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Recording Secretary's Report

March 5, 2005

At the Business Meeting on October 23, 2004, at the Conference in Denver, I was introduced and got to meet many of my new colleagues on the Board. Subsequent to that meeting, I moved down a few rooms to attend the Public Library and Trustees Section meeting. I volunteered to take minutes of that meeting. The next day, October 24, I attended my first Board meeting at which I took minutes.

After returning to Phoenix, I prepared both sets of minutes for the two meetings mentioned above.

In preparation for the meeting in Denver on March 5, I have been updating equipment and preparing the necessary paraphernalia for the meeting. I purchased a new laptop, a new tape recorder and a new omnidirectional microphone. The new name cards are being prepared as well.

I have also have monitored the various emails which have come from the Executive Board mailing list and responded when appropriate.

Louis Howley
Feb. 24, 2005