

Library Media Steering Committee

May 23, 2012 Minutes

3:30 – 5:30 p.m.

Minutes revised in Library Steering Committee Meeting on July 12, 2012. The motion to approve the corrections made by Rebecca Hatch, second by Barbara Williams. Vote in the affirmative by majority.

Attendees: LaRue Fillerup, Barbara Williams, Trudena Fager, Connie Kearl, Cathleen Edwards, Susan Forsgren, Shannon Johns, Rebecca Hatch, Belinda Kuck.

Excused: Kim VanLeuven

Library Media By-laws -- Changes

- A change in Utah Code in the last legislative session makes it necessary to change the DELMA (Davis Elementary Library Media Association) by-laws. At this time, the president and vice president of DELMA must be members of the Davis Classified Employees organization -- DESP (Davis Educational Support Professionals) to allow them to represent DELMA on the DESP board. The language of the Utah Code makes it clear that anyone in DELMA may be elected to serve as president or vice-president regardless of membership in DESP. The language in the by-laws needs to be changed to say that anyone can be elected to serve on the DELMA board, and that any person serving on the board who is a member of DESP may represent DELMA on the DESP board, not just the president or vice-president. Since membership in DESP is a mandatory requirement to serve on their board, the person chosen to represent DELMA must be a member of DESP.
- Barbara Williams has been asked to work on the language needed to change the DELMA By-laws and have those changes ready to vote on in the fall meeting of DELMA.
- The SLMTA (Secondary Library Media Teachers Association) by-laws should include language to reflect the situation when a past-president is elected to the steering committee, the president-elect should join the committee in June rather than waiting until January to be able to fill the required numbers of secondary posts on the steering committee.
- Brian Ferguson will be asked to amend the SLMTA by-laws for the fall meeting of SLMTA.

District Reconsideration Committee decision on *In Our Mother's House*

- The District Reconsideration Committee voted to restrict the book *In Our Mother's House*, and put the book behind the desk in a Parent Resource section.
- See minutes of the District Reconsideration Committee for details of the committee discussion.
- Davis School District has a policy and process for the restriction or removal of library materials. All librarians should strictly adhere to the DSD policy and process, located at: <http://www.davis.k12.ut.us/213810329158410/FileLib/browse.asp?A=374&BMDRN=2000&BCO B=0&C=57000> and not restrict or remove library materials unless that action is determined by the school or district media committee. Any statements made to the contrary are the opinions of the committee member(s) and should not be considered district policy.
- Remind students that the power to close a book and return it if it offends them remains theirs.

- **IMPORTANT!** – Any parent who comes into a school library and asks for a book to be taken from the shelves should be told their options:
 - A. The librarian may restrict that title for their child/children alone in the Destiny system by putting a note not to check out books with a specific title or theme to this child. (This is the preferred method of handling the situation right now). All restrictions must be renewed by a parent when the student leaves elementary school to attend Jr. High or the note no longer applies.
 - B. If the first method is rejected, the librarian should courteously hand the parent a reconsideration form and allow them to fill it out and return it to the school. (We would like to keep these procedures to a minimum as they take so much time and energy)
 - C. There is a group of parents in Davis County and elsewhere in Utah who are poised and ready to take as many books off the shelves as they can. They are even advocating that the School Board take away the rights of the librarians to choose the books put into their libraries, and have those titles purchased by a district librarian.
 - D. As professional librarians we will continue to work to meet the needs of our students and parents.

Destiny

- Training meetings have been scheduled as follows:
 - A. Year-round Library Media Specialists: Monday June 25th from 8:00--11:30 a.m. at Syracuse Elementary
 - B. New Library Media Teachers/Specialists: Monday August 20th from 8:00 – 3:00 at TIC Lab in the Administration Building
 - C. 2nd and 3rd year Library Media Teachers/Specialists: Tues. August 21st from 8:00-11:30 a.m. at North Layton Jr. High
 - D. Elementary Library Media Specialists:
Tues. August 21st from 12 – 3:30 p.m. at North Layton Jr. High
OR Wednesday August 22nd from 8:00 –11:30 a.m. at Woods Cross High School
(Please contact Kristen Rast to sign up for the day you want).
 - E. Secondary Library Media Teachers: Monday August 27th from 8:00 – 12:00 at North Layton Jr. High

Sale of used books to students:

- In order for district auditors to account for money from a used book sale it is absolutely necessary for a journal to be kept with the student's name and the amount they pay for the book. This journal is kept by the secretary when entering the totals into library accounts.
- Barbara Williams puts her used books in the office with a box for the money and allows students to take a book and put their money in the box. She will add a journal for students to sign their names and the amount they pay before putting the money in the box. The beauty of this is that Barbara is not taking any money from students. If this method works, a procedure will be written up to handle used book sales.

Safari Montage

- Safari Montage is our district audio visual program. Any gaps in information that teachers need should be addressed to Roger Martin so he can look into purchasing media from Safari Montage.
- Audio visual collections at the school level should consist of those programs not available on Safari Montage that your teachers use.

New Calendar

- The district has revised the school calendar for next year to include instructional days for the Common Core that will be rolled out in all subjects this year simultaneously. Those training days are November 5th and March 25th for secondary teachers and November 5th and January 22nd for elementary. Training will also be on August 30th.
- Secondary Librarians have been asked whether we want to attend the Language Arts meetings or branch out to other meetings for Social Studies, Science or join other groups. If you could choose one area to work with on the Common Core, which area would it be? Where should we focus our efforts? The committee would like feedback on these questions.

Budgets

- Belinda's budget will pay for UELMA registration fees for next year. ***NO Substitutes for anyone to attend UELMA will be paid for.*** Library Media Teachers/Specialists should ask their JSSC Committee for a Professional Leave Day at the beginning of the school year next year to attend the conference.
- Substitutes for next year's secondary librarian training meetings will not be paid for more than 6 hrs. Any time over that amount must be paid by the individual school. The six hours includes driving time to and from the meetings which will be held from 8:00 a.m. – 12:00 noon.

Next year

- Training meetings for Elementary Library Media Specialists will be held on the 2nd Friday of each month from 2:00-3:30 p.m. and each meeting will include a 20-30 minute presentation on policies.
- Survey results will determine the content of the meetings and those results will be discussed in the June steering committee meeting
- A new mentoring program is being implemented by the district and teacher librarians will be included. Additional information will be forthcoming. Congratulations to the following new teacher librarians:
 - A. Selena Campbell has been hired to work at Northridge High School
 - B. Jennifer Harward will be at Davis High
 - C. Bruce Venable is at Mueller Park Jr. High
 - D. North Davis has not hired anyone yet, nor has Holbrook Elementary.

Next meetings: June 14, 2012 at 8:30 a.m.; July 12, 2012 at 8:30 a.m.; August 22, 2012 at 3:30 p.m.