

KLA GODORT Guidelines on Officer Responsibilities

I. Chair

a. Spring Meeting Planning

- i. Planning for the spring meeting should begin soon after the December KLA Board meeting.
- ii. Select spring meeting date. The meetings are typically held in March or April. Be careful not to conflict with other spring meetings across the state (KLA Academic, OVGTSL, etc.) or the spring FDLP conference.
- iii. Find a host for the spring meeting. The host site must have a room that seats at least 20 people with room to set up a laptop, screen, and projector. Internet access is also preferred.
- iv. Send a “save-the-date” email to the LTD (Let’s Talk Documents) and KYSELECT listservs announcing the tentative date and location of the spring meeting. The LTD listserv is the official discussion list for KLA Godort members. The KYSELECT listserv is open to all depository employees but new subscribers must be added by the moderator.
- v. Select a theme for the spring meeting program (e.g., legal resources, genealogy, etc.).
- vi. Find at least 2 speakers to present at the meeting. Speakers should be willing to present free of charge if possible. Local speakers are a good idea.
- vii. Arrange for lunch to be served at the meeting. Box lunches are acceptable. Depending on the catering costs, a small registration fee should be charged for registrants who are non-members.
- viii. Arrange optional tours to be held at the close of the meeting.
- ix. Send out a final meeting announcement (including an attached registration form) to listservs and local area librarians. See **Appendix A** for sample registration form.
- x. Send out meeting agenda, detailed meeting location information, maps, driving directions, and parking information to registrants. See **Appendix B** for sample meeting agenda.

- xi. Arrange for parking for meeting attendees if necessary.
- xii. Set agenda for the business meeting. Obtain reports from regional librarian and KDLA state publications representative ahead of time if those people will not be at the meeting. See **Appendix C** for sample business meeting agenda.
- xiii. Send email to KLA office and request a list of members and the balance of the treasury. Give this information to the Secretary to report on during the business meeting. Send a copy of the member list to the LTD listserv owner so that members can be added or removed from the listserv annually.
- xiv. Arrange for local hosts to be reimbursed for food, etc. from KLA as needed.
- xv. Print and bring 20 copies of the business meeting agenda.
- xvi. Appoint three active members to serve on the Nominating Committee. Elections are currently held in odd-numbered years (e.g., 2009, 2011, 2013).
- xvii. Submit a print copy of the meeting minutes from previous fall meeting to archives after they've been approved at the spring meeting. These should be sent to the KLA Archivist who is responsible for placing items in the KLA archives at KDLA. Send an electronic copy of the approved meeting minutes to the KLA webmaster to post on the roundtable's KLA web page.

b. KLA Board Responsibilities

- i. Attend KLA Board meetings. Meetings are usually held in March, June, during fall conference, and in December.
- ii. Write quarterly and annual Board reports of GODORT activities. Include Roundtable # at top of report. Submit report(s) to the Board listserv at least 48 hours in advance of the Board meeting. Give the report(s) orally at the Board meeting. See **Appendix D** for sample quarterly board report and **Appendix E** for sample annual board report.

c. Fall Meeting Planning

- i. Submit GODORT-sponsored mini-session information to conference planners if interested. These are speakers who the roundtable secures and sponsors to speak at the conference.

- ii. Request a time slot for the GODORT meeting when conference planner sends request. GODORT does not schedule breakfast meetings. The roundtable prefers to meet at 3:00 or 4:00 on Thursday.
- iii. Send announcement to the LTD and KYSELECT listservs when GODORT meeting time during fall conference has been finalized.
- iv. Set agenda for the business meeting. Obtain reports from regional librarian and KDLA state pubs representative ahead of time if those people will not be at the meeting.
- v. Send email to KLA office and request a list of members and the balance of the treasury. Give this information to the Secretary to report on during the business meeting. Send a copy of the member list to the LTD listserv owner so that members can be added or removed from the listserv annually.
- vi. Submit a print copy of the meeting minutes from previous spring meeting to archives after they've been approved at the spring meeting. These should be sent to the KLA Archivist who is responsible for placing items in the KLA archives at KDLA. Send an electronic copy of the approved meeting minutes to the KLA webmaster to post on the roundtable's KLA web page.

II. Chair-Elect

- a. Duties of the Chair-Elect include serving as the Chair in the absence of that person.

III. Secretary/Treasurer

a. Spring Meeting

- i. Record minutes of each meeting. Minutes should contain detailed notes about what was discussed in the meeting. Try to obtain a written report from the Regional Depository Librarian and the State Publications Coordinator and insert these into the proper sections of the minutes. See appendix F for an example of the level of detail that is expected.
- ii. Bring 20 copies of the prior fall meeting's minutes to the spring meeting. Distribute at the beginning of the meeting. These minutes will need to be approved by the round table members and corrected if necessary.

- iii. Obtain the list of members and treasury information from the Chair. Report on these at the business meeting.
- iv. Submit a copy of the approved fall meeting minutes to the Chair immediately after the meeting so that he or she can forward to the KLA Archivist.
- v. Email a draft copy of the spring meeting minutes to the LTD and KYSELECT listservs immediately after the spring meeting.

b. Fall Meeting

- i. Record minutes of each meeting. Minutes should contain detailed notes about what was discussed in the meeting. Try to obtain a written report from the Regional Depository Librarian and the State Publications Coordinator and insert these into the proper sections of the minutes. See appendix F for an example of the level of detail that is expected.
- ii. Bring 20 copies of the prior spring meeting's minutes to the fall meeting. Distribute at the beginning of the meeting. These minutes will need to be approved by the round table members and corrected if necessary.
- iii. Obtain the list of members and treasury information from the Chair. Report on these at the business meeting.
- iv. Submit a copy of the approved spring meeting minutes to the Chair immediately after the meeting so that he or she can forward to the KLA Archivist.
- v. Email a draft copy of the spring meeting minutes to the LTD and KYSELECT listservs immediately after the fall meeting.

Appendix A.

**Kentucky Library Association
Government Documents Round Table
Preliminary Program
Spring Program and Business Meeting
April 4, 2008
Ekstrom Library, University of Louisville, Louisville, KY 40292**

REGISTRATION FORM

NAME: _____ TITLE: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

KLA GODORT Member: Yes No

*****REGISTRATION FEE: \$5.00*****

**Registration fee covers the cost of a box lunch
Payment accepted on-site only (cash or check only)
Make checks payable to KLA GODORT**

BOX LUNCH

Please choose one sandwich type for lunch*:

_____ Club sandwich	_____ Vegetarian club
_____ Medium rare roast beef	_____ Chicken salad

* All box lunches include pasta salad, cookie, and condiments.

Please return registration form to Angel Clemons via e-mail at angel.clemons@louisville.edu or fax at 502-852-8714 only by Tuesday, April 1st, 2008.

Appendix B.

**Kentucky Library Association
Government Documents Round Table
Spring Program and Business Meeting
April 4, 2008
Ekstrom Library, University of Louisville, Louisville, KY 40292**

AGENDA

9:30 to 10:00	Registration
10:00 to 10:15	Welcome and Introductions Hannelore Rader, Dean, University of Louisville Libraries Fannie Cox, President, Kentucky Library Association
10:15 to 10:45	<i>Kentucky State Publications: An Update</i> Leigh Mantle, Kentucky Department for Libraries and Archives
10:45 to 11:15	KLA GODORT Business Meeting
11:15 to 11:45	Tour of Ekstrom Library's Robotic Retrieval System with Alice Abbott-Moore
11:45 to 12:45	Lunch (box lunch provided)
1:00 to 1:45	<i>Archival Materials from the University Archives and the Special Collections Department at the University of Louisville</i> <i>'...But no one does anything about it': Records of the National Weather Service at the University of Louisville</i> Carrie Daniels, University Archives, University of Louisville Libraries <i>Overview of the U.S. Army Corps of Engineers Slide Collection</i> Amy Purcell, Special Collections, University of Louisville Libraries
1:45 to 2:00	Break
2:00 to 3:30	<i>Researching Military Records at the Kentucky Department of Military Affairs</i> Brandon Slone, Military Historian, Military Records and Research Branch, Kentucky Department of Military Affairs
3:30	Adjourn

Appendix C.

**Kentucky Library Association
Government Documents Round Table
Spring Program and Business Meeting
April 4, 2008
Ekstrom Library, University of Louisville, Louisville, KY 40292**

Business Meeting Agenda

1. Approval of minutes
 2. Secretary/Treasurer's report
 3. Regional Depository Librarian's report
 4. Kentucky State Publications report
 5. Old Business
 6. New Business
 7. Announcements
 8. Adjournment
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Appendix D.

RT-5

Report to the Kentucky Library Association (KLA) Board
Government Documents Round Table (GODORT)
September 30, 2009

During the spring business meeting, the round table discussed the possibility of the University of Louisville hosting exchange lists from Kentucky selectives on the University of Louisville Libraries' website in order to streamline the exchange process. Starting in August 2009, selectives seeking to offer federal documents on exchange can e-mail their lists to Barbara Whitener (University of Louisville) for it to be posted on the U of L page at <http://louisville.libguides.com/aecontent.php?pid=46003&sid=431779>

A nominating committee was formed in April 2009 to assemble a slate of candidates for the round table's biennial election at the fall KLA meeting. The nominating committee consisted of the chair, Rosemary Meszaros (Western Kentucky University), Bekele Tegegne (Kentucky State University), and Pat Yannarella (Boone County Public Library). The slate follows:

Chair-elect	Bruce Miracle	Union College
Secretary/Treasurer	Claudia Fitch	Louisville Free Public Library

Following the annual KLA conference, Sarah Glassmeyer (University of Kentucky), will take over as chair of the round table.

Respectfully submitted by

Angel Clemons

Chair, KLA-GODORT

Appendix E.

RT-5

Report to the Kentucky Library Association (KLA) Board Government Documents Round Table (GODORT) Annual Report (2009)

Fall 2008 Conference

GODORT held its fall business meeting on Thursday, October 2, 2008 during the Kentucky Library Association's annual conference. Thirteen people attended. The following officers continued in their positions during 2008/09:

Chair: Angel Clemons, University of Louisville

Chair-elect: Sarah Glassmeyer, University of Kentucky

Secretary-Treasurer: Claudene Sproles, University of Louisville

Archives

Thirty years of GODORT archives were submitted to the KLA archivist during the 2008 conference for inclusion in the KLA archives at KDLA.

Annual Spring Meeting

KLA GODORT held its annual spring program and business meeting on March 27, 2009 at Western Kentucky University's Helm-Cravens Library. The meeting coincided with Western's celebration of their 75th anniversary as a federal depository. Speakers included WKU Dean Michael Binder, U.S. Congressman Brett Guthrie, and WKU political science professor Dr. Edward Yager. Eighty people attended the celebration.

Following the anniversary celebration, KLA GODORT members held their annual spring business meeting. Sixteen people attended. The meeting was followed by a discussion of depository operations in Kentucky with Regional Depository Librarian Sandee McAninch.

Streamlining the Exchange Process

During the spring business meeting, the round table discussed the possibility of the University of Louisville hosting exchange lists from Kentucky selectives on the University of Louisville Libraries' website in order to streamline the exchange process. Starting in August 2009, selectives seeking to offer federal documents on exchange can e-mail their lists to Barbara Whitener (University of Louisville) for it to be posted on the U of L page at <http://louisville.libguides.com/aecontent.php?pid=46003&sid=431779>

Biennial Elections

A nominating committee was formed in April 2009 to assemble a slate of candidates for the round table's biennial election at the fall KLA meeting. The nominating committee consisted of the chair, Rosemary Meszaros (Western Kentucky University), Bekele Tegegne (Kentucky State University), and Pat Yannarella (Boone County Public Library). The slate follows:

Chair-elect Bruce Miracle Union College

Secretary/Treasurer Claudia Fitch Louisville Free Public Library

Following the 2009 annual KLA conference, Sarah Glassmeyer (University of Kentucky), will take over as chair of the round table.

Respectfully submitted by

Angel Clemons

Chair, KLA-GODORT

Appendix F.

**Kentucky Library Association
Government Documents Roundtable
Business Meeting Minutes
April 4, 2008
10:55 a.m.**

Present: Angel Clemons, Billie Daniels, Claudia Fitch, Leigh Mantle, Rosemary Meszaros, Bruce Miracle, Rae Shepard-Shlechter, Claudene Sproles, Belele Tegegne, Barbara Whitener.

1. Call to Order

- a. The meeting was called to order at 10:55 a.m., April 4, 2008

2. Approval of minutes.

- a. The Fall 2007 minutes were approved.

3. Secretary/Treasurer's Report

- a. 29 Members
- b. \$1162 as of December 2007

4. Regional Depository Librarian's Report (in absentia)

- a. Exchanges Lists from the 19 depositories, and one former depository continue to be processed.
- b. The Regional located their extra copy of the *Monthly Catalog*, so the request for a duplicate set from the selectives has been cancelled. The Digitization project for the *Monthly Catalog* has been discontinued due to a similar project at the University of Illinois at Urbana-Champaign. The Regional has decided to look at a different SuDoc Collection to digitize. If anyone has a collection they would like to see in an electronic format, please contact Sandee McAninch.
- c. The ASERL (Association of Southeastern Research Libraries) Shared Regional project continues to move forward. Currently, the depository holdings at each institution are being analyzed. The initial objective is make the holdings of each ASERL Regional more visible to the library community across the region. Eventually, the goal is to build on existing strengths to create several "centers of excellence" for each Federal agency. For more details on this project, please go to:

<http://www.aserl.org/>

You'll see our program as an option In the left-hand frame under "Overview of programs" click on , "Collaborative Federal Depository," There are instructions for subscribing to the ASERL Selectives discussion list to receive periodic updates. Please let the regional of any questions or feedback.

- d. There has been a change in personnel at the State Law Library in Frankfort. Vida Vitagliano is no longer there so Jennifer Frazier, the director, is now the depository contact. Welcome, Jennifer!
- e. Our Depository Centennial exhibit was taken down in January, but you can still see photographs at:

http://www.uky.edu/Libraries/libpage.php?lweb_id=148&llib_id=14<ab_id=1247

5. Kentucky State Publications Report

- a. The 17-member Joint Committee of State Publications continues to meet every other month. There are still four subcommittees (bibliographic access, electronic publications, acquisitions, and marketing) and the reference work group.
- b. Barbara Teague from the Public Records Division has been promoted to State Archivist.
- c. Since the Fall GODORT Meeting, the number of state publications in the online catalog doubled from 600 to over 1400.
- d. John Detwiler worked on the web pages for the central portal for state publications. It is hoped that the portal will be up by mid-May. A new webmaster just started at the beginning of March.
- e. The marketing subcommittee reviewed the results from the survey of Kentucky librarians on KDLA's state publications services conducted in the fall. KDLA hopes that that the state publications web pages on KDLA's website (www.kdla.ky.gov) will address many of the concerns discussed in the survey. KDLA will continue to work on making the state publications services as user-friendly as possible.
- f. The marketing subcommittee is also in the process of editing a Kentucky State Agency Publications Handbook for Kentucky State Agency Employees. The goals of the handbook are to assist state agency employees in meeting the law's requirements for sending publications to KDLA and to provide information to Kentucky citizens about the state publications collections.

6. Old Business

- a. No old business

7. New Business

- a. The Chair requested a host for the 2009 Spring GODORT meeting. Rosemary Meszaros from Western Kentucky University volunteered, as WKU will be celebrating its 75th anniversary as a depository. The Chair requests that if anyone has any suggestions for programs they would like to see, to please let her know.
- b. KLA's Strategic Planning Committee requested all sections, roundtables, officers, and committees conduct a review of their purpose and duties within the KLA Blue Book. The chair will send out the relevant sections via KYSELECT and LTD soon. The revisions are due June 7th.

8. Announcements

- a. Arrangements for the Annual KLA conference is well underway. The Conference will be at the Downtown Marriott in Louisville Oct.1 thru Oct.4. This year, KLA is partnering with the Southeastern Library Association (SELA) and the ARL's National Diversity in Libraries Conference to host this year's event. Attendance is expected to be well over 1000, substantially larger than the average conference. The deadline for early registration is May 1st. In addition to the Conference, Oct.3 thru Oct. 5 is also the time of Louisville's famous St. James Art Fair.
- b. The KLA GODORT Business Meeting will be held at 4:00 p.m. on Thursday, October 2 during the annual conference.

9. Adjournment

- a. The meeting was adjourned at 11:01.

Respectfully Submitted,
Claudene Sproles
KLA GODORT Secretary/Treasurer