

**CARL Board of Directors Meeting
December 6, 2004
Chapman University, Leatherby Libraries, Rm. 420
Minutes**

Board Members present: Ron Rodriguez (President), Jean Purnell (VP-North), Suellen Cox (VP-South), Fred Batt (CSU Director at Large and IG Coordinator-N), Lynne Reasoner (Archivist), Judy Lee (incoming Director at Large, UC), Liz Ginno (Membership Director), David Rios (UC Director at Large and CLC-S), John Dobbins (Private Director at Large and IG Coordinator-S), Carl Bengston (ACRL Chapters Council Delegate).

Not present: Vicki Rosen (Treasurer), Lynn Lampert (Secretary), Brian Lym (CC Director at Large and CLC-N), Aline Soules (Legislative Liaison), Bonnie Petry (Webmaster), Christina Woo (Newsletter Editor)

1. Introduction:

CARL Board President Ron Rodriguez convened the meeting at 10:00 a.m. and welcomed the group to Chapman University Leatherby Libraries. Board members introduced themselves.

2. Approval of Minutes:

With these corrections -- B. Petry changed from present to not present; L. Reasoner changed from not present to present; Item 20, Fred Batt reported responses of CSU Library faculty – the minutes of the CARL Board meeting of September 20, 2004 were approved unanimously.

3. Approval of Agenda:

The agenda was approved with the agreement to move number twenty to be a part of Ron's report number four.

4. President's report – Ron Rodriguez

Rodriguez highlighted CARL activities during 2004 including the successful conference in Pasadena and the SCIL Immersion program in the summer. It was a successful year despite the fact that the Chapman Library construction and building project took a lot of Ron's time during the year. The key issue for his Presidency was the fact that the conference went over budget by approximately \$11,000. Ron posed questions for the board to deal with in the future. First, should the conference be planned as budget enhancing? The conference in Asilomar in 2002 provided a surplus for CARL which essentially paid for the Pasadena conference in 2004. The second question is, should there be vendor participation in the annual conferences? Board members expressed some skepticism about attracting vendors to exhibit at a CARL conference. Other options may be the consideration of other retreat centers like Asilomar which may provide lower conference cost sites. An ongoing conference planning committee would be a potentially effective way to take the deliberation of these issues away from the board. Consideration of creating an ongoing conference planning committee will be an agenda item at the

March meeting. Ron also reported on his participation at the San Jose State University's SLIS professional associations day. The program was entitled LISSTEN. Ron had the opportunity to explain the benefits of CARL membership to library and information science students.

5. Vice President, North – Report – Jean Purnell

Jean Purnell reported on the upcoming one day mini-conference planned by the CARL North regional planning group for December 10th at San Jose State University Library. Approximately one-hundred people registered to attend the event which included programs planned by ABLE, CARLDIG, and the Community College Interest Group, CCIG. The program will also provide an opportunity for CARL members to tour the new Dr. Martin Luther King Jr. Library at San Jose State University. Jean also reported on the activities of the Nominating and Election Committee which produced a successful electronic ballot electing officers for 2005 terms and approving proposed changes to the CARL bylaws. Jean also participated the fall in the activities of the Committee on Organization which prepared the bylaws for balloting following the September 20th CARL board meeting.

6. Vice President, South – Report- Suellen Cox

Suellen Cox reported on a meeting with conference co-chairs, Kathlene Hanson and Mardi Chalmers on December 3rd at CSU Monterey Bay. This group is working on developing a timeline and calendar for planning of the 2006 conference at Asilomar. Membership of an expanded planning committee is being considered. Their next meeting is planned for sometime in February. Suellen Cox will be chairing the Committee on Organization's Conference Manual Sub-committee. This group will also meet in February. Suellen announced that the CARL Regional South meeting will be held February 18th at CSU Los Angeles. She also reported on the ACRL/CARL Conference Scholarship Committee activities. A decision to award ACRL Conference Scholarship will be forwarded to the board in January. Action will be taken on the scholarship recommendation through an electronic approval process. Jean Purnell will be providing appointment letters to the conference co-chairs Chalmers and Hanson. Appointments for the Conference Planning Committee will also be made by Purnell. Suellen requested information about past conference budgets. Lynne Reasoner, Archivist, Ron Rodriguez, and Vicki Rosen will provide information they may have on the Pasadena budget. A continuing discussion has taken place about certain conference issues such as whether speakers are required to register and pay conference fees. Ron requested that this matter be discussed at the North and South regional meetings. Board members indicated that if information was clarified about this issue prior to this announcement of a conference there would be less ongoing discussion. Generally the CARL practice has been if a speaker participates in his or her program but does not attend the CARL conference they are not required to register. Board members agreed that an all electronic registration should be used for any upcoming conferences. This would eliminate dual format participation, electronic and print, which has been used in the past.

7. Secretary's Report – Lynn Lampert

Lynn Lampert was unable to attend the meeting. Her report via email indicated that she will be changing the password for the CARL briefcase account to CARLex05. Lynn expressed some concern about whether all CARL board members are receiving CARLex messages. Jean Purnell will check with Cynthia Jahns about this matter and will ensure that the list serve is tested for all continuing and new board members. Jean will let Lynn know that the password change has been approved by the board and will communicate the new password to new board members.

8. Treasurer's Report – Vicki Rosen

Treasurer Vicki Rosen was unable to attend the board meeting. Therefore a full discussion of treasury issues will be postponed until the next meeting. The net change of \$17,000 during 2004 is a concern of the board.

9. Membership Director's Report – Liz Ginno

Liz Ginno provided highlights of her membership report. There are currently 583 members of CARL. There are twice as many ACRL members as non-ACRL members. Notable are CARL's 46 student members. Membership renewals for 2005 were delayed until after the CARL electronic ballot was complete. Renewals are to go out next week. Liz recommends that CARL use Reg-Online to maintain its membership database. This would involve a one-time purchase of only \$150 for the software and an ongoing fee of \$1 per member per year. Therefore in the first year this might cost approximately \$700 to \$750. She will bring a proposal to the next board meeting. Her recommendation is based on the indications that use of Reg-Online will save a tremendous amount of workload for the membership director. Board members also agreed to consider the need for a dues increase possibly to be effective in 2006 based on concerns about the board about CARL's treasury.

10. Website Coordinator's Report – Bonnie Petry

Bonnie Petry was unable to attend the board meeting but reported via email that the CARL website is very stable these days, an improvement over past weeks.

11. Newsletter Editor's Report – Christina Woo

Christina Woo was not able to attend the board meeting. Ron Rodriguez has communicated with Christina. The newsletter which she has been working on for several months is not ready. The last issue published was March 2004. Christina had planned to merge subsequent overdue issues including June and September. Board members questioned whether the next issue published would in fact include the December issue. Carl Bengston will be in touch with Christina to follow up on what is needed to produce the current issue and the degree of readiness that Christina has achieved with the information she already has. Jean Purnell and Carl Bengston will work together to communicate back to board members a schedule for upcoming newsletter issues and call for information for future newsletters. Our goal will be to insure that a newsletter is published within the near future and to provide assistance for that to be achieved.

Lunch Break. Dean of the Library Charlene Baldwin greeted the CARL board. The board expressed appreciation that she has provided for our lunch. Charlene invited board

members to attend a formal dedication and donor recognition ceremony for the new Leatherby Library on February 11th 2005. Fifty major gifts will be recognized. Major gifts are defined as \$5,000 and above. The new building has prompted tremendous growth in both library instruction and in the number of users entering the building as determined by the gate count. Charlene commented on different aspects of working with the University and construction crew to achieve the beautiful building in which the board meeting was being held.

12. Interest Group Coordinator, North's Report – Fred Batt

Fred Batt reported that after two years in his board member position there is finally some growth in programming in the north. He mentioned the upcoming December 10th program in which ABLE, CCIG, and CARLDIG are sponsoring programs. DIAL North is also planning an upcoming program. SEAL North is without a current chair and needs leadership. CARLDIG is also sponsoring a program “librarians as authors” on February 4th following the CARL North regional meeting.

13. Interest Group Coordinator, South's Report – John Dobbins

John Dobbins had a brief report. SEAL South produced a program of interest to Northern members.

14. Campus Liaison Coordinator, North's Report – Brian Lym

Brian Lym was unavailable to attend the meeting and had no report.

15. Campus Liaison Coordinator, South's Report – David Rios

David Rios would like to send out one last call for news to southern campus liaisons if the upcoming issue will cover any period after October 2004. (As he did not receive any update on this, he did not send out a call.) David is willing to transition with the new Campus Liaison Coordinator, South when that person is appointed.

16. Legislative Liaison's Report – Aline Soules

Aline provided her report via email.

17. Archivist's Report – Lynne Reasoner

Lynne Reasoner requested end-of-year reports from all officers. Board members asked about the organization of CARL archives. Lynne will send the board members a list of the various folders that she compiled to help them know what kind of information is archived.

18. ACRL Chapter Council Delegate's Report – Carl Bengston

Carl Bengston had no report. President Ron Rodriguez did submit an annual report to ACRL which he will share with all board members. Carl Bengston will send the names of new officers to ACRL. When appointments are made to replace current board members those appointments will also be communicated to ACRL.

19. Nominating and Elections Committee: Election Wrap-up – Jean Purnell

Jean Purnell announced the results of the recent election. Vicki Rosen was elected Vice President North, Judy Lee was elected Director at Large for the University of California. Lynn Lampert was elected Director at Large for CSU, Kelly Janousek was elected membership director, Robin Imhof was elected Secretary. The bylaws were overwhelmingly approved. Suellen Cox will take care of putting the approved version of the bylaws on the CARL website. Following the election Jean Purnell will discuss with the Directors at Large their individual assignments and make appointments as either Campus Liaison Coordinator or Interest Group Coordinator. Because of Vicki Rosen's election to the office Vice President North she will vacate her term as Treasurer. Jean has already spoken with Ann Hotta about completing Vicki Rosen's last year as Treasurer. The board agreed to send a thank you gift and acknowledgment to John McGuinness for his wonderful work in preparing the electronic ballot for CARL. Jean Purnell will document the procedures followed to develop the slate of officers and the timeline for preparing the electronic ballot. Suellen Cox volunteered to help update the administrative timeline for CARL as a part of preparing an updated calendar of activities required by Board members throughout the year.

20. San Jose State University School of Library and Information Science Students Professional Associations Day – See Agenda item #4

21. New Business

CARL board members tentatively set meeting dates for the year 2005. The four board meetings will be held tentatively on Monday March 7, 2005, Monday June 13, 2005, Monday September 19, 2005, and Monday December 5, 2005. Jean Purnell will send out the meeting dates to the new board members for feedback. Names and photos of new officers will be collected for updating of the website. Also to be updated earlier in the year are names of committee members serving in 2005.

22. New Board Members, Present Board Members, Passing of the Gavel

Ron Rodriguez welcomed all new members to the CARL board and acknowledged the work of David Rios and Fred Batt and Liz Ginno who are out going board members. He concluded the meeting by passing the gavel to incoming president Jean Purnell.

23. Action Items

| | | |
|----|---|------------------------------|
| 1. | Explore the idea of an ongoing conference planning committee at the March meeting of the board. | Jean P. to include on agenda |
| 2. | Provide appointment letters to conference co-chairs Mardi Chalmers and Kathlene Hanson as well as to other members of the CARL conference planning committee. | Jean P. |
| 3. | Provide information about past conference budgets to Suellen Cox. | Lynne R., Ron R., Vicki R. |
| 4. | ACRL Conference Scholarship Committee will forward a nomination to Jean Purnell who will query board members electronically for approval in January. | Committee, Jean P., Board |
| 5. | A discussion item at regional meetings in the North and South in the | VPs, for their |

| | | |
|-----|---|------------------------|
| | early spring will be the issue of registration of speakers for conferences. A clarification of current practice should be sufficient. | regions |
| 6. | Change CARL Board's Yahoo briefcase account password. | Jean to ask Lynn L. |
| 7. | Test the CARLex listserv to ensure that all continuing and new CARL board members receive its messages and are aware of the new password. | Jean P., Cynthia Jahns |
| 8. | Bring a proposal to the next CARL board meeting recommending purchasing of Reg-Online for the maintenance of the membership database. | Liz G. |
| 9. | Consider a dues increase for 2006 during the 2005 year. | Jean P., Board |
| 10. | Follow up with newsletter editor Christina Woo on what is required to produce a current issue of the newsletter and make CARL board members aware of any proposed schedule for upcoming newsletter issues including when a call for information should be disseminated. | Carl B., Jean P. |
| 11. | Send end of year reports to Archivist Lynne Reasoner | Board |
| 12. | Compile a list of folders kept by archivist and communicate this to board members. | Lynne R. |
| 13. | President will send a copy of his annual report of ACRL to all board members. | Ron R. |
| 14. | Send the names of new officers elected and newly appointed to ACRL. | Carl B. |
| 15. | Announce results of the recent election on CARLALL. | Jean P. |
| 16. | Put the approved version of the bylaws on the CARL website. | Suellen C. |
| 17. | Appoint interest group coordinators and campus liaison coordinators for 2005. | Jean P. |
| 18. | Appoint a treasurer to complete Vicki Rosen's term. | Jean P. |
| 19. | Provide a thank you gift from CARL to John McGinnis for his work on the online ballot. | Jean P. |
| 20. | Document Nominating and Elections Committee procedures with a timeline. | Jean P. |
| 21. | Update the administrative timeline for CARL. | Suellen C. |
| 22. | Communicate tentative meeting dates for 2005 to all members. | Jean P. |
| 23. | Update the website with names of new officers and photos. | Bonnie P., Robin I. |
| 24. | Committee members for 2005 will be identified and sent appointment letters. | Jean P. |
| 25. | CARL minutes will be distributed electronically and email approval will be accomplished for the minutes and agenda electronically. | Robin I. |