be awarded to select members during the business meeting

**D. Listserv - Nancy Latanision, Task Coordinator**

- a. The PSLA Listserv continues to serve our membership well with an excellent communications network. The Listserv continues to be maintained with additions of new members and deletions of those who have not renewed their memberships.
- b. Maintenance also includes giving attention to notifications of postings that are held due to people posting from unrecognized email addresses. These unknown email addresses are checked with the directory to determine if the posts are coming from members. In most cases the posts are coming from members who are posting from an email address that differs from that with which they registered their membership. In some cases, the posts are coming from people who are not members. In all cases, the persons are notified that their posts have been held stating the reason. Another maintenance task is updating emails for people who change email addresses. Sometimes people notify the membership chair who then shares the email with me. In other cases, people notify the membership chair that they are not receiving PSLA Listserv posts. We then determine that they have changed email addresses which is then corrected in the Listserv database.
- c. One of the situations that arises is that people are sometimes bounced out of the Listserv due to undeliverable Listserv emails. If the Listserv receives a bounce from an address, it automatically deletes that address. We do not receive notification of these deletes. It comes to our attention when a member notifies us of not receiving messages. This is usually caused by the tightening of security of school servers which then do not allow the delivery of listservs. This can be remedied in two ways. The member can ask the Technology Director of the school district to allow PSLA Listserv messages to be delivered, or as we recommend, the member can switch to a personal email address, rather than using the school address.
- d. All in all, the Listserv is functioning well.

**E. Membership – Eileen Kern and Lindsey Long, Co-Task Coordinator**

- a. Total membership is 754 as of April 12, 2018
  - i. Active 631
  - ii. Associate 38
  - iii. Distinguished Service 27
  - iv. Retired Active 25
  - v. Retired Associate 28
  - vi. Student 5
- b. Membership Policy was updated on February 4, 2018. The Board updated and clarified the membership categories.

**F. Nominating – Bob McConnell**

- a. This year the 2018 PSLA election of officers and directors was conducted using Memberclicks website. The following improvements were implemented:
  - i. Email reminders will only be sent to members who have not voted.
  - ii. The new program keeps track of who votes so it eliminates duplicates automatically.

- b.** The group working on the implementation of the 2018 election included: Robin Burns, Allison Mackley, Vickie Saltzer and Robert McConnell
- c.** The 2018 election was open to the following type of membership classifications: active, retired active and outstanding contributors/distinguished service members.
- d.** A PSLA listserv email announcing the 2018 candidates was sent out on March 1, 2018 notifying all active members of the Association announcing the 2018 candidates for Vice President, Treasurer and Directors. During March 2018 a “Meet the Candidates” article was posted under recent news on the PSLA website. On March 13, 2018, an electronic ballot notification was sent out to all active members informing them electronic voting was open. Four additional notices were also sent out for reminders as well as the PSLA listserv and twitter reminders. The deadline for voting was midnight on April 3, 2018. A total of 211 ballots were cast, two ballots were modified due to duplicate votes for the same person. Vickie Saltzer and Bob McConnell verified the votes. 30% of the active members voted. (Note during the recent ALA election only 19% of their members voted.) There were 631 active members, 27 retired active and 25 outstanding contributors for a total of 683 active members. Telephone and email notifications were sent to all candidates. Newspaper articles will be sent for the successful candidates
- e.** These candidates will be inducted into office at the annual conference in Hershey at the General Session on May 3, 2018 and will assume office on July 1, 2018. Vice President serves a four year term while everyone else serves a two year term
- f.** Election of Officers - Candidates for Officers and Directors’ positions on the PSLA Board are as follows:
  - i. Vice President: Robin Burns
  - ii. Treasurer: Shannon Resh
  - iii. Directors: Aimee Emerson and Mary Schwander

Respectfully submitted,  
Vickie Saltzer and Robert McConnell, Co-Chairs Operations Committee