



**Alaska Library Association – Juneau Chapter  
Minutes, October 24th, 2002  
Juneau Public Library**

Alaska Library Association Juneau Chapter  
Meeting Minutes  
October 24, 2002, 12 Noon  
Juneau Public Library

Attendance: Paula Johnson, Auke Bay Labs; Bonnie Herbold, Auke Bay Labs;  
Jennifer Brown, UAS; Mary Tonkovich, ANHA; Lynn Shepherd, UAS; Barb Kreher,  
Harborview; Brita Rice, ACS; Carol McCabe, JPL; Jim Simard; Carol Race,  
JPL; Sandra Strandtmann, JPL; Kay Shelton, ASL; Freya Anderson, ASL; Daniel  
Cornwall, ASL; Gladi Kulp, ASL; Aja Razummy, ASL.

Guest: Deb Mole, AkLA VP of Conferences, UAA

The meeting was called to order at 12:05 pm.

Minutes Minutes from the September meeting were read. Barb Kreher moved to  
approve the minutes, Paula seconded and the motion passed without objection.

Brief announcements Freya stated that we had \$900 left in our Juneau  
Empire advertising account for the @your library campaign. Send Freya your  
announcements of library activities as long as you can manage an @your  
library theme.

Treasurer's Report No treasurer's report was available as Rose was fogged  
out of Juneau.

Old Business

Conference Reports

Entertainment Jennifer has booked Tlingit dancers for the opening  
reception. The exhibitors' reception will be at Centennial Hall on Friday,  
followed by an authors' dessert reception at UAS. The 18 piece Thunder

Mountain band has been hired for the banquet. Several tours have been arranged, including the Juneau Empire, the Alaska Brewery, and some area libraries. Lillian Petershoare of the Forest Service is arranging tours of Juneau's special libraries. One of the library tours may be a walking tour of downtown libraries and bookstores.

Local arrangements chair After much consultation, Freya announced the following assignments for conference receptions:

Opening Reception Deb Mole

Endnote/Banquet Freya Anderson

Authors' Reception / State of the State Lynn Shepherd

Authors2Alaska Carol Race

Exhibitors' Reception Brita

Catering Silverbow Bakery and Goldbelt have responded to our RFP. No response yet from Baranoff Hotel. There will be a no-host bar at each reception.

Some discussion ensued about who would pay for reception food, as they were not typically charged to conference attendees. We may ask exhibitors to sponsor some food and drinks. The group also considered the possibility of simply buying food from Costco for breakfast, but a few people indicated that Centennial Hall might charge for the privilege of bringing food to the hall. Someone else indicated that Goldbelt might be willing to cater breakfast since they are the conference hotel.

The catering committee is well aware that vegetarian options must be made available at every meal. Sandra will look at the percentage of vegetarian tickets from prior conferences to make an estimate of how many vegetarian meals to request.

Registration Barbara Kreher stated she had the conference notebook and a copy of Filemaker Pro and wondered who was responsible for creating the registration form. Deb Mole said she was responsible for creating the form and John Ilief was responsible for the web version which would accept credit cards once some security issues were resolved. Kay offered advice on using the database.

AkA Store - Mary Tonkovich stated that the only information she had was from the 1999 conference!

Accommodations Carol McCabe reported that a contract with Goldbelt Hotel had been signed. According to the contract, 50% of held rooms will be released three weeks prior to Conference and 100% of held rooms two prior to Conference. We must encourage attendees to reserve rooms early and mention "Alaska Library Association" when making their room reservation.

Carol's work is now mostly done until shortly before Conference. Freya noted that attendees have been provided with a 15% discount on Alaska Airlines. Not as profitable for the Conference account, but definitely better for the members we serve.

Legislative Relations Jim drafted an invitation letter to Sally Smith and is waiting for election results before inviting the new Governor. A discussion ensued about how best to connect attendees with their legislators.

Exhibits Brita has drafted a letter to exhibitors. She is already getting inquiries from vendors. She estimates we will need 40 tables for exhibitors and is working with Cellular One to get cell phones for conference chairs. Much appreciation was given for taking on this task.

Authors2Alaska Carol Race reported that the A2A lunch will be paid in part with A2A money, so Conference will not pay for it all.

VP Conferences Deb thanked people for helping, noted that speakers contracts were drafted and nearly ready to mail and reminded all she was available for questions. Her contact information can be found on the AkLA web site [www.akla.org](http://www.akla.org).

Auction Kay reported that the first e-mail had been sent out and a merchant letter was being drafted.

Gifts Aja asked for guidance on who received gifts. From past conferences we had gifted paid speakers only.

#### Announcements

Carol McCabe announced a storytelling workshop coming to JPL.

Next meeting Watch your inbox!  
Respectfully Submitted,

Daniel Cornwall  
Secretary, AkLA-J