

**CARL Board of Directors Meeting  
September 19, 2005**

**Videoconference Sites: University of the Pacific; CSU-East Bay, CSU-Northridge,  
CSU-Fullerton, CSU-Chico**

**10:00 a.m. - 2:00 p.m.**

**Minutes**

**(approved 12/5/05)**

**Board Members present:** Jean Purnell (President), Suellen Cox (VP-South), Vicki Rosen (VP-North), Robin Imhof (Secretary), Kelly Janousek, (Membership Director), Kris Johnson (IG Coordinator-N), Rachel Minkin, (CLC-N), John Dobbins (Private Director at Large and CLC-S), Carl Bengston (ACRL Chapters Council Delegate), Aline Soules (Legislative Liaison), Ron Rodriguez (Immediate Past President), Lynn Lampert (Director at Large, CSU)

**Not Present:** Judy Lee (Director at Large, UC and IG Coordinator-S ), Lynne Reasoner (Archivist), Bonnie Petry (Webmaster) Liz Ginno (Newsletter Editor)

Ann Hotta (Treasurer) participated at 1:00 via conference call

**1. Welcome**

CARL Board President Jean Purnell convened the meeting at 10:00 a.m

**2. Approval of Minutes**

The minutes from the June 13, 2005 meeting were unanimously approved

**3. Review of Follow-up Action Items from Previous Meeting**

Items that are incomplete or not on today's agenda will be carried over to current Action Items list (see item #20)

**4. Approval of Agenda**

Agenda was unanimously approved

*Full reports from the Executive Board are available in the Yahoo briefcase under "Board Reports"*

**5. President's Report, Jean Purnell**

Among her activities this quarter, Jean made appointments for an ad hoc committee to propose a venue for the 2008 CARL Conference. Les Kong will convene the group; Locke Morrissey will serve as a member (Carl B. strongly recommended that the Conference Committee should be looking at 2010 as well). This committee would have reimbursable expenses (mileage) for visiting potential sites. Some discussion about cost and whether or not to set a cap. Other modest costs could be considered separately. Also appointed were: Michael Yonezawa (S), Susan Boyd (N), and Ann Patterson (N) to join Emily Woolery (S), Chair, and Suellen Cox (S) to the Nominating and Elections

Committee, Rachel Minkin (GTU) as the Campus Liaison Coordinator, North for the remainder of 2005, replacing Brian Lym. Still looking for a replacement for the Research Awards Committee chairperson. Also, John McGinnis was appointed as Chair of the Communications Task Force and a charge has been re-issued to that committee, now beginning its work.

## **6. Vice-President-South's Report, Suellen Cox**

Kelly J. proposed two additions to Rule 16 (Membership Committee) of the Standing Rules. Revised wording would be: "assist in monthly renewal efforts in the region." John Dobbins expressed that the duties for Campus Liaison Coordinators should reflect this change since they would be expected to participate in this endeavor. Additions were unanimously approved. CARL has been invited to participate in the SJSU LISSTEN (Library Information Science Students to Encourage Networking) program scheduled for Oct. 16, 2005. A modest \$20.00 fee for Suellen to attend was approved. As the Board requested at the last meeting, Suellen provided additional information to SCIL request for CARL support for 2007 LOEX Conference. Opportunities for CARL sponsorship include:

Refreshments for breaks throughout conference:	\$4200.00
Welcome reception on Thursday, May 3:	\$3700.00
Honorariums for the keynote and featured speakers:	\$1800.00

Members feel SCIL bring in a significant amount of \$ and is worthy of support but there are budgetary concerns as well as the administrative fee of \$15,000 that LOEX charges. Further discussion was abruptly cut off due to videoconferencing termination. A follow-up discussion occurred via email. **As of the drafting of these minutes, this proposal has not yet been approved.**

## **7. Conference Planning Committee, Suellen Cox**

### **a. Asilomar Update:**

Suellen gave the Board an update on the CARL Conference for 2006, The conference is scheduled for April 20-23 at Asilomar. The conference theme is "Beyond the Ivory Tower: Creative Strategies for Learning and Leading." Planning is progressing on programming and local arrangements. Bonnie Nardi (UCI Professor in the School of Information and Computer Science) had originally agreed to speak but has withdrawn. Other speakers have been confirmed for the plenary sessions. Pre-conference sessions have been selected. She has created a list of previous years' vendors along with a list of possible new vendors and a vendor letter template for support/sponsorship opportunities. She will send the vendor list to the Board.

### **b. Draft CARL Policy on Pre-Conference and Conference Presenters:**

Suellen distributed 2 drafts: 1. Policy on Pre-Conference and Conference Speaker honoraria and 2. Policy on Pre-Conference and Conference Registration. This is a high

priority to address. Asliomar conference co-chairs recommend that CARL members not be eligible for speaker honoraria or expenses. Some expressed that librarians from out-of-state who are speaking/presenting should be eligible for reimbursable expenses. Others concerns expressed were that this sounds like a “de-incentive” for being a CARL member. Compromise will be: “Expenses for non-CARL members speaker/presenters from out-of-state are negotiable” (exclusive of keynote speakers) to be approved by the Conference Planning Committee as part of the conference proposal. Suellen will revise and send to Board via email for approval. The Pre-Conference/Conference Presenters Registration Proposal will be revised to allow for a registration waiver for attendance in any single session (breakout or poster) for non-CARL members. **UPDATE: These revised proposals were approved via email on Sept. 27, 2005.**

#### **c. Conference budget assumptions for 2006:**

Suellen distributed a high and low budget assumption for the 2006 conference. Approval is conditional on the requirement that the conference break even or produce a profit. Board requested that Suellen put together some different scenarios with attendance numbers and registration fees. Goal is to try and achieve between an 8-10 thousand dollar profit. Kelly will investigate RegOnline’s ability to produce reports through its software capability. Carl B. & Suellen will discuss this matter separately & report back to Board.

#### **8. Vice-President-North’s Report, Vicki Rosen**

Vicki presented that ACRL has a \$50,000 grant available to increase membership. Carl mentioned that as ACRL council delegate, he was familiar with this issue. Carl expressed his frustration with the lack of support from ACRL. Kelly agreed from her findings that it isn’t worth the time for the amount offered. Board agreed not to pursue. Vicki also reported on the program “**Cool Off in the City**” held July 29 at the Mechanics’ Institute Library. The goal was to gather as many IG leaders and Campus Liaisons as could attend. Vicki felt this was a successful beginning to share experiences and ideas and plans to hold similar meetings for this purpose in the future.

#### **9. Committee on Organization, Vicki Rosen**

##### **a. Update on CARL as an Organization**

Vicki identified key issues for CARL’s continued stability: Financial health, Records management and Leadership and staffing. Vicki emphasized the importance of increasing and stabilizing CARL membership and proposed that members be surveyed on various issues. A permanent address for banking, tax filing and insurance is still an important problem that needs a solution. The Membership Committee will consider the survey idea and work with the Communications group to achieve this.

##### **b. Guidelines for Interest Groups**

Kris drafted guidelines but they didn’t go out to the entire Board no vote was taken. She briefly went over the guidelines. The goal of the guidelines is to provide better

communication between the Board and the IGs . Kris suggested that very brief quarterly reports should be required from the IG chairs but there was some resistance to this. Noted inconsistency with bylaws. Some groups have very extensive bylaws while some have none. Kris will send these guidelines to the Board in time for the Dec. meeting. Kris and Judy will also send them to the IGs.

### **c. Improving CARL Financial Planning**

Ann Hotta joined the meeting via telephone. Financial planning is one of CARL's top priorities. She suggested that perhaps there are two jobs w/in the Treasurer's role. Concern with the time spent on the technical tasks (bookkeeping, etc.). Suellen commented that this may require a bylaws change. Should these tasks be outsourced? Jean suggested that the Treasurer could be an appointed position rather than an elected position. But for now, a new Treasurer will be elected as usual in 2006 for a 3 yr term. Committee on Organization will work on a proposal to outsource some of the duties or change the nature/role/charge of the position as an alternative.

### **10. Treasurer's Report, Ann Hotta**

Ann distributed electronically a Profit and Loss for Jan.1 – Aug. 27, 2005, Proposed Budget for 2005 and Balance Sheet and noted that we made our goal of \$10,000 in membership dues. Acknowledged Kelly's efforts in that accomplishment. The 2005 budget was unanimously approved with one change: that the \$1,400 under "donations" would be moved to the 2006 budget. Hopefully, in the future, proposed budgets for the year will be approved much earlier.

**(At two p.m. sharp, all video conference points were terminated so discussion was abruptly halted. )**

### **11. Membership Director's Report, Kelly Janousek**

Kelly's proposals to **a. change membership renewal date from January to an individualized membership starting month each year** and **b. to change Membership Committee charge to include work on quarterly renewal drives** will be on the agenda for the Dec. meeting.

*The following Information -only reports were distributed electronically. There was no discussion of these reports due to time constraints. A summary of the reports is listed below and the complete reports are available for the Board under "Board Reports" in the Yahoo briefcase:*

### **12. Website Coordinator's Report, Bonnie Petry**

In addition to completing the pending updates and additions to the website, Bonnie reported that the only issue with the CARL website is storage space on the server. Digital Forest gives us one "pot" of space which is divided now between our two

projects, the membership database and the website. Although the entire website fits comfortably on a 100MB zip disk we are going to have to pay for more space if we continue to grow. She will contact Digital Forest and see what increments of space they offer and the cost.

**13. Interest Group Coordinators’ Reports, Judy Lee, Kris Johnson**

Judy had no report. Kris reported on her activities which included holding a meeting for IG chairs, filling a vacant IG position, creating a draft of IG guidelines (see 9b above) , announcing recent and upcoming northern activities and updating the current status of Northern IGs

**14. Campus Liaison Coordinator’s Reports, Rachel Minkin, John Dobbins**

Rachel is newly appointed to replace Brian Lym and John Dobbins had no report.

**15. Secretary’s Report, Robin Imhof**

Robin prepared and distributed the minutes from the June meeting, participated in Committee on Organization email conversations and maintained documentation on yahoo briefcase.

**16. Newsletter Editor’s Report, Liz Ginno**

Liz had no report. The September newsletter went out to members and is on the CARL website.

**17. Legislative Liaison’s Report, Aline Soules**

Aline’s “The Impact and Analysis of Law Enforcement Activity in Academic and Public Libraries” is available in the Sept. issue of the CARL newsletter.

**18. Archivist’s Report, Lynne Reasoner**

Lynne was not present and had no report.

**19. ACRL Chapter Council Delegate’s Report, Carl Bengston**

Carl didn’t have a formal report but commented on the ACRL membership grant (see item #8 above).

**20. Action Item List**

1.	<b>Revise Standing Rules regarding duties of Campus Liaison Coordinators in membership renewal efforts</b>	Kelly J. / Suellen
2.	<b>Review structure of Conference Planning Committee Proposal at Dec. meeting.</b>	Board
3.	<b>Distribute list of potential vendors for 2006 conference</b>	Suellen
4.	<b>Discussion about Website redesign/update</b>	Communications Task Force
5.	<b>Consider ways to promote stature of CARL to</b>	Jean

	<b>Library Directors. Discuss ways to promote CARL member contributions (i.e. once-a-month electronic notification )</b>	/Communications Task Force
6.	<b>Send draft of IG guidelines and discuss and approve at Dec. meeting</b>	Kris/Judy L. /Board
7.	<b>Discuss the possibility of distributing a survey to members as a way to communicate member needs.</b>	Kelly J/ Communications Task Force
8.	<b>Write to California ACRL members (who are not CARL members already) and encourage them to join CARL</b>	Kelly J.
9.	<b>Investigate RegOnline's ability to produce conference budget scenerios through their software</b>	Kelly J.
11.	<b>Draft a proposal to either outsource some of the Treasurer's tasks or retool the position as it now stands</b>	Committee on Organization
12.	<b>Create a process for putting CARL conference papers on website</b>	Communications Task Force
13.	<b>Appoint small group to work on preliminary steps for 2008 conference</b>	Jean
14.	<b>Create parameters for end of the year reports to Archives</b>	Committee on Org

**Next Meeting Date and Location:**

**Monday, December 5, 2005, University of the Pacific's McGeorge School of Law in Sacramento**

Submitted by Robin Imhof, Secretary