

## Computer and Digital Training Round Table (CDTRT)

Salt Lake City Public Library  
September 20, 2004 at 3:00 PM

### Minutes

#### Attending:

John Bramble  
Gwen Page  
Holly Horne  
Valeri Craigle  
Nancy Lombardo  
Sonny Dulfo

Everyone introduced themselves.

#### 1. Agenda Item: Questions or corrections to August's meeting.

John misplaced Holly's list of suggested topics she would like to see the round table provide training on and will resend them to John.

These suggestions are: Photography, movie making, audio, mediums or formats, printing, and web technology.

2. Agenda Item: Members are asked to bring with them a list of names that they think would make a good Vice Chair (Note Vice Chair then becomes Chair for the following year), secretary, and treasurer for the 2004 - 2005 year.

**ACTION:** Members will send a list of their recommended chair for 2005-2006 by September 30<sup>th</sup>.

Nancy spoke on the importance and value of being a member of a professional association and that round table members should be actively recruiting additional members.

Nancy and John discussed that with using Internet technologies, such as Polycom Viavideo units and even less expensive eyeball type cameras provides the opportunities for more members to participate in the round table's offerings.

Valerie recommended Holly to be the incoming chair. This was not seconded.

#### 3. Agenda Item: John has requested that ULA purchase six Polycom

ViaVideo Units out of the budget and the results of our requested to be on the September 10, 2004 committee meeting agenda for discussion.

Please review Email Correspondence between Chris Anderson, Nancy Lombardo, and John Bramble in Appendix A

Because the funding request for the capital equipment was denied, other options were discussed. One option is to use VoIP such as produces from [www.skype.com](http://www.skype.com) and the eyeball type camera discussed above by Nancy.

John suggested that the round table create a list of minimum and maximum criteria for communication technology used in round table meetings and events that consider the type of users that will attend.

ACTION: John will email a list of suggested Internet technologies for member review and discussion. Suggested items discussed in meeting were VoIP ([www.skype.com](http://www.skype.com)), MSN messenger's eyeball type camera (only \$39.00), and VRVS.

ACTION: John will demo [www.skype.com](http://www.skype.com) at the next meeting. Gwen suggested that John contact Chad Dorton at 524-8282 to get information about City Library's networking abilities.

ACTION: All members will create an account at [www.skype.com](http://www.skype.com).

4. Agenda Item: Members are asked to bring ideas for round table brochure. Deadline is September 20, 2004 (in time for printing so we can bring them to the fall workshop in Delta, Utah. September 24, 2004.

Sonny suggested that we explore other media formats to distribute our services such as CDs

ACTION: John will email suggested content to round table members

5. Agenda Item: Distribution of workload and Round Table member's responsibilities

John said that it is impossible to one person to do all the work necessary for a productive and valued round table. All agreed that the workload should be distributed as much as possible.

Valeri suggested that we inventory round table member's skills.

ACTION: John will email group to seek out their skills.

Nancy suggested that we email ULA members to discover what are the top five areas of technology training they would like to have and we pick one or two to do.

ACTION: John will prepare draft of this.

ACTION: Each member will bring suggestions of round table name change to next meeting.

6. Agenda Item: Next Meeting and location

Salt Lake City Library Main Branch (524-8200)

Monday, October 25, 2004 - 4:00 PM–5:00PM

Room: To be announced.

Valeri will provide light refreshments

7. Agenda Item: Other?

## Appendix A: Email Correspondence

-----Original Message-----

From: Chris Anderson [mailto:cranders@comcast.net]

Sent: Friday, September 17, 2004 2:32 PM

To: John Bramble

Cc: Gene Nelson; David Hales; Hikmet Loe; Jim Cooper; deborah\_hatch@byu.edu

Subject: RE: Funds Requests for CDTTRT (Computer and Digital Technologies Training Round Table)

Hello John,

Thanks for your note.

I think the remote access participation concept is very well understood, and is already endorsed in concept both by the Board and by the Finance Committee and by the Executive Board. The budget decision process remains a simple one shared by every organization: limited resources available to meet an abundance of expenditure requests.

As with so many worthwhile instruments available to the ULA, we wish we could afford to implement almost every one of them. However, we do not have the money to pay for all the items requested in any given budget year. We simply cannot afford it. When it comes to a durable, long-term capital equipment expense such as the items you have described, this would in any case be purchased by the ULA for itself as an association to be distributed for use as needed throughout the ULA rather than for any particular Round Table.

Beyond this, there are currently some ongoing evaluations by the Executive Board, discussed at the most recent General Board meeting that you missed, which bear directly upon changes needed to improve the revenue streams available to the ULA. The objective we must meet is to further diversify our sources of revenue, make adjustments to membership rates, and set specific savings and reserve maintenance targets to protect the association. This is the long-term fiduciary obligation that the Board must address in conjunction with the short-term program delivery objectives of any single budget year.

As it is, we have extended our budget beyond its original estimate to accommodate both program needs and the more routine budget items on the administrative side of the association, such as the approved \$250 for CDTTRT. It all adds up pretty fast. Once the ULA passes beyond the point of a sustainable budget, then our only other option is simply to consume reserves, which of course creates a downward spiral from one request to another until there are no further resources available for the ULA to consume.

As we have also reviewed in our most recent Board meeting, there are other library associations, even quite large associations, that have come near to or that are currently at the edge of financial failure because of insufficient budget controls. We have as recently as 15 years ago, ourselves just narrowly avoided bankruptcy as an association and were only saved by about 23 individuals who personally donated nearly \$1000 each to pay bills for the ULA, incurred due to expense items that were good ideas but improperly funded.

Keep in mind that reserves are not the proper source of funding to meet both operational needs and the extension of our mission as an association. If there are additional fund raising efforts you would like to suggest that may be set aside towards the purchase(s) you have in mind, then I think the Board will support you, and I would be happy to set up a restricted account that will preserve those funds to pay for a planned expenditure in technological resources available to the entire association.

Since we are hoping to expand our revenues to support a dependable rate of savings and to expand our expendable budget, I will also hope that you will be able to give some thought to the development of revenue sources that will contribute to extending our performance as an association.

You will always be recognized at the General Board if you wish to put forward any presentation. The budget process, however, is a once per year event and is then closed for the year. Past years' experience has taught the ULA not to engage in off-cycle budget requests unless there is an emergency of some sort. The key to your success in speeding up the acquisition of the items you have in mind will depend on your ability to generate the revenues to pay for the expense. To the extent that you can do that, then I think you would gain a strong claim on the use of the funds you generate towards meeting the goals you have set. I will certainly support you and preserve any such funding initiatives that are additive to our current revenue development plans.

There is a twofold obligation we face: to sustain the association going forward by developing revenues and reserves while also accomplishing more and doing more as an association. One objective without the other is neither sustainable or balanced.

I hope the outline above answers some of your questions. There are numerous additional issues at work which would require too lengthy a reply by me to your inquiry. Please contact Gene Nelson, President of the Utah Library Association at [genen@provo.lib.ut.us](mailto:genen@provo.lib.ut.us) if you have additional questions. As the current President of the ULA he will be more than happy to hear your thoughts and suggestions.

Best regards,

Christopher Anderson, Executive Secretary/Treasurer  
Utah Library Association  
2150 South 1300 East, Suite 500  
Salt Lake City Utah 84106  
801.273.8150 (phone)  
801.274.9499 (fax)

-----Original Message-----

From: John Bramble [<mailto:jbramble@lib.med.utah.edu>]  
Sent: Friday, September 17, 2004 1:13 PM  
To: Chris Anderson  
Cc: Nancy Lombardo; Gene Nelson  
Subject: RE: Funds Requests for CDTRT (Computer and Digital Technologies Training Round Table)

Hi Chris - I appreciate you taking the time to RE-SEND this through ULA's approval process for the CDTRT's budget. Can you please provide additional feedback on the decision made? This will be helpful for next year.

Is it possible that this topic be put on the next agenda for discussion at the next Board meeting?

I will be available to make a presentation to introduce the concept to the Board.

Let me know if you have any questions or if you have follow-up instructions.

John

-----Original Message-----

From: Chris Anderson [<mailto:cranders@comcast.net>]

Sent: Friday, September 17, 2004 11:48 AM  
To: jbramble@lib.med.utah.edu  
Cc: Gene Nelson  
Subject: Funds Requests for CDTTRT (Computer and Digital Technologies Training Round Table)

Hello John,

Your budget request for the smaller amount of \$250 for the year 2004/2005 for the ULA CDTTRT is approved. The \$2700 for the equipment is not approved.

You can re-submit the budget request next year during the annual budget review, and we will re-evaluate our ability to fund it at that time.

Thank you,

Christopher Anderson, Executive Secretary/Treasurer  
Utah Library Association  
2150 South 1300 East, Suite 500  
Salt Lake City Utah 84106  
801.273.8150 (phone)  
801.274.9499 (fax)

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From: "John Bramble" <jbramble@lib.med.utah.edu>  
To: <genen@provo.lib.ut.us>  
Subject: ULA: Funds Requests for CDTTRT (Computer and Digital Technologies Training Round Table)  
Date: Fri, 20 Aug 2004 12:31:58 -0600

Hello Gene-

According to Hikmet, if Round Tables have budget requests that are apart from ULA programs, you are the guy to handle these requests.

The CDTTRT (Computer and Digital Technologies Training Round Table) is requesting funds for 2004 - 2005 year and we were wondering how it should be submitted? Is there a form, format, etc. that you would prefer us to use or will this email suffice?

I would like the issue of the Polycom Technology (see below) funding request to be added to the agenda for the next (September 10th) board meeting so I can present my case. Is this possible?

Funding Requests:

Round Table Promotion: (All printing will be produced here on campus at the U of U.)

- Poster for Marketing the Computer and Digital Technologies Training Round Table - \$100
- Buttons for Membership-\$100
- 100 CDTTRT Glossy Bookmarks-\$50

Subtotal: \$250.00

Technology:

- 6 Polycom (www.polycom.com) Viavideo  
([http://www.polycom.com/products\\_services/1,,pw-4367-4368,00.html](http://www.polycom.com/products_services/1,,pw-4367-4368,00.html)) Units @  
~\$450.00 each = \$2700

Subtotal: \$2700.00

Explanation:

CDTTRT has created several goals and objectives for the 2004- 2005 year where access to Web conferencing technology is crucial to be fully effective across the state (rather than to just members who live within reasonable driving distances to meeting sites). We invitation the outcomes of our goals will be a valued service to all ULA members.

The CDTTRT's goals for 2004- 2005 are...

Note: To see the entire list of goals and objective, visit  
(<http://www.ula.org/organization/rt/cdt/cdt-go.htm>)

1. Goal: To provide professional development opportunities with content geared toward service and training in technology access and resources for ULA members.
2. Goal: Hold regularly scheduled meetings.
3. Goal: To publicize the round table and attract members.
4. Goal: To create a smooth transition between outgoing and incoming officers and encourage involvement of the membership.
5. Goal: To insure continued activity of the Round Table.
6. Goal: Create Member Institution communication technology and knowledge base inventory
7. Goal: Help ULA members become proficient in the use of varying technology

Additional benefits of ULA investing in Polycom technology are:

- provides an opportunity for greater participation by ULA members who would have to drive great distances or would otherwise not participate.

- video conferencing adds value to meeting participants by allowing face to face communication and networking. There are several public institutions that are already using this technology (e.g. Utah Library Division, Utah Department of Health, Local Health Departments, Utah Education Network, Utah Telehealth, UALC Institutions, Utah Academic University and Colleges) and could be considered a target for networking.

- Exposure to new technology adds to ULA member's experiences and possibly sets them up as a community expert/resource or could potentially generate innovative community service.

CDTTRT would propose that we will manages and take responsibility for the equipment to get to and from any ULA member(s) who requests it and has a legitimate use for it.

Once goal 6 is completed, we will have discovered areas of the state where there are holes in this technology and who would be interested in using it.

Total Requested Funds: \$2950.00

I hope to hear your thoughts on these proposals and about getting on the agenda for the next board meeting.

Let me know if you have any questions!

Thanks!

John

John Bramble  
Chair, CDTTRT

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